



Welcome to Sts. Peter & Paul Early Childhood Campus

The purpose of this handbook is to acquaint families with the philosophy, policies, and procedures of the Sts. Peter & Paul Early Childhood Campus. We look forward to sharing this special time with you and your child.

History and Philosophy

Sts. Peter & Paul School was formed in 1989 as a result of the merger of St. Peter School, founded in 1955, and St. Paul school, founded in 1913. The Sts. Peter & Paul School serves the partner parishes of St. Peter, St. Paul, St. Peter Claver, St. Luke, Holy Spirit (U.K. Newman Center) and Pax Christi. All of the parishes are in Lexington, Kentucky except St. Luke, which is in Nicholasville, Kentucky. In 1996, growth allowed the middle school to move back to the original St. Paul school building on Short Street. In 2007 renovations at the original St. Paul began and the middle school moved out again, this time to the Marquis Street Campus in the Chevy Chase area. For the 2010 school year the elementary and middle school campuses combined in the renovated and enlarged St. Paul building and the Early Childhood Campus expanded at the current Barr Street location. Sts. Peter & Paul's two school campuses are in historic downtown Lexington, an area where students have walking access to many historic and cultural activities. The Sts. Peter & Paul Early Childhood Campus serves children six weeks of age through Kindergarten while the Short Street Campus houses first through eighth grades.

Contact Information

Sts. Peter & Paul Early Childhood Campus
133 Barr Street
Lexington, KY 40507
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Fax 859-253-2235

Sts. Peter & Paul School (Kindergarten –8th grades)
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859-254-9257
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School Website: www.sppslex.org

President

Jeanne Miller, jmiller@sppslex.org, 859-254-9257

Principal (K-8th)

Candace James, cjames@sppslex.org, 859-254-9257

Early Childhood Campus Director (6 wks. – PK4)

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Early Childhood Campus Administrative Assistant/Director of Communications

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The goals of Sts. Peter & Paul School are:

1. To develop in all children a love of God, themselves and those around them.
2. To develop in all children positive self-concept, so that they see themselves as worthy individuals.
3. To provide high quality care and education to meet the individual needs of each child by treating each child as an individual.
4. To provide all children with opportunities for creative expression through music, language, large and small muscle activities, art and dramatic play.
5. To provide all children with opportunities for the development of basic learning skills.
6. To develop in all children a curiosity for the world around them and an enthusiasm for learning.
7. To provide opportunities for all children to develop and grow physically through rest, proper nutrition, and a safe learning and play environment.
8. To help all children develop satisfying social relationships with both children and adults.
9. To encourage parents to be aware of the behavior expectations for their child's age group.
10. To encourage parent participation in all aspects of Sts. Peter & Paul School.

Sts. Peter & Paul Early Childhood Programs

Little Angels

Little Angels provides year round childcare for children six weeks of age until entering preschool.

Preschool

Sts. Peter & Paul Preschool serves children ages three, four, and five. Children entering Preschool must be **three by October 1st and fully potty trained** except for those children enrolled in the *Rising 3's program*.

Rising 3's is a smaller class specially tailored to those children enrolled in the 3 day per week option, have birthdays close to or slightly beyond the October 1st cutoff, or those that have not quite mastered bathroom independence. At the end of the year the Director, teachers, and parents will evaluate if a child will move to the traditional Three-Year-Old program or to the Four-Year-Old classroom.

Kindergarten

Sts. Peter & Paul Kindergarten serves children who are five by October 1st.

The Kentucky Cabinet licenses both the Little Angels and Preschool programs for Health and Family Services, Office of the Inspector General, Division of Regulated Child Care. The Sts. Peter & Paul Early Childhood Campus meets and exceeds all childcare licensee requirements and strives to provide high-quality, professional childcare, and education.

Hours of Operation

Little Angels- 7:00 a.m. to 6:00 p.m.

Little Angels is closed July 4, Labor Day, Thanksgiving (Thursday and Friday), Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, and Memorial Day

Preschool (3 year-olds and 4 year-olds) – Half day – 7: 50 a.m. – 11:00 a.m.
Full day – 7: 50 a.m. – 2:35 p.m.

Preschool follows the SPPS school year calendar which is posted on the school website (www.sppslex.org).

Kindergarten- Full day-7:50 a.m. - 2:35 p.m.

Kindergarten follows the SPPS school year calendar which is posted on the school website (www.sppslex.org).

**Preschool and Kindergarten Earlycare (7:00 a.m.-7:30 a.m.)

**Preschool and Kindergarten Aftercare (2:35 p.m.-6:00 p.m.)

**Summer Camps and Programming are also available for Preschool and Kindergarten students (7:00 a.m.-6:00 p.m.)

**Separate registration is required for Earlycare, Aftercare, and Summer Camp.

Tuition, Rates, and Fees for the 2013-2014 school year

All tuition is paid through FACTS tuition management program.

The Little Angels Program (Infant, Toddler, and 2 year olds)

- \$200 non-refundable materials fee
- \$195 per week

The Preschool Program (3 and 4 year olds)

- \$200 non-refundable materials fee
- \$6,466-full day (7:50 a.m.-2:35 p.m.)
- \$3,787-half day (7:50 a.m.-11:00 a.m.)

Kindergarten

- \$200 non-refundable materials fee
- In Parish Rate (parish verification form required) – \$4,867
- Catholic Rate (parish verification form required) – \$6,144
- Non-Catholic Rate – \$6,694

Early Care (Preschool and K)

- \$10 non-refundable materials fee
- 7:00 a.m. to 7:30 a.m.
- \$2 per day

After Care
(Preschool and K)

- \$30 non-refundable materials fee
- 3:00 p.m. to 6:00 p.m.
- School year-\$1,800
- Drop-In-\$12 per day/\$60 per week

Holidays, Vacations, and Illness

Please contact us when your child is absent.

Little Angels

When our Little Angel families and children go on vacation or are sick, parents are still responsible for their child's weekly tuition. Our expenses remain the same, even when your child is not present.

Each family does receive one week (5 days) time off for vacation per year (based on enrollment date). Two weeks advance notice must be given to stop payment during those times and must be taken in five-day increments.

Enrollment Policy

Enrollment at Sts. Peter & Paul is open to any child provided the school facilities, staff, faculty, and administrators are trained and able to meet the physical, behavioral and developmental needs of the child within a group setting.

Students' placement is reserved only when his/her registration fee is paid and submitted with the corresponding enrollment/registration form. Openings will only be reserved up to one week without proper fees and application. All paperwork MUST be turned in prior to your child's first day.

Children's enrollment and continued care is at the discretion of the school and staff. If our school feels it is necessary, a child's enrollment may be terminated at any given time for the following (but not limited to):

- Failure to pay fees-10 days delinquent
- Failure to adjust to group care and/or learning environment after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Lack of compliance with handbook and school policies
- False information given by parent, either verbally or in writing

Our staff and administration will work with you and your child should a serious issue arise. If the problem cannot be solved so that your child can interact appropriately in group care, Sts. Peter & Paul School reserves the right to terminate care of your child.

Waiting List

When openings are unavailable in the age range a family needs, a child's name may be placed on the waiting list by telephone or in person. Preference is given to families who already have children at Sts. Peter & Paul School. Families on the waiting list are contacted as openings become available.

In order to be placed on our waiting list an enrollment application and \$50 nonrefundable reservation fee are required. If or when a child becomes officially enrolled the \$50 reservation fee will go towards the materials fee.

Required Documents for Enrollment

- Materials fee of \$200 (non-refundable)
- Enrollment application
- Tuition preference form
- Birth certificate
- Parish Verification Form (K-8th)
- Current Immunization Record
- Eye Exam (K and up)
- Register on FACTS via the school website, sppslex.org
- Sign-up for SPPS Kids Mail, sppslex.org

Faculty and Staff

Our teachers and staff are chosen for their love of children as well as their professionalism. On-going in-service training helps our staff stay current with today's families' ever-changing needs and the latest theories and practices in early care and education. We employ developmentally appropriate practices with young children. All faculty and staff continually evaluate their teaching skills and curriculum.

Safety and Security

Providing your child with the safest environment possible is our goal. Our center maintains an updated emergency management plan and has regular fire, tornado, earthquake, and lock down drills. Facility entrances are monitored during business hours. Visitors and guests are required to and sign in and out with the office and provide identification as necessary.

In addition, our center has an electronic entry system, which allows for close monitoring of activity in our building. Families new to the *Little Angels Program* will receive information upon enrollment regarding the electronic entry system and the corresponding usage policy/agreement.

Curriculum

Our curriculum in all three programs includes opportunities for small and large muscle development, free play, dramatic play, music, listening skills, reading readiness, math, science and art.

Infants through Toddler II classrooms guide instruction and classroom activities around developmental milestones and learning goals for each individual child. Thematic units of study help guide instruction.

The Two-Year-Old and Pk2 classes uses the Appelbaum Curriculum, enhanced by other educational resources.

Preschool and Kindergarten utilize the Kentucky Early Childhood Standards in conjunction with national standards for their age groups based on subject (i.e. reading, writing, math, science, and social studies).

Preschool students have weekly enrichment in art, music, physical education, and literacy (Story Time).

Kindergarten students have weekly enrichment in art, music, physical education, Spanish, computer, Guidance, and literacy (Story Time).

Behavior Management

Little Angels

Behavior is handled positively with consideration of the child's age and development. Positive reinforcement and redirection are the most common methods, along with room arrangement, careful supervision, consistent schedules, clear classroom expectations, and well-thought out day-to-day lesson plans. Requiring children to sit down and "think about" their behavior will be used only when necessary. We will share with parents any concerns or extreme behaviors that are not age appropriate.

Preschool and Kindergarten

Each classroom determines their behavior management plan based best practices for the developmental level and age of the children. Teachers will provide this plan in writing at the start of each school year.

All of our programs use redirection and positive guidance to help children learn appropriate behaviors. Older children are encouraged to solve problems themselves with the guidance of teachers.

Under no circumstances are spanking, physical/verbal abuse, or isolation used. These inappropriate and harmful methods are a violation of our school's policies and are also prohibited by state regulations.

Biting

Biting is a normal occurrence as children grow and develop. Close supervision, classroom structure, and overall planning are methods we use to minimize biting; however, when biting occurs the victim will be treated first according to their emotional and physical needs and then the biter's behavior addressed and redirected. A report will be made to the parents/guardians of both parties, but identification of the child doing the biting is against the law. All biting issues will be addressed on a case-by-case basis. To learn more about biting and why children bite visit the American Academy of Pediatrics website.

Potty Training

Little Angels

Potty Training begins when children enter the Two-Year-Old classroom. Teachers and parents will partner together to help children through this exciting, and sometimes trying, milestone. The Two-Year-Old classroom will provide families with their Potty Training Policy upon entering that classroom. **We will assist and support efforts as much as possible with potty training; however, it is the parents'/guardians' responsibility to potty train their child.**

Accidental Injuries

If your child should be injured while at school you will receive a written and/or verbal report. Basic first aid (band-aid, ice, etc...) will be given. If severe, you will be contacted immediately. If we are unable to reach you, we will contact the emergency contact person listed on your child's registration form and then contact your child's doctor. 911 will be called in extreme situations.

It is the responsibility of parents/guardians to keep phone numbers and other information up-to-date.

Inclement Weather

Little Angels

The Little Angels Program will be listed separately from the school and will often remain open when school is cancelled. The Sts. Peter & Paul School website, www.sppslex.org, will post closings along with the local radio and television stations below.

Preschool and Kindergarten

Sts. Peter & Paul School makes every effort to be open on bad weather days. In cases of extreme weather conditions, at 6:00 a.m., tune to WKYT (Ch. 27), WLEX (Ch. 18), WTVQ (Ch. 36), or AM radio WVLK (590) & WLAP (630) for any changes in our normal schedule. Please refrain from calling the office or faculty at home. Please note that school will be held whenever possible and only be closed for significant snowfalls or potentially dangerous conditions.

Please note that Preschool and Kindergarten follow the Short Street Campus (grades 1-8) closing schedule and Little Angels follows their own schedule.

Arrival

Little Angels

Little Angels must be walked to their classroom and signed in by a parent.

Preschool

Preschool children must be signed in each day by a parent/guardian. Students arriving before 7:40 a.m. should go to the Early Care Room, which is located across from the office. Students arriving after 7:40 a.m. should be escorted by a parent/guardian directly to the classroom.

Departure

Little Angels

All Little Angels must be signed out from their classroom by a parent or guardian. **Children must be picked up on time. A charge of \$1 per minute per child past 6:00 pm will be billed to families picking up late.**

Preschool

All Preschool students must be signed-out by a parent or guardian at 11:00 a.m. for half day students and 2:35 p.m. for full day students. Preschool students may also attend Aftercare.

Kindergarten

Students will be picked up in the carpool line at 2:35 p.m. or attend Aftercare.

Preschool and Kindergarten students not picked up by 3:00 p.m. will be sent to Aftercare.

Volunteers

Our state licensing surveyors consider arrival and departure times as a 10-15 minute period where you and your child's teacher are helping the child adjust to the room. Any time over this amount is considered volunteering. The licensing regulations require volunteers and board members to "comply with the policies and procedures of the child care center."(922KAR2:090) Background checks from the State Police and Central Registry are required for all volunteers along with VIRTUS training.

If you would like to volunteer, please see the office to fill out the paperwork. It will be approximately three weeks before your background check is returned.

If you have any questions, please see the Director.

Pick-Up/Release Policy

State regulations require that we have a signed release from parents before permitting a child to leave with anyone other than parents or escorts listed on the application form. If the need arises during the day for someone else to pick up your child, you may call the office and leave the name of the person who has permission to pick up your child. Persons picking-up will be asked to show a valid driver's license the first few times they pick-up.

Communication

All ECC families will receive the *Monday Message* from the Director on a weekly basis, which contains information pertinent to this campus and its programs.

Families should also sign-up to receive the Sts. Peter & Paul *Kids Mail* an electronic publication relevant to all SPPS programs.

All classrooms will also provide a newsletter on a regular basis.

Parents are encouraged to communicate with teachers and the ECC Office with questions, concerns, and other important information that may affect your child. Open, consistent, and regular communication is one way to ensure both you and your child have a positive experience at our center.

Clothing

Our program encourages active participation for children of all age levels. Shoes with rubber soles are safer for running, climbing and jumping. It is recommended that all children wear closed toe/closed heel shoes for safety reasons. Please let your child wear easily washable play clothes to school. We want your child to feel comfortable and relaxed, not worried about soiling his/her good clothing. A labeled change of clothes and socks should be kept at school at all times.

Children enrolled in the Kindergarten program wear the school uniform. The uniform policy can be found on the school website (www.sppslex.org).

Outdoor Play Policy

With the exception of the Infant and Crawler classrooms all children will go outside daily unless there is a weather advisory or extreme weather conditions. Always see that your child has adequate clothing for each season of the year. Outside play is an important part of our program. Please label any outer clothing such as coats, sweaters, mittens and hats. If you wish that your child not participate in outdoor play please submit your request in writing to the classroom teacher. We will be happy to honor your request.

Nap Time

For our toddlers and two year olds, we supply a cot and crib sheet during naptime. For our preschoolers, we supply a two-inch mat during naptime. Please bring a blanket from home with your child's name clearly marked and a fitted crib sheet. One naptime-sleeping toy is allowed. Kindergarteners do not take naps.

Toys From Home

We ask that toys from home not be brought to school. If your child's teacher approves, a book, cassette or CD may be brought in.

Some older classes may have a “share” day when all the children in the class are allowed to bring a toy from home to share with the class for the day. This will be communicated through each teacher’s newsletter.

Snacks and Meals

STS. PETER & PAUL EARLY CHILDHOOD CAMPUS IS NUT FREE. Products of any kind containing peanut butter or nuts are not permitted. However, this should not create a false sense of security, as it is impossible to create an allergen-free environment.

An Emergency Action Plan should be created between the school, parents, and doctors for children with any sort of life-threatening allergy or health condition. It is the responsibility of parents and guardians to inform the ECC of such need.

Little Angels

Parents with children in the Infant and Crawler rooms are responsible for providing all of the child's formula/food.

For children in the Toddler I class and up, tuition includes two snacks (morning and afternoon) and hot, nutritious lunch. Families may choose to provide their own lunch and snack. Doing so does not discount tuition.

Preschool and Kindergarten

Students may bring lunch from home or purchase lunch at school. Many classes have snack brought by classmates on a week-by-week basis.

Preschool and Kindergarten Aftercare

Snack is included in tuition.

Birthdays

Birthdays are an important part of your child's life. Parents are invited to attend and provide healthy refreshments such as fruit or vegetables for the whole class for their child's birthday party. As an alternative to refreshments, parents may want to provide an art project or directions for the child's favorite game.

Please work out the details with your child's teacher. Also, we ask that no invitations be brought to school to pass out unless the entire class is included.

Health/Illness Policy

We are a well childcare facility.

Your child's health is very important to us. We cannot accept any sick children at our school. A child who is sick exposes the other children and our staff to illness. If your child becomes ill while here, you will be contacted immediately.

If your child exhibits any of the following symptoms before coming to school, he/she should be kept home OR if your child exhibits any of the following symptoms while at school, he/she will be sent home:

- Diarrhea - this means more than one abnormally loose stool in a day.
 - If your child has diarrhea during the evening, night or in the morning before coming to school, you **MUST** keep your child at home. Diarrhea is **VERY CONTAGIOUS**.
 - **Your child must be diarrhea free for 24 hours before returning to school.** If your child is taking medication that can cause diarrhea, you **MUST** provide our school with written documentation from your child's doctor or pharmacist stating your child's diarrhea has been caused by medication or your child will be excluded from school until the diarrhea ceases.

- Elevated temperature-morning temperature of 100° or higher
Your child must be temperature free for 24 hours before returning to the center.

- Unusual cough

- Sore throat or difficulty swallowing

- Difficult or rapid breathing

- Vomiting
Your child should be vomit free for 24 hours before returning to school.

- Chills

- Yellowish skin or eyes

- Pinkeye (tears, redness or eyelid lining irritation, followed by swelling and discharge). If your child has eye discharge that is allergy related, you must provide our school with written documentation from your child's doctor stating the discharge is allergy related and not contagious to others. To protect all our children and staff, our school will consider any eye discharge to be contagious, unless we have this written documentation. **If medication is prescribed by your child's doctor for eye discharge, your child must be on that medication a full 24 hours before he/she will be allowed to return to school.**

- Headache or stiff neck
 - Unusual spots or presence of a rash
 - Infected skin patches (crusty, bright yellow, dry or gummy areas of skin)
 - Severe itching or scratching of body or scalp
- If your child has been prescribed medication for a communicable disease, your child must have been on that medication a full 24 hours before he/she will be allowed to return to school.**
- Please notify our office if your child has been exposed to a communicable disease (chicken pox, strep throat, mumps, measles, whooping cough, etc.). Cooperation from all parents is essential in helping us prevent the spread of communicable disease in our school.

Medication Policy

State regulations require licensed childcare providers to have DAILY written permission and instructions from parents to administer ANY medication. Your child's teacher will provide you with our school's daily medication permission form.

Without a completed DAILY medication form, state regulations prohibit our staff from administering medication to your child.

State regulations require that ALL medications be in their original containers.

Prescription medication may only be given to the child whose name appears on the container.

Over-the-counter medications may be administered ONLY if you complete our daily medication form.

State regulations do not permit our staff to administer over-the-counter medication dosages higher than prescribed on the container without written orders from your child's doctor.

Diaper cream and sunscreen must be signed-in with each new container.

State regulations do not permit licensed childcare providers to “store” medication for future use by a child. Licensed childcare providers may only have on-hand medications that a child is currently being given. You must take home any medication that a child is not currently being given. The only exceptions licensing regulations allow are for epi-pens or rescue inhalers.

Helping Your Child Adjust To Group Child Care

Some children are upset and cry when first separated from their parents. If your child does cry, staying a few minutes to help your child get busy with a favorite activity may help your child separate more easily. When you leave, telling your child to have a good day and that you will return can be reassuring to him/her. Most children adjust rapidly after parents leave. If your child does not make the adjustment, we will call.

Open Door Policy

At Sts. Peter & Paul School, parents and families are a vital part of our program. We encourage parent participation in all aspects of our program.

Withdrawals

If it is necessary to withdraw your child, the Little Angels Program requires two weeks notice. Payment for the two weeks is expected.

Discrimination

Sts. Peter & Paul School does not discriminate against any child or family because of race, color, creed, religion or nationality.

Handbook and Policies

Sts. Peter & Paul School reserves the right to make changes in rates and policies as deemed necessary.