

St Peter Chanel Preschool

11330 Woodstock Road

Roswell, GA 30075

Office (678) 832-1231 Fax (678) 277-9423

mmo@stpeterchanel.org



Parent Handbook

2011-2012

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Letter from the Director

Dear Parents,

Welcome to St. Peter Chanel Catholic Preschool, where we are family! We are pleased to have you and your child with us at our Preschool! We are very excited about our program, our staff and our church community. This handbook is intended to provide you with helpful information about the Preschool, our policies and procedures.

You have entrusted your child to our care during these upcoming months, and we consider this a responsibility and a privilege. We plan to help your child grow and develop intellectually, physically, socially and spiritually. We hope to provide a warm, loving environment where your child can continue to discover God's world.

The staff of St. Peter Chanel Preschool is dedicated and talented. I am pleased to have the opportunity to direct this quality program that we continue to build. I am looking forward to getting to know both you and your child. Please contact me with any questions or concerns you may have regarding our program. Together we can help our children and our Preschool as we "grow for the future."

Sincerely,

Barbara Gordon

St. Peter Chanel Catholic Preschool Mission Statement

The goal of the St. Peter Chanel Preschool is to offer a loving environment that will enable each child to grow spiritually, emotionally, socially, cognitively and physically. Through the guidance of our teachers and staff, the children will learn about respecting themselves and others, sharing, listening and experiencing God's love. Our program is designed to build on the child's learning experiences at home as well as to expose them to group situations. We welcome all children regardless of their national origin, gender, race or religion.

History of St. Peter Chanel Preschool

St. Peter Chanel Preschool opened in September, 2003 with 4 classes, 8 teachers and 40 children ages 18 months to 3 years. Classes met in the church nursery! Over the years, we have grown to 11 classes, 25 staff members and 125 children who attend our preschool. We have classes for 18 months through 4 years of age. We have enrichment teachers for Bible Heroes, Music and Movement and Spanish. Our Parent Council organizes activities for all Preschool families and for the support of our teachers. We have added sessions for Summer Camp, too! Twice a year we are inspected for Quality Assurance by the Archdiocesan Office of Early Childhood Education and we are proud to be chartered by the Archdiocese of Atlanta. St. Peter Chanel Preschool is exempt from licensure by the Georgia Department of Early Care and Learning due to the length of the Preschool day.

St. Peter Chanel Preschool Calendar

2011-2012

St. Peter Chanel Preschool operates September through May, 9:30 a.m. to 1:00 p.m. (18 - 24 month class ends at 12:45 p.m.) We base our calendar on the Fulton County School calendar, with the exception of the opening date, certain teacher workdays and Holy Week.

Office Phone: 678-832-1231 Fax: 678-277-9423 E-Mail: mmo@stpeterchanel.org

August 23	Parent Orientation- Parish Hall - 7:00 p.m. (Parent Only Meeting, please)
August 25	Meet the Teacher Day: 11am – 12 noon for T-Th 2’s, TThF 3’s, M-Th 4’s
August 26	Meet the Teacher Day: 11am – 12 noon for MW 18’s, MWF 2’s, MWF 3’s, M-F 4’s
August 29	Full Day of classes begin: M-F 4’s, M-Th 4’s, MWF 3’s
	Begin MWF 2’s and MW 18’s who attend 9:30am – 11:30am
August 30	Full Day of classes begin: TThF 3’s, Full day also for M-F 4’s, M-Th 4’s
	Begin T-Th 2’s who attend 9:30am – 11:30am
August 31	Full Day: M-F 4’s, M-Th 4’s, MWF 3’s,
	MWF 2’s and MW 18’s attend 9:30am – 11:30am
September 1	Full Day: M-F 4’s, M-Th 4’s, TThF 3’s
	T-Th 2’s attend 9:30am – 11:30am
September 2	Full Day: M-F 4’s, MWF 3’s, TThF 3’s
	MWF 2’s attend 9:30a.m. – 11:30 a.m.
September 5	LABOR DAY – Preschool is closed for the Labor Day Holiday
September 6	Full Day of Class for all classes; CARPOOL BEGINS
October 17	Family Open House, 7 - 8 pm, M-F 4’s, M-Th 4’S – McCarthy, MWF 3’s (both), MWF 2’s, No Open House for 18 month class
October 18	Family Open House, 7 - 8pm, M-Th 4’s - Bostardi, TThF 3’s (both), T-Th 2’s (both) No Open House for 18 month class
November 23	No classes-Thanksgiving break
November 24	No classes-Thanksgiving break
November 25	No classes-Thanksgiving break – classes resume on November 29th
December 21	No classes-Christmas break-classes resume on Thursday, January 5th
January 4	Staff Work Day- All staff report
January 5	Classes resume
January 16	No class – MLK Holiday
January 23	Conference Week for 2’s, 3’s & 4’s (18 month class, upon request)
January 30	Registration Week for Fall 2012
February 20	No class - President’s Day Holiday
April 2 - 9	No Class – Spring Break and Easter Monday Holiday
April 10	Classes resume
May 14	Graduation for 4’s
May 16	Last Day of Preschool

(Please note: Calendar is subject to change, with notice)

Please refer to separate listing of scheduled EARLY RELEASE DAYS in Parent Folder

Office Hours and Phone Numbers

The hours of operation for St. Peter Chanel Preschool office are: 9 a.m. to 1:30 p.m., Monday-Friday. Information about St. Peter Chanel Preschool is also located on the web site www.stpeterchanel.org. Click on the Preschool link.

The St. Peter Chanel Preschool phone number is: (678) 832-1231. Messages left after 1:30 p.m. will not be checked until the following workday.

The St. Peter Chanel fax number is (678) 277-9423.

Preschool Hours/Drop off & Pick up

First Week

The first week of school, all 18 month and 2 year old classes will follow a shortened day to allow the children to adjust to their new environment and routine. These classes will be held from 9:30 a.m. to 11:30am. All 3 and 4 year old children will begin with a full day of school. Meet the Teacher days will be scheduled the week before school begins.

Regular Drop Off/Pick Up

Regular school hours are from 9:30 a.m. to 12:45 p.m. for 18 month old classes and 9:30 a.m. to 1:00 p.m. for 2 year old through 4 year old classes. ***We encourage children to be at school by 9:40 in order to be included in the planned activities for the classroom. It can be frustrating for a child to arrive late and miss the morning routine.*** Parents of children in 18 month classes walk in to drop off and pick up their children at the classroom.

Carpool line will be open from 9:25 a.m. to 9:40 a.m. for drop off and 12:55 p.m. to 1:10 p.m. for pickup. Please do not enter the classroom area until 9:25 in the morning since this is the time for teachers to prepare their rooms. (Children in 18 month classes need to be picked up by 12:45 p.m.)

Additionally, please do not enter the classroom area earlier than 12:50 p.m. since teachers are preparing the children to go home.

One day a month, Preschool will be dismissed at 12:30 p.m. for Staff Meetings. Children will still bring a lunch. Please refer to the list in your Parent Folder for Early Dismissal dates.

Dismissal to non-custodial parent/guardian or friend

For dismissal to someone other than a child's parent or legal guardian, a note from the parent must be signed, dated, and turned in to the teacher/office prior to the student being released to the other party. Parents may e-mail the office with this information, as well. Non-parent/guardian must provide a photo ID upon request. Please notify the Preschool office with a note signed by the parent, if you will participate in a regular carpool or will regularly have someone other than a parent picking up your child.

Late pick-up fees

School is dismissed at 1:00 p.m. Please be prompt in picking up your child. When parents are late, children often become uneasy. Late fee charges will begin promptly at 1:10 p.m. If your child is picked up between 1:10 p.m. and 1:15 p.m., you will be charged \$5 per child. If your child is picked up between 1:15 p.m. and 1:20 p.m., you will be charged \$15 per child. If your child is picked up between 1:20 p.m. and 1:30 p.m., you will be charged \$20 per child.

Inclement Weather/Delayed Start

We will follow the Fulton County schools policy on inclement weather and school closures. Please tune in to TV or radio broadcasts for that information. St. Peter Chanel reserves the right to close school due to inclement weather or other unforeseen circumstances even if the Fulton County schools are not closed. If Fulton County has a delayed start (1 or 2 hour delay) every attempt will be made to begin school by 9:45 a.m. Look for an e-mail on that morning, for instructions regarding delayed start.

Carpool Line Procedure

Participation in the carpool program is solely voluntary and offered as a service to our parents.

Carpool will not be available for the 18-24month classes due to their young age.

Carpool line will not be used the first week of school, as the children get oriented to Preschool. In the first few weeks, there may be some slight delays in carpool due to children adjusting to the carpool routine. It is often easier for a child to deal with separation issues by using the carpool line.

If you are not participating in carpool, we ask that you do not enter or leave the building through the doors being used for carpool, for safety and to avoid congestion.

Carpool Procedure: St. Peter Chanel Preschool will operate a carpool for drop off and pick up. All families will receive a carpool name card to be displayed in their front window during carpool. Drop off will begin at 9:25 a.m. The Director or another Preschool staff member greets children in the carpool line each morning. For drop off, drive up to the church, and just before opening the door, unfasten your child's car seat straps. A staff member will help your child exit the vehicle. The Preschool staff is not permitted to ***unfasten*** your child from their car seat.

Pickup will begin at 12:55 p.m. For pickup, drive up to school in the carpool lane. A Preschool staff member will help your child to enter the vehicle. ***We are NOT permitted to fasten your child into their car seat.*** We ask that you move your vehicle slightly forward to fasten your child into their car seat.

Please keep in mind that there will be parents, children and other cars in the parking lot, when you are pulling up or leaving the carpool area, so please *use caution*. We reserve the right at any time to discontinue this carpool policy due to scheduling conflicts, lack of participation, or safety concerns. Detailed information on carpool procedures will be discussed at the Parent Orientation Meeting.

Registration and Enrollment

Registration for the upcoming preschool year will be held during early February of each year. A *registration fee* of \$100.00 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 on September 1 of the calendar year will determine his/her placement in the age based classes. The registration sequence for the next year will be as follows:

1. Current preschool children
2. Siblings of current preschool children
3. St. Peter Chanel active church members, (members as of December 1 of the previous calendar year), whose applications are received by the deadline
4. The general public
 - 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.
 - All children, even those entering the 18 month old classes, *must be walking*, with the exception of any children with special needs.
 - Children in the *3-year-old class must be potty trained without the use of pull-ups*.
 - A current immunization form (GA Form 3231) and birth certificate (photocopy) are required to be on file for each child.

Private School Admission

Teachers/staff are happy to fill out forms for admission to elementary schools. Please bring these forms to the Preschool Office. Only your child's current teacher can complete a form for your child. St. Peter Chanel Preschool is *not* affiliated with Queen of Angels Catholic School or any other elementary school. Attendance at St. Peter Chanel Preschool *does not in any way* ensure admittance to Queen of Angels Catholic School or any other Catholic or private school.

Tuition and Late Fees

The following are the tuition rates: For 18 Month Olds through 3 Year Old Classes

Two day classes: \$165/month Three day classes: \$225/month

For 4 Year Old classes: Four day classes: \$275/month Five day Classes: \$300/month

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. One month's tuition will be collected in advance, for all classes, which will be applied toward your May tuition/last month tuition for that school year. ***This payment is due on May 1 of the previous school year and is non-refundable for withdrawals made over the summer (May – August).***

Tuition is due the first of each month and deposits will begin on that day. The Preschool has converted to electronic tuition payment through Vanco Services: E-Tuition. You may set up your e-tuition payments on the Preschool website (www.stpeterchanel.org), click on the Preschool link, and then click on the E-Tuition link). If you need assistance with set-up, please contact the Preschool Administrative Assistant.

Please speak to the Director if you wish to use another payment method.

Late Fees: A late fee of \$10.00 will be charged for tuition paid after the 5th day of the month, \$15.00 after the 10th day of the month, and \$30.00 after the 15th day of the month unless arrangements have been made in advance with the Director. Late fees apply to tuition for each child attending from a family.

If tuition is being paid consistently late or becomes 1 month delinquent, your child(ren) may be suspended and risk disenrollment from the program until your account is made current. This action will be taken at the discretion of the Director.

If it becomes necessary to withdraw your child, ***a one-month notice in writing*** must be given to the Director. You should arrange to withdraw at the end of a month, if possible. Should you withdraw your child at any time of the month, full tuition for that month is due. Because of the Preschool's inability to fill places in May of a school year, May tuition will be forfeited if you withdraw any time in April. The school reserves the right, with at least two weeks' notice, in writing, to ask a family to withdraw their child if we feel our school cannot adequately meet the needs of the child.

Communication and Correspondence

Each month, look for an e-mail & hardcopy newsletter from the Director, as well as a newsletter and/or calendar from your child's teacher. In addition, each teacher will try to send a weekly/biweekly e-mail, keeping you up to date on happenings in your child's classroom. Correspondence will be sent home in or on the outside pocket of the child's tote bag. Please check the bag ***each day*** after school. Please place any correspondence to teachers or to the office in the outside pocket of your child's bag.

You may e-mail your child's teacher or call them at the number provided on the class lists, if you have any questions or concerns about your child.

Appropriate Clothing

We recommend that children wear comfortable school clothes that are appropriate for all kinds of play (including art projects) and can be fastened and unfastened easily. Children will go outside daily, unless it is actively raining or below 40 degrees. Please be sure to send your child with a coat on cold days. All coats, sweaters and jackets should be labeled with the child's name. Since children can get their clothes dirty, we ask that ***ALL*** children have a ***complete change of clothing***, including socks and shoes, three extra diapers and wipes (if applicable) in their tote bag every day. Sandals and "croc" can be uncomfortable (mulch gets in them) and a hazard on the playground (difficulty climbing and running), and on tile floors.

Curriculum

“I hear and I forget, I see and I remember, I do and I understand” - Confucius

Teaching and guiding the behavior of preschool children is an exciting and challenging responsibility. St. Peter Chanel Preschool establishes our curriculum based on *how* children learn rather than *what* they should know. Our program’s goal is to provide a loving, safe, and creative atmosphere and a child-centered environment based on the needs of children aged 18 months through four.

Children are regarded as unique individuals and are encouraged to play and learn at an individual rate. We believe that a child learns best by doing, so the classrooms are arranged in centers so that your child is free to explore, move about and make choices to participate in a wide variety of activities. The children participate in teacher directed and child directed activities throughout the day. All programs follow a comfortable routine, including times for organized center time, small group time, story time, art activities, clean-up time, toilet time, lunch time and outdoor time.

Learning experiences are planned to foster development in these areas:

Social Skills

Separating from parents
Relating to a teacher figure
Learning to play with others
Waiting for a turn/sharing
Doing things independently

Self Help Skills

Washing hands
Toilet skills
Taking care of personal clothing items
Putting on & removing coat
Managing zippers, buttons, shoes

Emotional Skills

Developing self control
Understanding own feelings
Understanding feelings of others
Solving problems
Dealing with frustration

Physical Skills

Building with blocks, working puzzles
Stringing beads, using crayons/markers
Cutting with scissors, holding a paintbrush
Running, jumping, climbing
Throwing a ball, hopping
Balancing on one foot, dancing to music

Cognitive Skills

Knowledge of colors, shapes
Awareness of numbers and letters
Naming body parts and familiar objects
Following directions/listening
Sorting/matching/sequencing
Recognizing similarities/differences

Language Skills

Learning nursery rhymes, finger plays and songs
Increasing vocabulary
Pronouncing words correctly
Speaking in sentences
Answering questions
Relating experiences/ retelling a story

The 18-24 month old program will focus on easing separation from parents, becoming used to a routine, exploring the world around them, and activities that will aid in the child’s language development, motor and social skills, and accepting comfort from a teacher figure.

The two-year-old program will be a fun environment for children to begin to learn more about socialization with other children as well as adults, to focus on using their language skills to express themselves, to continue to develop physical skills and to begin to learn self - help skills such as washing hands, hanging up tote bag, putting on coats.

The three-year-old and four- year- old programs will continue to build on a child’s social skills, developing self-confidence and self-control. Your child’s imagination, creativity and curiosity will be encouraged. We will foster development in self-help skills, emotional skills, and development in physical (fine and gross) motor skills, cognitive skills and language skills.

A more complete report of Learning Goals for 2’s, 3’s and 4’s is available upon request.

Health

The health of our children and teachers is very important to us. If your child is sick, please be considerate of the other children and teachers in the class by keeping your child at home until he/she is well. If you have any questions about whether your child should stay at home or go to preschool, please discuss the issue with your teacher or call the Preschool Office.

Please follow these few basic guidelines to help us prevent the spread of colds and diseases in our preschool:

- Fever: Anyone with a temperature of 100 degrees or higher should not attend preschool until the fever is gone for more than 24 hours.
- Children with nose running with thick, green mucus should not attend school.
- Vomiting or diarrhea: Anyone with vomiting or diarrhea is not allowed to attend preschool until free of any symptoms for 24 hours.
- Any treated problem: If the child has had any other disease, symptom, or problem for which they have had to go to the doctor for treatment, they should not return to preschool until their doctor has stated that they are safe to be around other children in a preschool arena.
- If your child contracts a contagious disease, (strep, pink eye, chicken pox...etc.), please inform the school so that we may inform other parents to be aware of symptoms.
- If your child should become sick at school, we will contact you immediately and your child will be kept as comfortable as possible until you arrive.

Allergies and Medication: If your child has allergies to any food, insect bites, or any other allergen, please notify the Director and your child's teachers and note it on your child's medical form. The preschool staff will NOT be able to administer prescription or over the counter medication without a form signed by the child's physician. These forms are available in the Preschool Office. If your child needs an asthma inhaler or epi-pen, please contact the Director in the Preschool Office to discuss this issue. If necessary, please make arrangements with the Director and your child's teachers for the parent or guardian to come during the preschool hours and administer any necessary prescription medication.

Lunch

Children in all classes will bring their lunch to school and share this time with their friends. Each child needs to bring their lunch in a lunchbox or bag, labeled with your child's name. Please send a simple lunch: a sandwich, fruit/vegetable, and a small treat are sufficient. Please do not send anything that requires heating up/cooking. Water will be provided for children to drink for lunch and snacks. Parents of children in the 18-24 month old classes should send a sippy cup, filled or empty, for their child, labeled with the child's name.

We cannot refrigerate lunches, so please use an ice pack if including perishable foods like yogurt.

Infants and toddlers do not chew their food well, so children younger than 4 should not be served: 1) whole grapes, 2) hot dogs, 3) chunks of meat or cheese 4) nuts, 5) hard candy, 6) Chewing gum, 7) popcorn, 8) raw carrots. If your child is allergic to any food, please notify the Preschool Office in writing.

Supplies

We ask all parents to send in supplies that will be used by the whole class. Please refer to the list in your Parent Folder for needed supplies. Each class may have other specific supply needs, which will be communicated to you at Parent Orientation Night and throughout the school year.

Show and Tell

Show and Tell may be coordinated through the teachers in individual classes.

School Pictures

A professional photographer will take individual pictures of all children in the fall and class pictures in the spring. Individual pictures will also be taken in spring, if the request form is returned by the parents. Parents are under no obligation to purchase photos.

Religion

Bible Heroes is the religion enrichment program that is used by our Preschool. Bible stories will be taught on a monthly basis throughout the year to the two, three and four year old classes. St. Peter Chanel Preschool is utilizing a “building block” concept of ten basic Bible characters or heroes. We will focus on one hero a month with age appropriate activities. The stories of different “Bible Heroes” teach characteristics of God, virtues to personally follow and the events that build the foundation of the church and faith. Each age group will learn about the Bible Hero in a more advanced way, each year building on the others. The children will learn about: Adam and Eve (creation), Noah, Abraham, Moses, David, Jesus, Mary, Joseph, Peter, and Paul. They may also be introduced to Samuel, Elijah, Jonah, Daniel, John the Baptist, Mary and Martha, and Zaccaheus and others.

We are a Catholic Preschool and we celebrate our Catholic faith daily! We will teach a blessing at mealtime, the Sign of the Cross, and some Catholic prayers. Each classroom has a “Prayer Table” and “Prayer Chair.” Following the Liturgical calendar year, certain days will be celebrated with activities and discussion in the classrooms – important feast days and feasts of Saints (for example, St. Nicholas, St. Joseph, and St. Patrick). The true meaning of Christmas and Easter are emphasized. We encourage Preschool families to attend a church of their choice and invite all of you to worship at St. Peter Chanel Catholic Church.

Birthdays/Class Parties/Appropriate Snacks

Birthdays are an important day for young children. We invite you to send a special birthday treat that will be served as a snack. Please contact your child’s teacher at least one week in advance to arrange the treat. Parents may attend this celebration, if you would like to do so. No additional guests or hired entertainers will be permitted. Please do not bring favors for the children to take home. Due to choking hazards, balloons are not permitted for any party or celebration. If you are having a home party for your child, please do not bring invitations into class unless all the children in the class are invited.

Class parties for special holidays will be scheduled by the teachers throughout the year. Parent help is welcomed in planning the parties. Please remember that refreshments should be healthy and favors and crafts should be small and kept to an age appropriate level.

Snacks: Some snacks that are appropriate for parties or birthday treats: Cookies, muffins, donut holes or donuts, nutri-grain bars or snack bites, goldfish, cheez-its, graham crackers, teddy grahams, graham cracker sticks, apple sauce cups and spoons, cheese cubes, fruit cups and spoons, cereals – rice chex, cheerios, Life, animal crackers, fig newtons, pretzel knots or snaps, halved grapes or other cut up fresh fruit. Please **avoid cupcakes or cakes with lots of icing.** *Infants and toddlers don’t chew their food well, so children younger than 4 should not be served: 1) whole grapes, 2) hot dogs, 3) chunks of meat or cheese 4) nuts, 5) hard candy, 6) Chewing gum, 7) popcorn, 8) raw carrots. **Parents will be informed if there is a child in class that has any food allergies, especially relating to peanuts.***

Parent Visitors/Guests

We invite parents to visit our school at any time but we request that you stop by the office before going to your child's classroom to pick up a Visitor Tag. Please remember that, especially in the beginning of the year, when a child sees another parent in the classroom or hallway, they often feel sad that their parent isn't there. Please be aware of other children's sensitivities when deciding whether to visit your child's class. The teacher can give you an idea of how the class will handle the visit.

Volunteers/Parent Council

Parents are encouraged to volunteer in our Preschool program. If you are interested in being the Room Mom/Dad or if you would like to help plan or volunteer for an "activity day" or party, please notify your child's classroom teacher or the Preschool Office. Teachers will let you know of volunteer opportunities and needs at Parent Orientation Night and throughout the year. Parents, we ask that you refrain from any cell phone use or texting while volunteering in the Preschool classroom.

Parents are also encouraged to participate in our Parent Council. The Council supports the Preschool Director by organizing events for the teachers and the Preschool community. Some activities include an annual Book Fair, Family Pizza nights, Trunk or Treat and other family social events and Teacher Appreciation Week. We invite every parent to be a part of Parent Council!

Positive Guidance and Discipline

Age appropriate limits will be set in all classrooms in order to maintain discipline. The limits are based on preventing injuries to oneself and others and to respect the property of others. Corporal punishment in any form will not be tolerated at St. Peter Chanel Preschool. If a child's behavior is inappropriate or unsafe, the teachers will first redirect the child to another activity. If that fails, the child will be given a "time-out" where they will be led away from the activity, but never isolated, and placed in a "thinking chair" so the child can think about the behavior. If there is an ongoing discipline problem, the teacher will discuss the issue with the parents.

Conferences and Assessments

Teachers will gladly schedule a parent conference at any time during the year at your request. Other conferences may be held on a case-by-case basis, as needed. If you would like a personal conference with a teacher, please schedule it directly with her. Scheduled conferences for two, three and four year olds will be held during late January. At that time, your child's teacher will speak with you about how your child is progressing developmentally and provide you with samples of their work from your child's yearly portfolio.

Children with Special Needs

We believe that all children come to us as unique individuals with their own special needs. At St. Peter Chanel Preschool we strive to include all of God's children in our classrooms. However, it may be determined after careful observations and considerations by the teachers, administration, and parents that our program is not the best placement for a child. We will work with parents to find the best possible program for their child, if it is determined that we are not meeting a child's needs.

Enrichment Activities

Each month, SPC Preschool provides a different enrichment activity for the children. These activities can include visitors like Firemen and their Fire Truck, a dentist, a storyteller and more. Please see a full list of this year's enrichment activities in your Parent Folder.

Emergency/Safety Procedures

Attendance is taken daily and submitted to the Preschool office. Attendance records and children's records will be kept for one year after the child has left the school due to graduation or withdrawal.

Teachers take headcounts throughout the school day and after any transition to a new activity or location to ensure the safety of the children. Fire Drills will be held monthly and Severe Weather Drills will be held quarterly. In the event of a necessary evacuation of the Preschool/Church building, teachers will escort their classes to Queen of Angels Catholic School. Parents will be notified through emergency contact phone numbers. Children will be dismissed to a parent or other parent - authorized adult.

Class Lists/Child Files

Class Lists will be distributed by the end of the first month of school. The class list will include the child's name, parent's names, address, e-mail address, phone number and allergy information. If you do not want your information included on the class list, please indicate this on the Parent Signature Page of the handbook, included in the Parent Folder. The information included in the class list is intended for personal use only. The names, addresses and phone numbers listed in this handbook and the class lists are NOT to be used for solicitation of any kind. Infractions of this policy may result in termination of your child from the program.

Child Files: Based on Bright from the Start policy, a child's records will be destroyed one year after a child leaves the program for any reason.

Please keep the Preschool Office informed if your e-mail address or any other personal contact information has changed throughout the year as we want to keep you as informed as possible about your child's experiences at Preschool.

St. Peter Chanel Preschool is exempt from licensure by the Georgia Department of Early Care and Learning due to the length of the Preschool day.

St. Peter Chanel Preschool retains the right to amend any policy or procedure as needed.

Teachers and Room Numbers

Class	Teacher	Room Number
Mon. /Wed. 18-24 mths.	Catherine Bogdan & Sharon Chappellear	Church Nursery
Mon./Wed./Fri. 2's	Michelle Travers & Sheri Merriam	Room 12
Tues./Thurs. 2's	Michelle Travers & Michele Mixon	Room 12
Tues./Thurs. 2's	Rebecca Duke & Janet O'Reilly	Nursery
Mon./Wed./Fri. 3's	Colleen Rinehart & Liz Hauser	Room 8
Mon./Wed./Fri. 3's	Cathy Roth & Jody Zabroske	Room 11
Tues./Thurs./Fri. 3's	Lisa Archambault & Elizabeth Egan	Room 11 & 13
Tues./Thurs./Fri 3's	Colette Inomata & Sharon Chappellear	Room 8 & 10
Mon. – Thurs. 4's	Ashley McCarthy & Jennifer Suarez	Room 13
Mon. - Thurs. 4's	Jan Bostardi & Paula Cullinan	Room 10
Monday - Friday 4's	Katie Piper, Lisa Lewis & Patty DeFusco	Room 9
Bible Heroes	Cherie Czabala	
Music & Movement	Jeanne Lyons	
Administrative Assistant	Christy Nee	

St. Peter Chanel Preschool Calendar

2011-2012

Office Phone: 678-832-1231 Fax: 678-277-9423

E-mail: mmo@stpeterchanel.org

St. Peter Chanel Preschool operates September through May, 9:30 a.m. to 1:00 p.m. (18 - 24 month class ends at 12:45 p.m.) Our program loosely follows the Fulton County School calendar, with the exception of the opening date, certain teacher workdays and Holy Week.

August 23	Parent Orientation - 7:00 p.m. (Parent Only meeting)
August 25	Meet the Teacher Day: 11a.m. – 12 noon for TTh 2's, TThF 3's, & M-Th 4's
August 26	Meet the Teacher Day: 11a.m. – 12 noon for MW 18's, M-F 4's, MWF 2's, MWF 3's
August 29	Full Day of classes for: M-F 4's, M-Th 4's, and MWF 3's MWF 2's and M/Th 18's attend 9:30 a.m. – 11:30 a.m.
August 30	Full Day of classes for: TThF 3's, M-F 4's, and M-Th 4's TTh 2's attend 9:30 a.m. – 11:30 a.m.
August 31	Full Day of classes for: M-F 4's, M-Th 4's, and MWF 3's MWF 2's & MW 18's attend 9:30 a.m. – 11:30 a.m.
September 1	Full Day of classes for: M-F 4's, M-Th 4's, and TThF 3's TTh 2's attend 9:30a.m. – 11:30 a.m.
September 2	Full Day of classes for: M-F 4's, MWF 3's, TThF 3's MWF 2's attend 9:30 a.m. -11:30 a.m.
September 5	Labor Day – Preschool Closed
September 6	Normal class schedule, 9:30 to 1:00pm begins for all classes (9:30am – 12:45pm for 18 month class) Car Pool begins
October 17	Family Open House, 7 - 8pm: M-F 4's, M-Th 4's - McCarthy, MWF 3's (both) and MWF 2's No Open House for 18 month class
October 18	Family Open House, 7 - 8pm, M-Th 4's - Bostardi, TThF 3's(both), TTh 2's (both) No Open House for 18 month class
November 23	No classes-Thanksgiving break-classes resume on Monday, November 29th
December 21	No classes-Christmas break-classes resume on Thursday, January 5th
January 4	Staff Work Day- All staff report
January 5	Classes resume
January 16	No class – MLK Holiday
January 23	Conference Week for 2's, 3's & 4's
January 30	Registration Week for Fall 2012
February 20	No class - President's Day Holiday
April 2 - 9	No classes - Spring Break and Easter Monday Holiday
April 10	Classes resume
May 14	Graduation for 4's
May 16	Last Day of Preschool classes

(Please note: Calendar is subject to change, with notice)

Please refer to separate listing of scheduled EARLY RELEASE DAYS in Parent Folder