



## St. Stephen's in-the-Field Parish Preschool

7269 Santa Teresa Blvd.

San Jose, CA 95139

(408) 629-1843

www.ssitf.org

2011/2012

## Parent Handbook

### WELCOME

Welcome to St. Stephen's in-the-Field Parish Preschool! Thank you for inviting us to join your child in the wonderful journey of childhood. You have great hopes for your child's future and have chosen St. Stephen's Parish Preschool after very careful consideration. We take seriously the responsibility you have given us. We will employ every resource, talent and passion we have to help your child receive a wonderful preschool experience.

### MISSION

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**The mission of St. Stephen's Parish Preschool is to provide a loving, nurturing preschool based on Christian values, enabling children to grow and develop socially and cognitively in preparation for kindergarten.**

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### PHILOSOPHY

We believe children's early experiences enrich and stimulate future development and growth. Children deserve to be treated as individuals in a healthy environment that welcomes exploration, imagination, and individual growth. We respect each child's need for a loving and secure environment that offers stimulation, acceptance and warmth, and includes academic growth.

### ABOUT ST STEPHEN'S PRESCHOOL

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St. Stephen's in-the-Field Episcopal Church has been established in the Santa Teresa community in south San Jose since 1974. St. Stephen's Parish Preschool has been established as a means to further grow and develop our capability for serving our community. St. Stephen's Parish Preschool has a small teacher to child ratio of 1:10. The preschool is under the guidance and management of St. Stephen's in-the-Field Episcopal Church.

## **CURRICULUM**

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St. Stephen's Parish Preschool offers a varied program for 2 yrs 9 mo through 4 year olds. This program focuses on developing the whole child through art, music, creative play, math manipulatives, reading readiness and field trips.

- ❑ Reading/Phonic Readiness
  - Letter Recognition
  - Identification of Consonants
  - Visual perception skills
  - Auditory discrimination
  - Introduction to phonics
- ❑ Listening Skills
- ❑ Oral Language Skills
  - Sharing of ideas and experiences
  - Describing pictures and actions
  - Story telling
  - Creative thinking skills
- ❑ Math Readiness
  - Number recognition
  - Counting
  - Size and gradation
  - Manipulatives
  - Shape recognition
  - Sequencing
  - Measurement
- ❑ Science
  - Simple experiments
  - Nature study
  - Health and safety
  - Parts of the body
  - Cause and effect
- ❑ Social Studies
  - Building self-esteem
  - Socialization skills
  - Holidays
  - The Family and Community
- ❑ Music and Movement
  - Large motor coordination
  - Rhythm and patterning
  - Circle time
- ❑ Art
  - Creative expression with various media
  - Textures
  - Colors
  - Printing
  - Crafts
  - Small motor skills

## **CLASS SESSIONS**

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<b>T/Th</b>	<b>2 ¾* - 4 year olds</b>	<b>8:30 – 11:30 a.m.</b>	<b>\$280/month</b>
<b>MWF</b>	<b>2 ¾* - 4 year olds</b>	<b>8:30 – 11:30 a.m.</b>	<b>\$380/month</b>
<b>M-F</b>	<b>4 year olds</b>	<b>8:30 – 11:30 a.m.</b>	<b>\$490/month</b>
<b>Extended daycare available M-F</b>		<b>7:00 a.m. to 6:00 pm.</b>	<b>\$6/hr.</b>

**\* Must be 2 years and 9 months old by September 1<sup>st</sup>.**

**\*\* Potty training is required.**

Staff will assist the child with toileting needs the first two weeks if needed. If the child is still not ready (three accidents per week) he or she will be placed at the top of the enrollment waiting list until successfully potty trained.

While your child is in our program he/she will have the opportunity to participate in a wide variety of activities. These activities will promote all aspects of development. Children will be offered choices whenever possible. Children will also have the experience of structure.

## **COMMUNICATION**

St. Stephen's Parish Preschool encourages and fosters effective communication between teachers, parents and child. It is vital that parents and teachers have a shared vision for the child's goals and plans for achieving them.

Parents are welcome to provide constructive suggestions to improve the operations of the preschool, and to optimize interactions between child, teacher, and/or parents.

## **HOURS OF OPERATION**

Preschool	Monday through Friday	8:30 a.m. to 11:30 am
Preschool	Monday/Wednesday/Friday	8:30 a.m. to 11:30 am
Preschool	Tuesday/Thursday	8:30 a.m. to 11:30 am
Extended Care	Monday through Friday	7:00 am to 6:00 pm
Office	Monday through Friday	8:00 am to 12 noon

There will be a fee of \$5.00 for every 15 minutes the parent is late for child pickup. The late fee is due at pickup time.

## **PAYMENT OF TUITION**

The tuition for our program is due monthly. Payments must be received by the 1<sup>st</sup> of every month for that month. Failure to pay will be cause for suspension of services until full payment is made. If the preschool should be closed on a day when tuition is due, then all tuitions shall be due the previous business day. If your child will be absent on a day tuition is due, you are still required to have your tuition payment submitted by 3:00 P.M.

- Tuition is not prorated for scheduled vacations, holidays, or partial months.
- There are no refunds in fees for absences of your child. This includes absences due to illness.
- There will be a charge of \$10.00 per day for late payments.
- There will be a charge of \$10.00 for any checks returned for N.S.F. plus any other charges from the bank. After two returned checks, parents will be required to pay tuition fees by cash or money order.

## **HOLIDAYS**

We will be closed on ***most*** School District holidays, vacations and in-service days. A detailed calendar will be provided at the start of the school year. Tuition is not prorated.

## **ADJUSTMENT PERIOD**

St. Stephen's Parish Preschool recognizes that this might be the first preschool experience for many of the children. We intend for this to be a happy experience – experiencing the joy of learning with friends. However, if your child appears to be unhappy, or the arrangement is unsatisfactory for any reason, we will notify the parent. We ask that the parent(s) let us know if they see the same. We, or the parent(s), may terminate the contract anytime during the first month's adjustment period.

## **CHILD MANAGEMENT**

In dealing with children who have difficulty conforming to school rules and getting along with classmates, we look for the opportunity to teach positive alternative behavior. Children are directly involved in exploring their behavior, how it affects others, and what they can do to solve problems in appropriate ways.

While your child is in our care, he/she will only receive positive encouragement. Children will not be subject to any corporal or physical punishment of any kind. We

believe the most effective way of enforcing positive behavior is through praise, respect, re-direction, and positive reinforcement. We also teach children problem solving during conflicts with other children.

## SNACKS

Your child will need to bring a healthy snack and drink to school. Juices must be made of 100% juice. The snack needs to comply with state recommendations for nutritional content.

A list of nutritious snack ideas is given below:

- Apple slices and peanut butter
- Cream cheese on whole wheat crackers
- ½ banana
- Oranges
- Peanut butter on celery
- Peanut butter sandwich (1/2)
- Cheddar cheese spread on celery
- Applesauce

If your child will be on site at lunch time, following are ideas for a nutritious lunch (courtesy [www.laptoplunches.com](http://www.laptoplunches.com)).

Breads	Spreads & Condiments	Fillings	Fruits (Dried and Fresh)	
bagel baguette bread sticks crackers English muffin focaccia lavash bread pita bread pizza bread rice cakes rolls sandwich bread tortillas	almond butter apple butter avocado (mashed) banana (mashed) brie cheese cashew butter cream cheese (lowfat) goat cheese honey hummus jam (spreadable fruit) ketchup mayonnaise/mustard peanut butter pesto pizza or tomato sauce pumpkin butter	carrots (shredded) cheese (lite/low-fat) chicken chicken salad egg salad hard boiled egg nitrite-free hot dogs lettuce shrimp salad sliced avocado sliced cucumber smoked salmon sprouts tofu tuna salad	apples apricots Asian pears avocado bananas blueberries cherries cranberries (dried) dates figs mango papaya pears prunes raisins	grapefruit grapes kiwi melon nectarines orange sections peaches pineapple plums raspberries strawberries tomatoes

Vegetables		Treats	Other	Other Grains
asparagus beets bell peppers bok choy broccoli Brussels sprouts cabbage carrots cauliflower celery cucumbers eggplant green beans green salad	lettuce mushrooms seaweed (nori, wakame, hijiki) shelling peas snap peas soy beans (edamame) spinach squash sweet potatoes yams zucchini	apple crisp applesauce baked chips with salsa dried fruit fruit bar fruit leather granola homemade cookies notes from home popcorn pretzels stickers trail mix vanilla yogurt with fruit	baked tofu bean burrito cottage cheese with fruit garlic toast polenta with pizza sauce and cheese	pasta rice couscous oatmeal bulghar

### **CHILDREN'S CLOTHING**

We want the children to be comfortable and free of restriction as they move about. In that light we suggest you send your child to school in sturdy, washable clothing that is free of complicated fastenings. Please remember that we do messy art, and play outside on most days, so “play clothes” are best. We strongly encourage that your child wears closed toe shoes that fit properly. Shoes or sandals that do not have straps around the back of the foot, or exposed toes, may cause foot injury while playing outside.

### **CHILDREN'S SUPPLIES**

Your child will need a 2-gallon bucket (no lids), labeled with his or her name. The buckets are used to send home class notices and completed artwork.

We also require parents to supply us with a change of clothes for your child to keep in their bucket, to be prepared for changes in the weather, and in case of accidents. Please provide the spare clothes at the first day of school in a zip lock bag placed in your child's bucket, with his or her name and the class session written on the bag.

## **HEALTH POLICY**

We know that you don't want your child to be exposed to unnecessary infectious or communicable disease. For that reason, we are sure parents will take every precaution to not expose other children if your child is sick. Please comply with the guidelines of the Title 22 Sickness policy and keep your child home if displaying any of the following symptoms of contagious disease:

- Fever
- Signs of a cold
- Moist cough
- Pink Eye (Conjunctivitis) – The child must be on medication for 24 hours before returning to school with no eye drainage.
- Diarrhea
- Vomiting
- Any rash or skin infection

## **SAFETY AND PARKING**

We recommend that parents park in the parking lot in front of the preschool/church. **Each child needs to be escorted into the preschool and signed in by the parent or guardian.** When signing in your child, it is a State licensing requirement that a parent/guardian signs **using their full name.** No initials please.

No child will be released from the preschool unless they are signed out by the parent, guardian or designated person. (A letter of authorization needs to be presented by the parent if someone other than the parent or guardian will be picking up the child from preschool.)

### Storing Medications at School

All medication must be stored in the preschool office. Children may not keep medications of any type in their possession. No medications, including aspirin/Tylenol, over-the-counter drugs, or Chap Stick, will be stored or dispensed without written authorization.

### Emergency Contact Procedures

Please provide accurate contact information for home, work, cell phones, email, home address, local emergency contact, and physician names and phone numbers.

### Local Emergency or Disaster

Practice drills for fire and earthquake safety take place on a regular basis during school hours. Children and teachers will assemble in their designated areas on the preschool property. Parents or a pre-designated adult will be required to sign children out in the

case of an emergency or disaster. Children will not be permitted to leave the campus with anyone other than their own parent or the pre-designated adult in this kind of event.

#### Student Injuries and Insurance

St. Stephen's Parish Preschool does not carry medical or accident insurance for individual students. Parents are responsible for emergency medical costs beyond first aid provided at the school site. Student accident insurance is available for purchase from a variety of insurance agencies. If emergency medical or dental treatment is needed and the parent or listed emergency contacts cannot be reached, 911 will be called. The preschool is not responsible for charges incurred as a result of 911 calls or ambulance transfers.

#### Field Trip Transportation

On the occasion that we go on field trips, some parents will be asked to assist in accompanying and providing transportation for the preschool children. Many parents ask relatives or friends to take their children if they cannot attend. Permission forms and information will be sent home a few weeks before each field trip.

### **ADMISSION REQUIREMENTS**

St. Stephen's Parish Preschool admits preschool children (ages 2 yrs 9 mo through 4 years old) of any race, color, religion, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, religion or national and ethnic origin in administration of our educational policies.

**All forms must be completed before your child can enter the preschool program. There are no exceptions.** All forms must be updated yearly or as needed. The following forms are due by July 17, 2010 along with the first month's tuition.

- Copy of signed Admission Agreement
- Personal Rights form (LIC 613A)
- Consent for Emergency Medical Treatment form (LIC 627)
- Identification and Emergency Information (LIC 700)
- Physician's Report (LIC 701), including Immunization requirements
- Child's Preadmission Health History – Parent's Report (LIC 702)
- Notification of Parents Rights form (LIC 995)
- Any other miscellaneous forms

### **TERMINATION**

St. Stephen's Parish Pre-school requires a 30-day written notice to terminate the contract by either party. Tuition will still be due if a child is removed without proper notice. Parents may pay one month's fee in lieu of the 30-day notice.\*

**\*If a child displays difficulty in following rules and respecting adults or other children, the school reserves the right to ask the parents to make other arrangements.**

**Please feel free to call us with any questions you may have. Thank you for inviting St. Stephen's Parish Preschool to contribute in this important element of your child's life.**

ACKNOWLEDGMENT

I/We have personally read and received a copy of the 2011/2012 Parent Handbook.

Parent/Guardian\_\_\_\_\_

Parent/Guardian\_\_\_\_\_

Date\_\_\_\_\_

2/4/2011