

St Francis St John Preschool

PARENT HANDBOOK

Revised 5/16

602 S. West Street
Stillwater, OK 74074
405-624-3450
saintpreschool@brightok.net

WELCOME

We welcome you and your child to St Francis St John Preschool (SFSJP). The Director and staff strive at all times to create a loving, nurturing and safe environment. The policies forth in this handbook are for the protection of all our children. We respect the role and influence of our parents in developing a quality program. We look forward to working in partnership with you for the care of your child.

Admission is open to all regardless of race, creed, heritage, or ability. However, in order to maintain a safe environment for all children within our care, we reserve the right to refuse service to anyone who is unable to abide by the policies of the school. SFSJP accepts children ages 1 to 5 years.

SFSJP is located on the St. Francis Campus at the corner of 6th and S. West Street. The physical and mailing address is 602 S. West Street, Stillwater, OK 74074. The phone number is 405-624-3450. The fax number is located in the Parish Office and may be reached by dialing 405-533-1728

The Preschool lessons are taught from 9:00 A.M. to 12:00 P.M. We offer an extended day from 12:00 P.M. to 2:55P.M. The extended program has an additional fee to the monthly tuition. Enrollment is based upon availability. Priority status is given to parish members and siblings of enrolled children.

PHILOSOPHY

Jesus is the role model for the Preschool in order that we may teach as Jesus did and interact with the students, parents and faculty in a manner, which demonstrates our love of God and one another. The Preschool provides a safe, loving and organized educational environment of play, guided exploration and hands-on activities appropriate to each child's needs. Our environment will provide success in communication, social skills, creativity, thinking skills and fine and gross motor development. The Preschool establishes a positive introduction to learning in a school setting. The faculty respects the dignity and needs of the whole child.

RELIGIOUS EDUCATION

SFSJP is an official member of the Catholic Schools of Tulsa and complies with all policies and procedures of the Diocese of Tulsa as they relate to the preschool environment. The "Growth Inventory" which has been established through the Diocese of Tulsa will be the tool used to assess each child in our program. This assessment is an extensive early childhood tool evaluating the whole child in all areas of learning. The religious education assessment covers the following:

- A. Children will begin to understand that they are part of God's Family.
- B. Children will begin to understand the Bible is the Word of God.
- C. Children will begin to understand that Jesus wants us all to follow His word and example.
- D. Children will experience varied forms of prayer

The children will enjoy daily lessons on scripture, saints, prayer and activities that focus on the week's learning. Each Monday morning, all children will gather in the hallway around the school prayer table and listen to the weekly lesson theme, be introduced to the saint for the week and sing songs. Introducing a prayerful life in young children will help to foster a love of God, others and teach them to become good stewards of God's world and His Church.

PSO

Preschool Support Organization (PSO) encourage parents to become involved in their child's school and to also ensure our program remains strong. The PSO helps the Director plan, organize and execute all the events, activities and fundraising. Meetings are held on the first Wednesday of each month beginning at 9:30am lasting about an hour.

Parents that work and cannot attend the meetings are still encouraged to be a part of the organization. Phone calls, making banners/posters, cutting and assembling things are just a few roles that can be done at home or in the evenings.

ENROLLMENT PROCEDURE

Enrollment forms are located in the Director's office and at both parish offices. SFSJP gives priority to members of both parishes and siblings of enrolled children. To secure your child's place in our program, the Enrollment Agreement and Billing Form must be completed along with a \$100 non-refundable registration fee. This fee covers all administration paperwork as well as materials fees. The Application for Enrollment must be turned in prior to your desired start date. Current immunization records for all children must be kept in the school office. SFSJP is mandated by the Oklahoma Department of Human Services Child Care Division (DHS) to keep all current immunization records for all enrolled children.

As part of the enrollment process, we ask that when listing emergency contacts you understand that it is **"to whom the child will be released"** along with a password. Safety is our number one concern and having this added security gives us assurance that you have given authorization for your child to be released to the person (s) listed on your application. All contacts will be required to show proof of identification with a picture I.D. Please understand, if the contact is listed on your application and cannot provide us with the password, your child will not be released until you have given authority. If you require someone not listed to pick up your child, you will need to contact the school office with the person's name, phone number and brief physical description. The Director will then contact you from the phone number (s) listed on your application to verify this authorization. Again, we take our responsibility very seriously regarding the care and release of our children. **During the school year, please be sure to notify the school office if changes need to be made to your child's application. This is a safety issue.**

TUITION/LATE FEE POLICIES

SFSJP offer programs Monday through Friday from 9:00 A.M. to 12:00 P.M. (5 days). We also offer programs Tuesday and Thursdays (2 days) as well as Monday-Wednesday-Friday (3 days). Due to the structure of our K-prep program, we only offer a 5,4 or 3-day program. We want to ensure that your child is receiving the highest level of education. Fees for each of these programs are provided in the school office.

SFSJP follows the Stillwater Public School Calendar as much as possible. We are in session 172 days from August 19, 2016 to May 23, 2017. Please view the school calendar on our website, on the parent information board over the signage desk as well as your Enrollment Agreement. Extended care is offered 170 days. No extended care is offered May 22nd and 23rd.

Statements will be available at the end of the month and placed in parent files. Tuition is due by the 5th of each month. We accept only check and cash payments. Please make checks payable to “**SFSJP**”. A tuition mailbox is located on the west wall closest to the main school entrance. **Cash payments must be made in the school office.**

Tuition is based on the number of days SFSJP is open. **Tuition that is not received by the 5th** of the month will be charged a **\$25 late fee**. Tuition that is not made by the 15th will be subject to disenrollment and not permitted to return until tuition has been made current. Please notify the Director regarding late payments. . If you plan to be absent or your child is out at the time tuition is due, it is necessary to make arrangements to pay prior to your absence. Tuition is due regardless, however we are willing to work with families on a case-by-case bases.

Tuition is based on the 172 school days we are in session and divided by 10 months. Tuition is due regardless of vacations and days missed (illnesses, family visiting, etc). You will be responsible to notify the Director for times your child (ren) will not be attending school.

Our Program ends at 12:00 P.M. A late fee of **\$5 per minute** will be charged to your account if after 12:00 P.M. This rule also applies to children who are enrolled in our extended day program. Extended day concludes at 2:55P.M. A **\$5 per minute** will be charged to your account if after 2:55 P.M. This policy is strictly enforced.

ATTENDANCE/WITHDRAWAL

SFSJP will open the doors to the main building (south entrance) at 9:00 A.M. We ask that all our children arrive at 9:00 A.M. so that learning can begin immediately upon arrival. The classroom teachers have specific lessons when the children arrive and it is part of their daily lessons. We ask that you contact us as early as possible if you will be arriving late or absent for the day. This policy also includes the early drop off and extended day programs. Please be advised that the monthly tuition will be not reduced due to absences.

At the time of enrollment, your child has been placed in a specific program and classroom. SFSJP requires a **(30) day written** notice given to the Director regarding any program changes or withdrawal from the program. **If a (30) day notice is not given, you will be subject to the full tuition.**

ARRIVAL AND DEPARTURE

A signage book will be located at the main entrance door. Please be sure to sign your child in each morning. Every child must be signed in and out each day. This is a State regulation.

To ensure the safety of the staff, children and their families, SFSJP doors will remain locked during the hours of our program. The main entrance (south doors leading to the parking lot) will open at 9:00 A.M. and be locked at 9:15 A.M. If you arrive after 9:15 A.M. you will need to ring the doorbell or call the school to be admitted. The doors will be unlocked again at 12:00 P.M. and locked again at 12:15 P.M. The doors will be opened again at 2:00 P.M. for those in extended day. Our school will be closed at 3:00P.M. If you need to address business after school hours, please contact the school office to schedule an appointment.

All children in our program will enter through the main doors of the school with the exception of the **Early Preschool (2 year olds)**. The east door (facing the parking lot) will be the entrance for parents. Once our staff has received your child, you will exit through the same door and enter into the main school entrance to sign your child into our care. This process is repeated when picking up each day. **Please do not enter the Early Preschool Classroom (2 year olds) through the Beginners classroom.** This is very disruptive to the children and teachers. If you drop off after 9:00 A.M., you will need to ring the doorbell into the main entrance to sign your child into our care prior to dropping your child off into the classroom.

Drop off times are very busy and we ask that if you need to speak with your child's teachers to please make it brief. Your concerns and questions are always welcome and we encourage you to inform us of any situation that might arise, however, once the children begin to arrive, the teacher must focus on her classroom. This is a safety concern, so if you need to discuss an issue or concern that may need time to address, please schedule an appointment with your child's teacher or see the Director.

Visitors to our school will be asked to sign in and out in a visitor's log. Visitors will not be allowed to wonder though the school unattended. All visitors will be under the supervision of either the classroom teacher or Director.

HOLIDAY'S/INCLIMENT WEATHER

SFSJP will follow the Stillwater Public School decision on closure due to inclement weather. Tuition rates will not reflect a change due to closure. The School is closed on the following days:

2016-2017

September 5	Labor Day
September 28-6	Professional Day
October 20 & 21	Fall Break
November 23-25	Thanksgiving Break
December 22-31	Christmas Break
January 1-4	Christmas/New Year's
January 18	Martin Luther King Day
February 13	President's Day
March 13-17	Spring Break
April 14	Good Friday
April 28	Spring Day

NO EXTENDED CARE

May 22-23rd, 2017

PERSONNEL

All teachers and assistance, including the Director have passed a National Criminal History Check, which is regulated by DHS. This background check also includes:

- The Mary Rippy Violent Offender
- Joshua List
- Sex Offender
- Fingerprinting

Staff is required to be certified in first aid and CPR.

Per the requirements of the Diocese of Tulsa, all staff are required to be trained in Virtus (Protecting God's Children), sign a Code of Conduct and follow all state requirements for background checks as listed above.

On occasion, parents have asked our teachers to babysit. SFSJP discourages this practice. If babysitting does occur, SFSJP will not become a party to it and therefore will take no responsibility or liability for incidents arising from this situation.

HEALTH AND SAFETY

Each child is required by the State Department of Health to have current immunizations. Some immunizations are given in combinations. An official copy of the record is needed before your child will be admitted. It is the parents responsibility to keep all immunizations up to date. Children whose immunization are not kept current during the school year will be subject to exclusion from the program until records are up to date.

SFSJP will administer prescription medication only. The prescription medication will be administered only if specific criteria are met.

General Guidelines:

- Medication must be for a certain purpose
- Medication is not given "as needed" – the only exception is emergency medication, such as medication to counteract an allergic reaction
- Every medication must have a child's first and last name printed on the pharmacy label
- Siblings cannot share medication
- Other than the noted exception, medication must be taken home daily
- Medication must be stored in the Director's office
- Medication requiring refrigeration shall be placed in a refrigerator that does not contain food or beverages
- Medication will be administered by the Director
- All medication will be out of reach of children
- Medication Authorization form must be filled out by the parent in the Director's office.

EMERGENCY MEDICATION

SFSJP will administer breathing treatments, Epi pens and other emergency medication as per parent's instructions. Please be sure to complete the medication form located in the Director's office for these medication. In case of a medication emergency, SFSJP will contact 911 and notify the parents of the situation by telephone. Should a parent not be reached, the emergency contacts will then be notified.

DIAPER CREAM

Any child who needs SFSJP staff to administer diaper cream must have an Authorization form on file. This also includes: lotion and lip balm. Authorization forms can be obtained in the school office. **Expiration dates** for diaper creams, lotions, lip balm and powders must be visible on container or packaging and must accompany your child (ren) to school. Please label diaper cream with first and last name of your child. You may not leave diaper cream at school without an Authorization form on file.

HAND WASHING

Every child will be asked to wash their hands upon arrival at school. Children in the Beginners and Early classrooms may use the sinks located in their classrooms. K-prep will need to be escorted to the bathrooms by their parents to wash their hands. K-prep's restroom is located directly across from the classrooms. Hand sanitizer will be used in our school only under direct supervision on a SFSJP staff member. It takes less than a teaspoon of hand sanitizer to induce alcohol poisoning in a young child. This is a serious safety concern, so hand sanitizers are not permitted in the classrooms for children's use without strict supervision.

ILLNESS

SFSJP ask that parents notify the school office if their child becomes ill. If a child is seen by their pediatrician and diagnosed with a contagious disease or has been directly exposed to one, **a note from the doctor is needed prior to returning to school.** If a child becomes ill at school the parent will be notified. Children with temperatures of 100 or above, diarrhea (two loose stools within two hours), vomiting, unidentified rashes, eye inflammation (redness, matting) will be asked to be picked up by their parent and to be symptom free for 24 hours prior to returning to school. Children with fevers, vomiting or diarrhea **must be symptom free for 24 hours without the administering of medication before returning to school.** Once a child in our classrooms are diagnosed by a doctor of a communicable illness, a note will be placed on the classroom door for a time period of 48 hours alerting parents of possible exposure.

If your child cannot participate fully in the day at school, it is best to keep him/her home so s/he may get the necessary rest their body may need. If you have questions regarding this policy, please contact the school office.

PERTUSSIS (WHOOPIING COUGH) TRANSMISSION

Pertussis is a very contagious disease spread through aerosolized droplets from person to person. People with pertussis usually spread the disease by coughing or sneezing while in close contact with others, who then breathe in the pertussis bacteria.

SYMPTOMS

Pertussis (whooping cough) can cause serious illness in infants, children and adults. The disease usually starts with cold-like symptoms and maybe a mild cough or fever. After 1 to 2 weeks, severe coughing can begin. Unlike the common cold, pertussis can become a series of coughing fits that continues for weeks.

In infants, the cough can be minimal or not even there. Infants may have a symptom known as "apnea." Apnea is a pause in the child's breathing pattern. Pertussis is most dangerous for babies. More than half of infants younger than 1 year of age who get the disease must be hospitalized. Recovery from pertussis can happen slowly. The cough becomes less severe and less common. However, coughing fits can return with other respiratory infections for many months after pertussis started.

SCHOOL EXCLUSION

Children with suspected or confirmed pertussis should be kept out of school or childcare until they have completed five (5) days of antibiotic therapy.

HEAD LICE

Head lice belong to a group of human parasitic insects. Head lice are obligate parasites of humans, which means head lice need human blood to survive. Head lice infestation has plagued humans since the beginning of recorded time. They can be found on persons of any age, race, gender, or socioeconomic class head lice are host-specific (they live and reproduce only on humans) and thus are not found on domestic pets.

Infestation is defined as harboring **any** nits, nymphs, or adult head lice. Excessive scratching of the head is often the first obvious sign of head lice infestation. Lice eggs, usually called nits, are found by close examination of the hair. Actual lice are seen infrequently as they move quickly through the hair. In cases of severe infestation, head lice may also infest the eyebrows and eyelashes.

FACTS

Lice cannot jump or fly. They must crawl from one person to another, or use an object such as a hairbrush or pillow as a transmission vehicle. Transmission of head lice occurs in 2 ways:

- 1.) By coming into direct contact with a person harboring adult or nymph head lice, or
- 2.) By direct contact with an object that has been in contact with an infested person's head - for example hats, coats, scarves, clothing, combs and brushes, pillows and bedding, upholstered furniture, car seats, etc.

Lice can be found on persons of any age, race, gender or socioeconomic class. Head lice are not necessarily an indicator of poor personal hygiene.

SYMPTOMS/IDENTIFICATION

- **Itching** of the scalp is the most common symptom of head lice infestation.
- The scalp may appear red, and have oozing, crusting or tender areas due to scratching.
- Finding nits close to the scalp.

NATIONAL RECOMMENDATION FOR SCHOOLS/CHILD CARE

The American Academy of Pediatrics recommends that no healthy child be excluded from or allowed to miss school because of head lice, and that "no nit policies" for return to school are to be discouraged.

It is important to know that children need not be "excluded" indefinitely from school for head lice infestation. The goal of this policy is designed as a system, which facilitates the parent's ability to quickly and easily eradicate lice and nits and place the child back in school. Exclusion of your child from school is reserved for only the most difficult cases of infestation.

POLICY

1. The Director and one other staff of SFSJP who are trained to screen children for head lice will be readily available to screen children.

2. General screenings of all children in our program will take place a minimum of three times per year: at the start of the school year, following Christmas break, and following Spring break.
3. If a child is found to have lice or nits, the Director will contact the parent(s) at work or home. The child may remain at school until the end of the day (depending on the individual circumstances of the case). The Director will assist in the educational efforts and answer any questions the parent/guardian may have when the child is picked up. Parent(s)/Guardian(s) will be sent home from school that day with educational materials detailing proper treatment and methods of nit removal. The parent should understand that the child would be expected to return to school the following day after shampoo treatment and nit removal have been accomplished.
4. When a child has been sent home for head lice treatment, the parent/guardian must understand that the following day, he/she must present the child at school for a re-check and remain present until the child has been cleared to re-enter. The Director and other trained staff may screen children following treatment for re-entry into the school for live nits only. If significant improvement has occurred and no live lice and essentially no nits are found, the Director/staff may allow the child back in to the facility. A note from a medical care provider is **not** necessary to allow re- entry of the child under these circumstances, as the child has not been excluded. In this case, the parent must continue daily nit combing and the trained school staff would perform a re-check in 7-10 days to ensure the child has remained free of nits and lice. However, if infestation is still a problem, the Director/staff member will work with the parent, demonstrating nit removal, emphasize the importance of combing, and send the child home with the parent/guardian for the day with instructions on nit removal. The parent should understand that the child is expected to return to school the following day with nit removal accomplished. The following morning staff members should screen for live lice only. Parents are asked to bring an empty bottle of lice shampoo to school the following morning to show compliance.
5. A notice will be posted in the classrooms for a length of 48 hours that a case of head lice has been identified in the school and recommend that parents screen each child.
6. In cases of severe infestation, inability of the family to rid the child of infestation, chronic infestation, repeated infestation, the parent will be referred to the county public health nurse or to the family's physician/medical care provider for treatment. In such cases, the child **will be excluded** from attending school until no longer infested

SNACKS AND LUNCH

SFSJP is a part-time program, which does not include snacks or lunch. Children will be assigned a **week** to provide snack for themselves and their classmates for that entire week. Classroom snack calendars will be posted on the school's website and in each classroom. Below is a suggested list of suitable snacks for the classroom:

- Goldfish crackers
- Cheese crackers
- Graham crackers
- Cheerios
- Fruit snacks/raisins **(K-prep only)**
- Pretzels **(K-prep only)**
- Fruit bars
- Dried fruits **(K-prep only)**
- Yogurt - individual containers
- Seasonal fruit
- Cheese sticks/cubes
- Vegetable trays

Please refrain from peanut butter products. We are a “nut free zone”. Soy butter is a suitable alternative to peanut butter. Due to DHS regulations food brought to the school must be in the original package and unopened. **No food cooked from home will be allowed** (excluding children's lunches). If you wish to celebrate your child's birthday with us at school, the refreshments must be store bought. We will serve water throughout the day.

**** Please note:** Some snacks are not permitted in the younger classrooms. Appropriate snack ideas for the Beginners and Early Preschool is on our website. Cookies, donuts, cupcakes, chips and other “unhealthy” snacks containing high levels of sugar are not permitted. Cookies, donuts and cupcakes are acceptable for special celebrations when a healthy snack is served prior to the “treat”.

Due to the high temperatures and need for hydration, we ask that parents bring a water bottle to school for their child. Be sure that **first and last names** are on the bottle and filled with ice and water prior to coming to school. The water bottles will be available to the children all day including outside. Bottles must be taken home each night for sanitizing and returned the following scheduled school day.

Children who attend our extended program will need to provide a sack lunch and drink. For perishable items, please place an ice pack in the lunch to keep it cool. Teachers have the ability to warm food in the microwave, but we do not have the ability to cook. Foods such as the Macaroni and Cheese bowls or pouches, frozen dinners take too much time to cook and cool for the children. We are happy to warm leftovers from home. Please understand that we are not able to make a lunch for your child. If your child is in extended day and does not have a lunch, you will be notified to bring one for your child prior to the lunch hour.

SFSJP will schedule special cooking days throughout the year. Each classroom will plan something to cook and may ask the children to bring part of the recipe. You will receive a note from the teacher regarding these times and items.

INCIDENTS/ACCIDENTS

In the case of your child getting a cut or scrap while at school, we will wash with soap and water and apply a bandage. If the cut is deep and needs medical attention we will notify you by phone and if necessary the child will be taken to Stillwater Hospital. Bumps and bruises will be treated with ice and parents will be notified by phone along with an Incident/Accident report.

SFSJP will complete an incident report requiring both a parent/caregiver and the school Director to sign. The report will provide parents/caregiver the facts of the incident, steps taken to care for the injured child and if necessary follow-up. Parents/caregivers will be given a copy of the signed report and a copy is kept in the child's file at school.

RESTIME

SFSJP provides a cot/mat for children resting. We ask that you provide a crib/twin sheet, blanket and an optional soft sleeping object. These items must be take home each week and returned cleaned the following week. Pacifiers must be labeled with first and last name and taken home daily for cleaning.

Rest time will begin at 12:30 P.M. If a child does not fall asleep within the first 30 minutes, s/he may sit quietly and do puzzles or color. Diapers are changed prior to naptime.

PARKING LOT

All parents must enter the parking lot from West Street. You will exit to the west and turn left into the alley. Please do not park in the apartments behind the school and walk. If there is not enough parking in the school, you may park in the church parking lot and walk across the street. All children's hands must be held and we ask that watchful eyes are open and aware at all times. The speed limit in our parking lot is **5 miles per hour. Parents please keep your children off of the wall in the parking lot to help prevent accidents.**

The alley directly behind the school is occasionally monitored by Stillwater Police Department. It is a one-way alley with the entrance from 6th street only. When we hold special events and West Street is closed, please enter through the alley from 6th and pull to the lot located east of the Outdoor Classroom (playground) for parking.

CLOTHING

Parents are asked to ensure that their child has two changes of clothing in their cubby in a large **Ziploc bag labeled with first and last name** and to switch these out as the weather changes. Outdoor play is a large part of our day, so being aware of the weather and assuring jackets, coats, gloves, hats, etc. are provided when necessary. Sneakers are the best form of shoes for active children. **Flip Flops are not allowed at school due to excessive injuries. All clothing brought to school must be labeled with first and lasts names.**

Children will go outside daily unless the temperature drops below **32 degrees** with or without the wind chill or the heat index is **above 90 degrees**.

DIAPER BAGS

Many times hazardous objects or items are left in a diaper bag from the weekend activities or evening outings. If you cannot provide a diaper bag that is only for school, please ensure that such things as nail clippers; baby Tylenol, hand sanitizer, lotion, etc. are not left in the bags prior to dropping off at school. Any item(s) found in diaper bags that could be potential hazards or harmful will be removed, placed in a sealed bag and left in the Director's office.

DISCIPLINE

As part of the Catholic Schools of Tulsa and as mandated by DHS we provide a positive approach to discipline. Redirection is the best form of discipline for young children. Separation from the group will be used in extreme situations.

** If a child becomes unruly, harming self or other classmates the child will be sent to the school office for the first offense. Any subsequent behavior will result in a meeting between the parent (s) and Director. Under no circumstances will the program allow a child to slap, kick or hit a teacher. The child will be sent home for the day. Repetitive behavior will result in a parental meeting with the Director and teacher and up to dismissal from our program.

FIRE/TORNADO DRILLS

SFSJP will conduct monthly fire and tornado drills. Fire drill meeting place is the outdoor classroom (playground) and the tornado drills will alternate between the school hallways and the church basement. Drills will be posted on the parent information board with evacuation date and times.

DIASTER PLAN

In the event that SFSJP should need to evacuate for any reason, children will be walked across the street to the church building basement. The children will remain in the church basement until an all-clear has been established. Examples of an evacuation event might include but not limited to: electrical outages in the building, a threat call into the school, plumbing or gas leaks, etc. Children will remain in the SFSJP staff until all parents are notified and placed in the custody of their parents. **Please see the appendix to this handbook for the Revised Emergency Preparedness Plan.**

PARENT PARTICIPATION

SFSJP has an open door policy for all parents. We encourage and appreciate parental involvement in our school. There are many different ways to become involved in the school and activities.

VOUNTEERS

SFSJP loves having parents, grandparents and members of the community to volunteer their time and talent with the staff and children. All volunteers will need to follow the visitor's policy. Please contact the school office for more information.

GUARDIAN ANGELS

SFSJP has a special program to acknowledge the wonderful individuals and groups who give of their time, talent and treasure to help support of preschool. An individual or group who volunteers

25 hours of their time on recorded projects at the school or donates \$250 or more is classified as a Guardian Angel of our program.

The last week of January we will celebrate Catholic School Week with all other catholic schools across the nation. During the weeklong celebration (and at both parish weekend masses) we encourage parishioners to become involved in catholic education of our young children. It is also a time we ask for donations to continue the upkeep and support of our facility and program, as well as tuition assistance for qualifying families.

COMMUNICATIONS AND PARENTAL CONCERNS

The Director will post newsletters on the school's website as well as in the classrooms and outside bulletin board (located next to the main entrance). Postings will cover the Fall, Winter and Spring. Last minute notes will be placed in parent folders from time to time. Please check your folders daily.

The staff and Director communicate daily regarding issues and concerns that arise between the classroom environment, the daily events and also parental/guardian comments and concerns. This line of communications provides all parties involved with the most accurate information so we can make appropriate decisions and address each situation as it arises.

SFSJP holds two (2) Parent/Teacher conferences a year. One is conducted in the fall and the other in early spring. Dates and times may vary due to staffing and enrollment.

**** Please note: All questions regarding the school policy, procedure, attendance, billing and payments must be addressed to the school office (Director).**

SFSJP recognizes that on occasion differences of opinion may arise between parents and staff. The Director is available for assistance at any time. Appointments may be necessary, but understand the staff of SFSJP is available to all parents and their guardians. If you have a concern, it is necessary for you to contact us immediately so we can discuss and resolve the issue. In the evenings, the school phone is forwarded to the Director's personal cell, so concerns/issues may be addressed before the next school day.

FINAL REMARKS

SFSJP staff extends our thanks to all families who have chosen to enroll in our program. We are honored by your trust and confidence in us to nurture, guide and grow in faith with your child (ren). Our Lord said, "Let the children come to me, and do not prevent them; for the kingdom of heaven belongs to such as these". (Matthew 19:14)

APPENDIX EMERGENCY POLICY AND PROCEDURE

This section will address the various emergency policies and procedures for SFSJ Preschool regarding the following:

Tornado Warnings

Tornado drills are conducted on a monthly basis beginning in August and running through May.

1. Once a warning has been issued for the Payne County area, the Director or staff in charge will inform the classroom teachers to proceed to the parish basement located across the street in St Francis Xavier Church.
2. The Director will be the last to exit the building ensuring all have evacuated from school.
3. Once the children and staff are safely in the basement, teachers and director will verify all are present and accounted for.
4. If the school or church suffers a direct hit, the Director will execute the following procedures:
 - a. Notify the local authorities by cell phone
 - b. Assessment of any on-going negative effects (fire, leaking of utilities, etc.)
5. Teachers have emergency contact information on all families. Teachers will begin notifying parents individually. It is important that you do not try to contact us directly because this will slow down our efforts to notify you.
6. If the school is not affected, the policy for notification will be via email if service is not compromised or procedure will be as listed in #5.
7. Staff will be equipped with working flashlights, cell phones and our emergency preparedness cart.

Earthquake

1. If an earthquake should begin our teachers will instruct the children to “duck, drop and cover”. We will not leave the current location while the earthquake is happening.
2. The Director will be the last to leave the building to ensure all have been evacuated.
3. Once the earthquake has ceased, we will evacuate the building to the playground next to the red barn.
4. We will verify all children in care are present
5. Teachers will begin notifying all families children are safe.
6. The Director will assess if the building is safe to re-enter.

Fire

1. Once the alarm has been activated, the teachers will follow the exit plan in place and all classrooms will meet at the red barn located on the playground.
2. The Director will do a walk through the building ensuring all have been evacuated and turn off the lights.
3. The Director, if possible, will bring laptop along with emergency contact binder.
4. The staff and director will verify all the children are present.
5. Teachers and/or director will begin notifying families
6. If the Fire Department deems the building is safe to re-enter, we will do so, otherwise families will need to come and pick up their children.

Floods/Flash Floods

1. In the event of a slowly developing flood during school hours, the Director will monitor local radio and news stations.
2. If it is necessary for the children to be evacuated, the teachers will escort the children to the choir loft located in St Francis Xavier Church.
3. The Director will be the last to leave the building ensuring all have evacuated safely.
4. Teachers and Director will begin to notify families via cell phones.

Ice/Snow

1. In the event of a winter storm warning during school hours, the Director will monitor local radio and television stations
2. If Stillwater Public School or OSU dismisses early, we will follow the same policy and begin contacting families.
3. In case of closure prior to school session, please watch local television stations for closure of Stillwater Public School.

Aggressive Person on Site

1. Upon hearing or witnessing a disturbance, the staff member will notify the Director with the code: "Come Holy Spirit".
2. The staff will call 911 for assistance.

Unauthorized Intrusion

1. Once staff discovers intruders, 911 will be notified and then inform the Director.
2. Staff should take mental notice of intruder's physical appearance and mental condition.

Hazardous Materials

Spills/Explosions

1. Once local authorities of a hazardous spill or explosion have notified the Director, the teachers will be notified to evacuate the building.
2. Teachers will escort the children to St Francis Xavier Church or the Parish Office – location furthest from the incident determine location.
3. The Director will ensure all have evacuated the building.
4. Families will be notified as to the safety of the children and location.
5. We will re-enter the building only if given permission by local authorities.

ST FRANCIS ST JOHN PRESCHOOL PARENT CONTRACT

Beginning on the _____ of _____, 20____ Preschool services will be provided by St Francis St John Preschool for my

child/ren_____.

By signing, I acknowledge that I have read the SFSJP Parent Handbook and agree to adhere to the policies and procedures set forth by SFSJ Preschool. I understand that by not following the policies listed in the Parent Handbook may result in additional fees, health and safety violations and could lead to dismissal from the program. I know that I may contact the Director at any time with questions and concerns.

Parent/Legal Guardian Print

Parent/Legal Guardian Signature

Date
