



**Family Handbook
2010-2011**

Revised August 2010

Dear Parents:

Welcome to Prince of Peace Preschool! As we begin our fifth year, we recognize the many blessings we have received. From year-to-year we can build on our experience and be sure that our school gets better and better. We welcome back those returning from last year and our new families joining us for the first time.

We have a great staff of teachers who are excited about being with you and your child. We're glad that you have made the decision to enroll your child at Prince of Peace. We look forward to being a part of your child's learning and growth. This is a Catholic preschool and therefore we always keep in mind how important our faith is and the fact that God, the Church, and our Catholic way of life are part of us from the earliest moments of our lives.

As Pastor of Prince of Peace, I will keep you and your family in my prayers--for the continued success and growth of our preschool. Thank you for your commitment and presence in our community of faith.

Father Paul Berny

Pastor

**Prince of Peace Catholic Preschool
6439 Spout Springs Road
Flowery Branch, Georgia
678-960-0077
lsanfilippo@popcatholicchurch.org**

Welcome to Prince of Peace Catholic Church Preschool!

We are so happy that you have chosen Prince of Peace Catholic Church Preschool as one of your child's earliest school experiences. It is an honor we do not take lightly. Your children are God's most precious gift and we will love and teach your little one with that thought always in our hearts and minds.

Please take a few minutes to read through this handbook thoroughly. It is filled with our policies and procedures so we can work together to make this a wonderful transition from your home to our preschool environment.

After you have read this handbook thoroughly, please complete the sign off sheet found at the end of this book and return it to your child's teacher.

The handbook has been compiled using the experience of preschool administrators and educators and parents like you to help our program meet the needs of our Archdiocese, our church, our certification, our children, and the staff.

Whenever you have questions or concerns please reference this handbook, but always know that you can contact me with any of your questions.

Thank you for letting us love and teach your little ones.

In His service,

Linda Sanfilippo
Preschool Director

Mission, Philosophy and Goal Statement of Prince of Peace Catholic Preschool

The Mission of Prince of Peace Catholic Preschool

“...and a child shall lead them.” Isaiah 11:6

Under the guidance of the Catechism of the Catholic Church, the mission of Prince of Peace Catholic Preschool is to nurture His miracles so that our children may experience the gifts of Jesus Christ:

“And the Spirit of the Lord shall rest upon Him, a spirit of wisdom and of understanding, a spirit of counsel, and of strength, a spirit of knowledge...”

Isaiah 11:2

Philosophy

In accordance with the Archdiocese of Atlanta, we believe that children are unique and special beings that develop in their own time and pace. Our developmentally appropriate program is designed to provide experiences that will focus on the growth of the whole child. In addition to school readiness, our program will encourage life-long learning, problem solving and decision-making, and motivate each child to reach his individual potential and beyond.

Goals

Facilitate age appropriate opportunities in spiritual, physical, social, cognitive and language development.

Understand: the value of play, and the choice of materials and activities in the child’s learning environment

Provide: an atmosphere where children continue their relationship with God

Generate: in the young child the value of life and respect for self and others

Nurture: a warm, caring environment that enhances self-esteem and a positive attitude toward learning.

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Hours of Operation

We are open Monday-Friday from 9:00a.m.-12:30p.m.
Please observe and refer to our calendar throughout the year. We will follow the calendar of Hall County schools. If Hall County is closed due to inclement weather, we also will be closed. (Please listen to WSB AM 750 radio). We do not make up snow days.

Program Calendar

Please understand that sometimes we have to change event dates so please check your monthly calendars and teacher notes.

PRINCE OF PEACE CATHOLIC PRESCHOOL EARLY RELEASE & HOLIDAY CALENDAR 2010-2011 SCHOOL YEAR

Labor Day Holidays	Monday & Tuesday	September 6 & 7
Preschool Begins	Wednesday	September 8
Fall Break	Friday/Monday/Tuesday	October 8, 11 & 12
Election Day - No School	Tuesday	November 2
Thanksgiving Break	Monday - Friday	November 22-26
Preschool Resumes	Monday	November 29
Christmas Holidays	Preschool Closed	December 17 - January 3
Preschool Resumes	Tuesday	January 4
Early Release	Friday	January 14
MLK Holiday	Monday	January 17
President's Day - NO SCHOOL	Friday/Monday	February 18 & 21
Early Release	Friday	April 1
Spring Break	Monday-Friday	April 4-8
School Resumes	Monday	April 11
Good Friday - NO SCHOOL	Friday	April 22
Easter Monday - NO SCHOOL	Monday	April 25
Graduation / Last Day of School	Wednesday	April 18

In addition to these school wide events you will be notified of many special events in your child's classrooms through the monthly school newsletter and the teacher's monthly calendar.

Professional Affiliations

We are a ministry of Prince of Peace Catholic Church under the Administration Commission. Our preschool governing body is made up of the Pastor, Church Administrator, Director, Preschool Advisory Committee and the Archdiocese of Atlanta Office of Parish-based Early Childhood Programming. We are also professionally affiliated by membership with the following professional early childhood organizations: Georgia Association on Young Children, the National Association for the Education of Young Children, and Southern Early Childhood Association.

We received our official charter from the Archdioceses of Atlanta after successful completion of our first year in May of 2007.

Non-Discrimination Statement

Prince of Peace Catholic Preschool accepts children of any race, creed, color, sex, national origin, or religion.

Creative Curriculum Goals

We have chosen the Creative Curriculum approach incorporating a wide variety of experiences in math, language, art, emergent literacy, movement and music to highlight a center-based developmentally appropriate program. In addition, components from the High Reach Learning Curriculum are integrated into our planning. Teachers will provide exciting themes, based on the interests of their children, to promote cognitive, social-emotional, language and physical development. Choice, challenge, creativity and caring guide our curriculums focus. We encourage you to visit the website www.teachingstrategies.com and look for Creative Curriculum.

Religious Education Policy and Practice

We are a Catholic Preschool, and each week the children will participate in a specifically Catholic religious education program. All classes will participate in weekly Bible stories, prayers, songs and activities to enhance their Catholic faith.

Classroom teachers will follow the Seeds Catholic Curriculum with spiritual objectives rooted in the Catholic Catechism and our liturgical calendar. This program correlates with the weekly gospel so that our children have the opportunity to understand the Word of the Lord through experience and environment – a seamless integration with the Creative Curriculum approach. Children will have the opportunity to participate in variety of ways, both in the classrooms and in our worship space. May Crowning, Observance of Feast Days, All Saints Day, the Elijah Cup, and Children's Liturgy are just a few of the developmentally appropriate experiences that will be provided so that instruction comes in the form of a warm, loving, accepting environment that celebrates our faith and the love of God. We invite you to visit the Seeds Curriculum website, especially the parent pages at www.pflaum.com.

Registered Parishioners of Prince of Peace Catholic Church should know that their child is receiving Religious Education as part of their daily classroom experience and there is no need to enroll them in the weekly Religious Education Program until they reach kindergarten.

Because we welcome families of all faiths, we realize there may be times when a question or concern may arise. We strive to give our families enough lead time to ask for clarification and receive more information so that can decide how much they would like their child and their family to participate in events that are part of the Catholic faith.

Enrichment Programming

We have an integrated Music and Movement program and Spanish language and culture program as part of our regular weekly curriculum. Your child will receive ½ hour of Spanish and ½ hour of Music and Movement every week.

The Music and Movement program is taught by Mrs. Marci Miller, better known to the children as Miss Mimi. In addition to weekly classes that support the classroom curriculum goals, Miss Mimi works with the staff to put together our Nativity Play, and holds parent visiting days so that parents can come and participate in a music class with their child.

The Spanish Program, under the direction of Mrs. Lorena Mendez is both a language class and an introduction to Spanish Culture Heritage. Miss Lorena is a parishioner of Prince of Peace, and has a daughter who attended the preschool. Many of our parents want to take an active role in learning Spanish along with their children so Miss Lorena is working to make sure you receive bi-lingual translations of her songs and activities so you can participate at home. It is her hope that you will soon be holding simple Spanish conversations at home with your little ones!

Child Assessment/Conferences

In accordance with the Creative Curriculum our staff will conduct on-going assessments using a variety of methods and materials. Assessments should include the following:

- Initial screening
- Checklist of developmentally appropriate skills
- Child's portfolio (samples of art, etc)
- Observations and annotated notes

A child's progress is shared with parents at a scheduled conference time twice a year (winter and late spring) or when requested by a parent or teacher.

Tuition and Fees

We are a **non-profit** organization. All tuition that we collect pays our staff wages and operational costs. Registration fees are equal to one month's tuition and is non-refundable. The activity fee pays our enrichment programs: music and movement, Spanish program, and in house field trips. Fundraisers are held periodically throughout the year to allow us to provide the best program possible through improvements and extra activities. We welcome donations at any time!

Tuition will not be adjusted for holidays or absences. For ease of accounting, the tuition rates were calculated based on the total number of days of class and divided among the school months from September through May.

	Annual	Semi-Annual	Monthly
2 days	\$1350.00	\$675.00	\$150.00
3 days	\$1665.00	\$765.00	\$170.00
4 days	\$1665.00	\$832.50	\$185.00
5 days	\$1845.00	\$922.50	\$205.00

A 10% discount will be given for each additional sibling registered in the same school year.

Your first tuition payment is due by July 10th, 2010.

If you choose to pay annually, the entire amount is due on July 10th, 2010.

If you choose to pay semi-annually, your first payment is due on July 10th, 2010 and your second payment is due on December 15, 2010.

If you choose to pay monthly, your September 2010 tuition is due on July 10, 2010 and the remainder of your payments is due the first of each month.

A \$20.00 charge will be added for checks received **after the 10th** of each month.

If you should need to withdraw your child from our program for any reason we must receive 30 days written notice or the next month's tuition is due.

Tuition Checks need to be made payable to: Prince of Peace Catholic Church. Please note "Preschool" in the memo line. Checks may be dropped off in the drop box by the preschool office during non-school hours.

Auto Bill Pay: We welcome this payment option. If you would like to set this up through your bank please make sure they note PRESCHOOL on the check so it gets credited to the correct church account.

Activity Fee: this annual fee is due at August Open House. The fee covers the cost of supplies for our Enrichment Programming, Visiting Field trips, and photo development for student portfolios.

2 day program: \$70.00

3 day program: \$80.00

4 day program: \$90.00

5 day program: \$100.00

Graduation Fee: \$25.00 - All students in the 4 year class Preschool Classes. This fee covers the cost of programming and supplies for the graduation mass and reception, so that all our parents need to do is relax and enjoy the blessing of their beautiful children. This fee is requested with the March Tuition payment.

Tuition Reminder envelopes are sent home the last week of the month and inside you will find a statement updating you as your past payments and balances due.

Tardy Policy

The school day begins at 9am. The minute a child arrives during carpool time they are greeted with learning activities for them to explore in the classroom. When a child arrives late to school they feel disoriented and upset and the classroom environment for the rest of the students and staff is disrupted as well.

If you arrive after carpool has concluded you will need to park, bring your child to the door and announce your arrival using the intercom. A member of the staff will be notified and will meet you at the door.

If your family has a scheduled delay (i.e. a dentist appointment) or an emergency (illness, car trouble, etc.) please contact the school right away and leave a message on the assistant director's line: 678-960-0075 so that we may be available to meet you at the door and ease the transition for all concerned.

If this is a recurring problem we reserve the right to charge a tardy fee of \$5 for every 5 minutes late.

Early Pick Up

Parents are always welcome to participate in our classrooms but in order to minimize the natural disruption to instructional time that occurs when a student arrives late or needs to leave early we ask that you understand if we prefer to have a staff member escort your child to and from the portico rather than have a parent come to the classroom door. If you need to pick up your child before dismissal please notify us as soon as possible either by phone or a note in your child's folder. We ask that you come to the portico, ring the bell and a staff member will assist you.

Early pick-up cannot be permitted after 12 noon to ensure the safety of the children (no pedestrian should cross the carpool line at any time) and to preserve the continuity of classroom time.

We ask that you never cross the carpool line. If you need to re-enter or exit during the carpool time we ask that you park and enter the building from the main church entrance at the worship space end of the building.

Late Pick – Up Fee

If you arrive after carpool has concluded you will need to park and announce your arrival using the intercom. If there is an unexpected delay please contact us right away so that we can put your child at ease. If this is a recurring problem we reserve the right to charge a late pick-up fee of \$5.00 per minute for every 5 minutes late.

Carpool

During the first week of school we ask that you park your car and escort your child to their classroom and then pick them up at their classroom door in the afternoon. Parents must present photo I.D. when picking up your child in their classroom the first two weeks of school. After the first week of settling in we will issue car pool tags to each family. The first day of carpool will be September 13, 2010.

We will use the following Procedure:

In the morning:

- We will begin at 8:55 am and teachers will be on duty until 9:15am.
- After 9:15 am the doors will be locked and parents must park and bring their child to the door and an administrator will take them to their class. Access to the building will be possible by announcing yourself over the outside intercom.
- Please have your children dressed and ready to go! Shoes and jackets should be on before we begin carpool. Children are to be let out of the car into a teacher's hands under the designated spots under the portico.
- Children are to exit the car from the driver's side. Teachers will open the car door and escort the child to the proper classroom.

**** Do not advance your car until you have been given the GO sign by our parking attendant****

In the afternoon:

- At 12:20 children will be prepared for pick-up.
- Cars will line up in 2 rows and enter the Portico in position.
- Parents are required to get out of the car, place your child in their seat, and buckle them in properly.
- Wait until you have been given the GO sign by our parking attendant before advancing your car. All cars must be loaded before you will be allowed to pull forward.

In order to maintain a safe environment, **PLEASE REFRAIN FROM USING CELL PHONES IN THE CARPOOL LINE.** If we see that a driver is on their cell phone when it is time for their child to be dismissed, the driver will be asked to pull forward. Once the driver is done with the phone call, you can walk to the door to pick up your child.

We strongly encourage you to take advantage of the carpool line. ***We cannot allow pedestrians to walk across an active carpool line.*** If you have a concern with this procedure please contact Linda Sanfilippo at 678-960-0077 or lsanfilippo@popcatholicchurch.org.

Parent Involvement/Volunteers

There are many ways for parents to volunteer at our preschool. We appreciate all the time, talent and treasure our preschool families offer to us. Each teacher will have sign-up sheets at orientation for the variety of school roles. Please be aware that for the safety of our children and the protection of our volunteers that background checks will be required for all volunteers working within our program and room parents are included among these volunteers.

Confidentiality Clause: It is an incredible privilege for us to be able to work with very young children. We must create loving, environments so that all children with a variety of talents, needs and skills may live and work. When they make mistakes or make wrong choices we are here to help them learn and grow from them. We ask that when you are visiting the world of the classroom you help us protect the privacy of the young child.

Preschool Parent Committee

Parents are a crucial component in the success of our preschool. We offer a family atmosphere to the children we care for. This is extended to our parents as well. Our Preschool Parent Committee is as a way of helping serve the preschool and expressing our interest in the families we serve. You will be able to sign up at Open House to help with any number of school events, fundraising, or our Sunshine Committee (reaching out to families in time of need). For further information on how you can be active in our Preschool Parent Committee please contact the school administration:

Linda Sanfilippo, Director

lsanfilippo@popcatholicchurch.org – (678)960-0077

Becky Ryan, Asst. Director/Curriculum

bryan@popcatholicchurch.org – (678)960-0075

Laurie Galucki, Asst. Director/Communications

lgalucki@popcatholicchurch.org – (678)960-0049

Communication and Newsletters

During the last week of each month we will send home a newsletter keeping you informed of important school-wide information. We hope you find it informative and entertaining and ask that you put this newsletter in a safe spot so that you can check it for important dates throughout the upcoming month

Attached to the newsletter will be a Scholastic Book Order Form. Anyone who is interested in ordering books for their child should complete the form, make a check for the amount payable to Scholastic Books, and turn the form in to the school by the due date on the back page of the Scholastic form. The Preschool receives “Bonus Points” for every book purchased, which are used to buy books or other classroom items for the preschool program.

You will receive a monthly calendar from your child’s teacher notifying you of special classroom events, curriculum projects and activities they are working on. In addition you

will receive a weekly folder with a report of your child's activities and a sample of their work. We feel that this is our way to communicate to your child's activities every week and it is important if we want to work together effectively. We hope you will check your child's folder daily for any important notes or concerns from your teacher. Unless there is something of more immediate concern you will get a weekly report about your child's progress. Although we would love to write a note to you every day, that simply is not possible as our priority is giving your child and their classmates our full attention. But please let us know if you have any concerns so we can address them right away.

Family Resource Library

We often wonder why parenting does not come with an instruction manual and as experienced educators and parents too we are here to help whenever we can. We keep a supply of books on hand for parents to check out on everything from separation anxiety and new siblings, to potty training and developmental questions. We are here to help!

What to Bring to School

- Tote bag – please use the bag we provide. We cannot allow backpacks as space is limited.
- A labeled lunch and drink. Your child will love picking out their own lunchbox!
- A labeled sippy cup or water bottle for water.
- Supplies requested by teacher.
- A Smile!

What Not to Bring From Home:

- Candy or Gum (please remove candy if it is supplied in a pre-packaged lunch)
- Toys from Home (Teachers will establish a show and tell)
- Pacifiers
- Breakfast – Please make sure your child has finished their breakfast before entering the school building.

Lunch

Lunch is a very social activity, and is a part of our preschool day. Please send in a healthy lunch with your child in a lunchbox labeled with their name. We ask that you please do not send in items with peanut butter, nuts, or traces of nuts. Due to the fact that our building shares space with other ministries, we cannot maintain a truly peanut-free environment. We can, however, try to protect our little ones during the day by discouraging these items. Your child's teacher will inform you if there are any food allergies in your class that you need to be aware of. If you have any questions, please contact the preschool director at (678)960-0077 or by e-mail at lsanfilippo@popcatholicchurch.org. Please see the section on allergies if you need to work with us on an allergy care plan.

Clothing

We cannot stress enough how important it is that children's clothing be comfortable and safe. They should be clothes your child can manage by himself/herself, without the aid of a teacher. Elastic waists are ideal. Please be aware that drawstrings can be dangerous,

so please, no drawstrings on hooded tops, etc. Clothing should be suitable for outdoor play and messy activities as well. **Rubber-soled shoes (good ol' sneakers) are a must.**

Please do not send your child in:

- Boots (bottom can be slippery)
- Clogs (can easily fall off)
- Flip-flops (Accidents can occur by someone stepping on the back of the flip flop and the child can lose their footing.)
- Sandals (prohibit safe running)
- Crocs (do not provide enough traction for running & climbing)

Layering clothing is a good idea (during seasons when the temperature changes 20 degrees within our three-and-a-half-hour morning.) Layering a T-shirt, sweater or sweatshirt, and winter coat would allow a child to peel off layers as the day gets warmer. **Please provide an extra set of clothes (including socks and underwear, diapers or pull-ups) in your child's bag.** Please label everything with your child's name.

Outside Play

This is a regular part of the daily schedule unless the weather is rainy or extremely cold. In general, if a child cannot play outside because of illness, he or she should be kept at home.

We do not take the children outside if the temperature drops to 40° F or when previous weather has left our playgrounds muddy and wet. When the weather conditions prevent us from taking the classes outside we enjoy our “rainy-day” room with climbing tunnels, balance beams, bean-bag toss and lost of games to play.

Birthday and Parties

It is our policy to recognize each child's birthday by making it their “special day” at school. They will receive special privileges and recognition from their teachers and classmates. The summer birthday children will have their “special day” at the end of the school year. Please help us carry out this policy. If a parent wishes to send birthday refreshments on their child's birthday, please notify the teacher well in advance of the birthday so we can let you know the best time to come, and any dietary restrictions in the classroom.

Due to the risks involved with small children, we cannot permit the following:

- Treat bags
- Candles
- Balloons

We will have parties on Halloween, Christmas, and a year-end picnic or party. We always like to include “Room Parent” in our program. If you would like to be a room mother for your child's class, please let your teacher know. As with any regular volunteer in our program our room parents must also successfully complete a background check.

Field Trips and Event Planning

Our classes enjoy *on campus* field trips throughout the year. The field trips will be announced. In some cases parental signature is required. If a parent knows of any special visitors or guests or has ideas for field trips, please let us know. We are always looking for new ideas.

We often hold events for families to participate in during the school day. We appreciate your busy schedules and realize that day time is not always the easiest time for you to attend programming at your child's school. Please know that we have your young child's best interest in mind when we make these plans. We do not have evening events for young children because research supports that evening events for preschool age children is inappropriate. Evening events held when young children are tired and when it is not part of their daily routine can cause them to become very confused and anxious. That is simply not what preschool is all about. So thank you for working so hard to be flexible for your children's benefit.

Security

For the purpose of safety, all visitors to Prince of Peace Catholic Church Preschool must first report to the Office. The director will bring that person to the classroom. Even if you are coming in to read a story, or be a helper in a classroom we ask that you first report to the office.

If there is a change in the person who will be picking up your child from Preschool or the optional Ballet or Gym program, please send a note to your child's teacher stating the date and name of the person. The person picking up your child will be required to show picture identification to a staff member.

Verbal messages from the children cannot be accepted by the staff. Please write and pin this note to the outside of the child's tote bag or folder if provided by teacher. In emergencies, we can accept a fax 770-945-4599 or a telephone message.

Emergency Procedures

Parents will be contacted in the event of an emergency, illness, or other problem. We must be able to reach you, either at home or at work. If we are unable to reach you, there must be at least two reliable and available emergency contacts. (These should be listed in the enrollment packet.) It is vital that these emergency contacts be updated when necessary.

Fire and tornado drills are held monthly during the school year to insure that the children are as comfortable and secure as possible with the noise from the alarm as well as the procedure.

Staff members of Prince of Peace Catholic Preschool are CPR and First Aid certified.

Child Custody Requirements

In the event that there are custody arrangements involving a court order, one or both of the following conditions must be presented to the preschool administration office and remain on file:

- Legal court documentation establishing the custodial rights of the parent or guardian.
- Legal court documentation denying custodial rights to a parent.

We are unable to deny a parent access to his/her child without the proper legal documentation.

Child Abuse

We are required by law to report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children's Services.

All staff members have completed background checks and received training within the guidelines of the Archdiocese of Atlanta's Office of Child and Youth Protection.

All staff members will view a Safe Environment Training Video, provided by the Archdiocese of Atlanta.

Discipline

Age appropriate limits will be set in all classrooms in order to maintain discipline. Children are expected to behave in a courteous manner at preschool. Disciplinary matters are handled with discretion and usually solved by the classroom teachers. Parents and teacher may need to set up a conference time for discussion of a particular problem.

School Rules:

Golden Rule- Treat others the way that you want to be treated.

Purple – Listen Well

Green- Walking feet.

Blue- Use inside voice

Red- Hands to ourselves

We have a little song that accompanies the school rules (to the tune of the "Wheels on the Bus") this helps the children to remember the rules and take an active role in their behavior.

Reporting Absences

Please notify the teacher of extended absences because of illness or vacation. It may not be convenient to call about a single absence, but we will certainly miss your child and care very much whenever they are out so a quick phone call is appreciated. Problems at home or changes in routine can affect a preschooler's classroom behavior. Please communicate such issues to the classroom teacher. Children need a good night's sleep and a healthy breakfast for an optimum preschool experience.

Allergy Policy

Our Education Building is a multipurpose facility. We cannot ensure an allergy free environment for any child. Because our Education Building is shared with all of our church ministries we cannot make a claim to any allergen-free areas. Families with special needs will need to sit down with the director to decide if we can provide the best possible environment for your child. Parents are asked to complete an Allergy Action Plan, which will be kept on file. These forms can be obtained from your child's teachers. If we are unable to do so, fees may be refunded if appropriate.

Our preschool has a no-peanut policy. In order to keep our children safe, we ask that you please do not send in any peanut butter or nuts.

Medication Policy

We cannot administer medication to a child. Emergency medication (i.e. Epi Pens) must be accompanied by written documentation from the child's physician as well as medical permission to administer from the parents who are the legal guardians of the child.

Immunization/Health Record

An immunization/health record is to be completed and kept up-to-date for filing in our records. The form needed is medical form #3231, and this can be obtained from your pediatrician. Please be aware that these forms do expire and the form you provide must be current. The State Health Department requires that these records be in our files before your child starts preschool.

Communicable Diseases

Parents are asked to notify the school immediately if their child has contacted a communicable disease. We need your help to keep exposure under control.

Children should be kept at home when they have any of the following symptoms:

- If your child has green mucus or excessive drainage due to cold or allergies. Please keep them home until it has subsided. Contagious or not, children share toys and are in constant physical contact with their environment.
- Chicken pox- not to return until blisters have become scabs, approximately seven days after onset of the rash.

- Conjunctivitis- not to return until after 48 hours on medication
- Diarrhea- until stools returns to normal form and frequency
- Fever- until the child has not had a fever for 48 hours without fever reducing medicine.
- Lice- until after the first treatment and no nits are evident
- Measles- four days after rash appears
- Mumps- when swelling has subsided
- Pinworms- after treatment begins
- Rubella- five days after rash begins
- Strep – fever free and 48 hours after antibiotics have been administered.

A child must be fever free for a full 24 hours before coming to school without fever reducing medicine. Please ask yourself—

Would you want another parent to send their child to school in this condition to play with your child?

With regards to Swine Flu, please see the Swine Flu action plan form that is being distributed at Open House.

Registration Policies and Procedures

In cooperation with the State of Georgia, classroom placement is based on your child's age by September 1st of the school year. Your child will remain with their class until the end of the school year.

I.e. Your child must be 2 years of age by September 1 of the school year to enter the 2 year old program.

Enrollment is complete when the following is completed and on file:

1. Application Form
2. Registration/activity fee paid (non-refundable)
3. Immunization/health records form
4. Waiver of Liability Form
5. Medical Release Form
6. Class Information Book and School Directory Permission Slip

Registration for preschool will begin during January of each year. The registration fee is required upon application, and this fee is non-refundable as long as your child is offered a space in the program. The child's age will determine placement based on his/her age on September 1, 2010.

Continued enrollment and re-enrollment in the program is subject to mutual agreement and may be withheld by the child, parent, or the school administration, with or without cause. Discipline and attendance problems will be handled on a case-by-case basis. The student registration sequence for the next year will be as follows:

1. Currently enrolled preschool families and families returning to our program with a younger sibling (legacy families)
2. Prince of Peace registered parishioners whose applications are received by the deadline

3. General public

Disenrollment

It is our hope that your family will have a wonderful experience here at Prince of Peace Catholic Church Preschool. We will always seek to find peaceful solution to any concern that may arise. However, for different reasons some children or parents may not find a favorable match with our program and the following may apply.

The Child is not ready for school:

Children adapt to new experiences at their own pace. It has been our experience that children will adapt to the preschool structure within 3-4 weeks. If your child is having difficulty adjusting within this time period we will involve you in conversation, observation and in the decision making process of determining what is in the best interest of your child.

The child displays socially unacceptable behavior:

Children, who exhibit very aggressive or threatening behavior, i.e. biting, punching, or kicking, endanger the safety of other children. In these instances we will work with both the child and the parents to turn around the negative behavior. If there is no significant progress made as a result of these efforts, we will have to withdraw the child from the program. Every effort will be made to try and put the child back in the program at a later date, if an opening occurs.

Failure to comply with the preschool policies and procedures

In order for our preschool to be successful, it is important for everyone, both parents and children, to observe these policies and guidelines, which have been developed for the common good. Should either the parents or the child demonstrate a consistent difficulty in observing these policies and guidelines, we may choose to disenroll the child from the preschool.

In the event you are voluntarily withdrawing from the program (ie: family is relocating), we require 30 days written notice. **YOUR REGISTRATION FEE IS NON-REFUNDABLE AND CANNOT BE RETURNED UNDER ANY CIRCUMSTANCES.**

Staff List

Linda Sanfilippo
Director
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678- 960-0077

Rebecca Ryan
Asst. Director/Curriculum Coordinator
bryan@popcatholicchurch.org
678-960-0075

Laurie Galucki
Asst. Director/Communications Coordinator
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678-960-0049

Marci Miller
Music & Movement (W)
Room 7&9

Lorena Mendez
Spanish (M/T)
Room 7&9

Kathy Malone
Lead 5 day 4's
Room 5

Gina Hughey
Assistant 5 day 4's
Room 5

Cathy Goalen
Lead 4 day 4's
Room: 3

Mary Auten
Assistant 4 day 4's
Room: 3

Jeanne Jasnocha
Lead 4 day 3's

Room: 8

Tammy Randazzo
Assistant 4 day 3's
Room 8

Jennifer Evans
Lead 4 day 4's
Room: 4

Kathy Stringer
Assistant 4 day 4's
Room: 4

Danielle Jenkins
Lead 3 day 3's
Room: 10

Shawn Geist
Assistant 3 day 3's
Room: 10

Lois Helton
Lead - 4 day 3's
Room: 6

Jennifer Willie
Assistant 4 day 3's
Room: 6

Lori Smith
Lead – M/W/F 3's
Room: 11

Michelle Solombrino
Lead - T/TH 2/3
Room: 11

Katherine Witman
Assistant 2/3's
Room: 11

Sharon Tate
Lead 2's T/TH
Room: 10

Kelly Friel
Assistant 2's T/TH
Room: 10

Denise Bandini
Lead- Young 2's T/Th
Toddler Nursery

Elaine Locascio
Assistant – Young 2's T/Th
Toddler Nursery

2010-2011 Handbook Sign-off Sheet

Parent Agreement

My child _____ is in
the _____ class.

I have read the policies regarding: (please initial each line)

- _____ Tuition and Fees
- _____ Birthdays
- _____ What to bring to school (and not to bring to school)
- _____ Clothing
- _____ Carpool
- _____ Communicable Disease
- _____ Safety
- _____ Parent Volunteers
- _____ Registration/Disenrollment

I agree to follow all the policies and guidelines of Prince of Peace Catholic Church
Preschool as stated in this handbook.

Signed

Date