Saint Peter Catholic School
314 West High Street, Jefferson City, MO 65101
Phone: (573) 636-8922 · Fax: (573) 636-8410 · www.saintpeterschooljc.org

Parent/Guardian,

Thank you for your interest in the St. Peter Catholic School Preschool Program, where we 'Inspire students to love God, their Catholic faith, and learning." We hope that you and your child join us, that the relationships become fruitful, and that the experience is spiritually and educationally enriching.

Students must be 3 years old to be enrolled at the start of the year. Students may start upon their third birthday if a spot is available during the school year. We offer two preschool classes of 20 students and one additional class of 10 students. The exact division of age groups depends upon enrollment. Each class may also contain full time and/or part time students. The classes are in session all day, every day that the K-8 school is in session from 7:00 a.m. until 5:30 p.m. (snacks and lunch provided), with classroom time from 7:50 a.m. – 3:05 p.m. We provide two part-time options (partial week), which are M/W/F or T/R.

We look forward to having the opportunity to work with your child at St. Peter Catholic Preschool. If you have any questions, feel free to call. Also, you may visit our webpage to gain important dates and information.

Please make sure the following information is returned to the school office in order to complete your registration:

_____ Birth Certificate (a copy of the original)
_____ Child Medical Exam Report
_____ Immunization Report
_____ Virtus

St. Peter Catholic Preschool Program
Family Handbook

Inspiring students to love God, their Catholic faith, and learning.



314 'W' High Street
Jefferson City, Missouri 65101
(573) 636-8922

ST. PETER CATHOLIC PRESCHOOL
2026-2027

FAMILY HANDBOOK ACKNOWLEDGEMENT

Inspiring students to love God, their Catholic faith, and learning

I/We acknowledge that I have received a copy of the St. Peter Catholic Preschool of Jefferson City, Missouri, Family Handbook.

I/We understand that it contains important information about St. Peter Catholic Preschool's general policies and regulations and about my privileges and obligations as a parent/ guardian. I acknowledge and understand that this handbook is neither a contract nor a legal document. I further acknowledge that I have read and understand St. Peter Catholic Preschool's policies and regulations and agree to adhere to these policies and regulations.

I/We further acknowledge that revisions to the handbook may occur. I have received this handbook, and I understand that it is my responsibility to read and comply with the policies and regulations contained in this handbook and any revisions to it.

_____

Parent/Guardian Names (Printed)

_____ _____

Parent/Guardian Signatures Date

MISSION STATEMENT/GOALS/PHILOSOPHY SCHOOL MISSION AND GOALS

The mission of St. Peter Catholic School is to inspire students to love God, their Catholic faith, and learning.

This Family Handbook contains information regarding the operation of the St. Peter Catholic School Preschool program. St. Peter School, in partnership with parents and the parish community strives to provide a quality education rich in Catholic identity. Recognizing that each individual has unique gifts from God, the school helps students develop their gifts to their fullest potential as stewards and co-creators in God's universe. Our goals are to:

a) Provide a healthy, positive and spiritual atmosphere in which Catholic Christian values, morals and leadership are fostered.

b) Develop self-discipline, personal responsibility, and accountability.

c) Educate the whole child; spiritually, emotionally, intellectually, morally, and physically to help students meet the challenges of life today with a vision toward the future.

PARENTS ARE PRIME EDUCATORS

1. The primary responsibility for the education of children is in the hands of parents. Even though their responsibility is shared with the school, the parents' responsibility remains paramount.

2. Children tend to emulate the intellectual, emotional, spiritual and moral attitudes and examples parents/guardians provide in the home. In addition, some parents' responsibilities are to:

   a) Build religious traditions and family prayer into family daily life.

   b) Attend Sunday Mass and contribute to Parish support through tithing, envelopes or direct deposit.

   c) Provide proper diet, balance of sleep and exercise.

   d) Insist that a child/children follow(s) the regulations and principles of good behavior/manners.

   e) Encourage the development of the individual talents and interests of the child/children.

   f) Keep the school informed as to the special needs of the child/children, carefully read all communications sent home from the school, and return all signed communications and envelopes promptly.

   g) Begin attending Home & School meetings and other functions of the K – 8 division so you can get to meet more parents, and can gain a good understanding of what your child will be experiencing in future years.

   i) Read and support the regulations of the Family Handbook.

ENROLLMENT/ELIGIBILITY

Acceptance into the preschool program is determined upon the return of **ALL** forms, parish registration, active parishioner status, and the payment of the registration fee.

Admission Priority:
1. Students whose parents chose to wait one more year to enroll them in kindergarten at St. Peter Catholic School.
2. Three year old children of registered, active St. Peter and St. Andrew parish families or who are immediate family members of St. Peter staff.

*****All students enrolled in St. Peter Catholic Preschool **must be** toilet trained prior to the start of the school year. Aside from medical need, if a child has more than two accidents in one day, he or she will be sent home. If the number of accidents is excessive in any one week, the child will be sent home as well. If a child is sent home excessively due to toilet accidents, a conference with the child's parents/guardians, teacher, and possibly the preschool director will be held to discuss the next step of action.

FORMS

The following forms are required to be completed prior to enrollment.

- Application Online New Student Only
- Current Child Medical Examination Report (Physician must fill out the form and sign.)
- Up-to-date child Immunization History
- Copy of State Certified Birth Certificate
- Copy of Baptismal Certificate if applicable

FEES & TUITION

The preschool is a stand alone program financially and is not funded by the parish tithe. All fees MUST be paid in advance and on time, as the procedures below must be strictly followed. If payment is not made on time, services can be discontinued.
The registration fee is $100.00 annually and non-refundable, which covers materials and supplies for the year. Please see the Fee Structure Sheet for monthly fees. All fees are paid through your FACTS family portal.
• Social Service and State Assistance are not accepted as forms of payment for our program.
• There is an additional $15.00 service charge on all returned payments.
• If you wish to remove your child from the preschool program, two weeks' notice must be given.
• Additional fees are as follows.
The 60.00 fee is for the Home & School Association. Throughout the course of the year, special events such as "Donuts with Dad" are coordinated through St. Peter's Home and School Association. This fee covers the costs of such events and activities. The other fee charged is a paper fee of $25.00, both these fees are yearly per family.

SCRIP & FUNDRAISING

You are encouraged to get involved in the SCRIP program and all fundraising efforts, as the funds you earn are put in an account for you and may be applied to your St. Peter Catholic School fees once in Kindergarten.

HOURS OF OPERATION

As noted in the introductory letter, the preschool program will operate as stated below.

- You must sign your child in and out daily via the electronic system.
- Children are only released to parents or others listed in the facts system, unless written notice is given to an instructor.

All day or partial week, when the K-8 school is in session, 7:00 a.m. (Classes run from 7:50 a.m. – 3:05 p.m.) to 5:30 p.m. Snacks and lunch are provided.

The program runs concurrent with the K – 8 school year observing all school holidays and closings due to inclement weather, etcetera. There is no preschool after care on early dismissal days. The large flat will remain open for parking for drop off and pick up times only. **Students must be walked up the stairs and signed in by adults daily**.

Parking spaces in the corner faculty parking lot (Main & Broadway) along the Selinger Center wall are used for stopping in at school during the day.

Late (after 5:30 p.m.) pick up will result in a $15.00 charge for the first 15 minutes and an additional charge of $1.00 per minute thereafter.

INCLEMENT WEATHER

When weather conditions make it necessary to close St. Peter Catholic School, the preschool will be closed as well. Telephoning the school jams the telephone lines and is to be avoided. The cancellation or snow schedule will be announced by local media via local radio and television stations as well as Text Alert.

There is NO preschool after care on 11:00 a.m.& 1:30 p.m. dismissal days, extreme weather days or snow days.

DRESS/BELONGINGS

Preschool children **MUST WEAR TENNIS SHOES (with closed backs)** and modest clothing suitable for the weather at all times. **NO** spaghetti straps, tank tops, or dresses without shorts underneath are permitted. Flip flops are also not permitted. Again, TENNIS SHOES or a shoe of similar structure must be worn each day.

As the weather changes, please dress your child in layers as they can then put a layer on or take one off as needed. We go outside as long as it is above 32 degrees and dry. Therefore, appropriate dress is important. All belongings including jackets, coats, gloves, and hats need to be labeled with your child's name.

A full change of clothes, including socks, must be kept at school at all times. In addition, these clothes need to be changed out as the seasons change in case of an accident.

Do not send toys from home with your child to school as they are not permitted. We are not responsible for lost or damaged toys.

Health Policy

a) If a student becomes ill or is injured during the day, the following procedures are employed:

(1) The student is sent to the lead teacher and/or St. Peter School Office for anything the preschool and/or school is allowed to do for the situation and for proper referral to parent or professional, if necessary.
(2) If the illness warrants parental attention, the school contacts parents/guardians.
(3) If parents/guardians cannot be contacted, a preschool or school staff member calls the individuals noted on the Emergency Form.

b) In order to maintain a healthy preschool environment, students MUST be excluded from preschool for:

(1) Fever of 100.4 degrees or over: STUDENTS MUST REMAIN AWAY FROM PRESCHOOL 24 HOURS AFTER THE FEVER HAS ABATED without the use of fever reducers (Tylenol, Advil etc.), unless the student has been seen by a doctor within 24 hours of being sent home; and the parent/student presents a dated doctor's note stating that the student is not contagious and the date the student may return.
(2) Vomiting: Students are automatically sent home if experienced during preschool hours.
Loose Stool: If more than one (1) abnormal loose stool occurs throughout the school day.
STUDENTS MUST REMAIN AWAY FROM PRESCHOOL FOR 24 HOURS AFTER EITHER HAS SUBSIDED.

a) Impetigo, Ringworm, Scabies, and Common childhood diseases: Students remain away from school UNTIL EFFECTIVE TREATMENT HAS BEEN STARTED.

(3) Red, inflamed eyes (pink eye): Students must remain away from preschool until diagnosed and treated for 24 hours.
(4) Head Lice: Head lice must be considered a serious problem. The student with nits must leave preschool until proper medicated treatment has been initiated and the parent/guardian has removed all nits. The parent must bring the student to the preschool director, preschool teacher, or school office (must be present) along with the medicated shampoo label on the day of return. At return, a nurse, office staff person, or preschool teacher must inspect the child before the parent may leave. If nits are found, the child must leave school for additional nit removal. The nits will NOT be removed in the school building to prevent possible spreading. Upon returning to school, the child must be inspected again.

If a case of head lice is identified, the parents/guardians of the students in that class will be notified to be on the alert and will receive information regarding prevention and treatment. Every effort will be made to keep the infected individual's identity confidential.

(5) Strep Throat: Students must remain away from school following a positive throat culture until receiving antibiotics FOR 24 HOURS.

c) The preschool follows the Missouri Department of Health Division of Health Standards and Licensure guidelines for ill children. Additional symptoms that require parental contact to send a child home are as follows:

(1) Red or blue color in the face or high-pitched croup or whooping sounds after coughing;
(2) Difficult or rapid breathing;
(3) Yellowish skin or eyes;
(4) Unusual spots or rashes;
(5) An infected skin patch – crusty, bright yellow, dry, or gummy areas of the skin;
(6) Persistent Headache or stiff neck;

CURRICULUM

The St. Peter Catholic School Preschool Program uses an educationally sound curriculum stressing letter recognition, number sense and cooperative play that is meaningful to young children and appropriate to their stages of development.

We work to prepare our students for the St. Peter School kindergarten curriculum. To achieve this goal, we use hands-on, participatory learning experiences such as:

- **Literacy development** helps children build an understanding of language and literature. It includes listening, speaking, reading, and writing activities. These activities help build skills in areas such as communication, vocabulary, letter recognition and sounds, and comprehension. Story time is designed to help children develop an appreciation and enjoyment of literature.

- **Math activities** include hands-on and real-life experiences. They also help children develop **awareness of numbers**, geometry, patterns, measurement, and graphs.

- **Manipulative activities** help students improve visual perception and hand-eye coordination, as well as problem-solving and social skills.

- **Circle time** is a group gathering during which the day's plans, ideas, and observations are shared. Circle activities are designed to stimulate thinking and enrich social skills.

- **Art activities** help children express their thoughts and feelings creatively. They help reinforce fine-motor skills, increase self-esteem, build vocabulary, and develop problem-solving skills.

- **Music activities** promote listening skills, creative expression, and social skills. Children can explore sound, volume, tempo, and rhythm.

- **Science activities** offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation.

- **Sensory activities** allow youngsters to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science, and language.

- **Block play** gives children experience with many different concepts, such as: shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted in block play.

- **Gross-motor activities** give children the opportunity to use their muscles – as well as their imaginations – as they engage in fun, healthy exercises, such as running, jumping and climbing.

DAILY SCHEDULE

Our daily schedule reflects the belief that children need large chunks of time in which to engage and benefit from planned activities and choices. The following is a **general** schedule for our day.

Full Day

7:00 - 8:00 a.m.	-	Center Time
8:00 - 8:30 a.m.	-	Morning Calendar/Meeting/Smart Board
8:30-9:00 a.m.	-	Reading
9:00-9:20 a.m.	-	Center Time/Snack Time
9:20-9:50 a.m.	-	Social Studies/Science
10:00 - 10:35 a.m.	-	Recess
10:35 -10:45 a.m.	-	Restroom Break/Hand Washing
10:45 – 10:50 a.m.	-	Leave for Lunch
10:50-11:15 p.m.	-	Lunch
11:20-11:30 p.m.	-	Bathroom/Cot Ready
11:30-11:50 p.m.	-	Religion
11:50-1:00 p.m.	-	Nap/Rest Times
1:00-1:30 p.m.	-	Math
1:30-1:45 p.m.	-	Snack
1:45-2:00 p.m.	-	Bathroom Break
2:00-2:35 p.m.	-	Recess
2:40-3:05 p.m.	-	Book w/ Whole Group
3:05-5:30 p.m.	-	Center Time/After Care

***Music and Physical Education are built into the schedule.

MEALS

Mid-session snacks and drinks are provided consisting of milk, bread or a bread alternative, and a serving of

fruit or vegetable. Lunch requirements include milk, a meat or meat alternate, two or more vegetables or fruits, and a grain/bread. All quantities meet the required child care licensing standards for children ages 3 through 5. Children are encouraged to try a large variety of foods throughout the school year. A monthly lunch menu will be sent home at the beginning of each month. Preschoolers may bring their lunch if they choose. All food allergies must be noted on your child's health form. Due to the increase in food allergies, outside food is not allowed unless it is a special occasion and you have special permission. This includes sack lunches.

NAP/REST TIME

Your child must nap or at least rest for 60 minutes after lunch on his/her own cot, which we provide. Due to limited space for storing bedding, a cot sheet is provided for each child. This expense is included in the registration fee. Each child's bedding is individually stored throughout the week. All bedding is sent home at the end of each week with the expectation that it will be cleaned and returned to school the following day we are in session. Each child is allowed **one small** stuffed animal or comfort item to be used during rest time, with the expectation that it stays in his/her cubby at all other times.

*** Parents will be required to pay a $12 fee to replace any lost or damaged cot sheets.***

DISCIPLINE AND GUIDANCE

The goal of using guidance techniques in early childhood programs is to help children develop safe and appropriate ways of interacting with others and with the environment. We use behavior intervention strategies that are age appropriate. Children are presented with natural or logical consequences when they choose or display negative behavior, a modified version of the K – 8 school's BIST policy.

One of the goals of disciplining and guiding children is to help children develop tools to problem solve. Discipline and guidance are the external tools to help children develop internal controls. Young children learn by experimenting, testing limits and experiencing the consequences of their behavior. Our instructors assist the children in developing self-control and respect for the rights and property of others. Children need to learn ideas about getting along in a group, and adults need to balance the need for individual rights and self-expression with the needs of the group. Rules or 'ideas' or limits in a preschool setting are likely to differ from those in a child's home because of the need to protect the rights and safety of other children.

Children create rules or 'ideas' for our classroom as a large group, with the instructors, when situations arise to make the idea meaningful. These ideas may be posted for children's and instructor's reference. Children are not expected to immediately understand or fully comply with all rules or ideas. Rather, they are reminded and redirected as needed.

The guidance techniques used with your child include modeling acceptable behavior, recognition of each child's individual needs, structuring the environment and schedule to maximize appropriate behavior, recognizing children's efforts, guidance talks, use of natural and logical consequences, and instructor intervention and redirection as needed. If a child's behavior is causing harm repeatedly, the child may need to be removed from the activity or group. If harmful behavior is repeatedly exhibited, we do reserve the right to discontinue services for your child. Instructors use good judgment in anticipating and avoiding potential problems, using planning and developmentally appropriate transitional activities in the course of the preschool day.

COMMUNICATION

Open communication between families and staff is essential to the success of the program and the children's education. Parents/guardians are strongly encouraged to contact your child's instructor or the early childhood director with any questions or concerns. Quarterly reports are sent home based on sociomoral, cognitive, representational, and physical development. Parent/teacher conferences are held in conjunction with the K-8 school conferences (fall and spring).
*Additional conferences may also be scheduled upon request by the child's teacher or the parents/guardians of that particular child.
There are many ways in which a parent/guardian can participate in our program. If you have a particular talent or something to share that would aid in our learning of a particular concept or experience, please inform the teacher. In addition to weekly newsletters, information pertaining to menus, schedules, special events, and classroom happenings is available for parent viewing. We will inform parents of additional needed help as events arise. Possible events include field trips, special holidays, or other events where it is felt added help would be best.

NURTURING

Physical touching is an important part of the care and nurturing of young children. Children feel loved, accepted, and supported through touch by nurturing adults and peers. Nurturing touch is necessary for every child's emotional growth. Affectionate nurturing touch includes hugging, holding on lap, rocking, carrying, rubbing or patting backs, cuddling, and hand-holding. However, physical touch should be respectful of children's body cues and should only occur with their permission. Staff members are all trained in the Diocese of Jefferson City Virtus Program, and participate in continuing education yearly. Staff members are sensitive to children's responses and requests for physical interaction, and model appropriate nurturing touches at all times. Children always have the right to refuse touch except for safety or cleansing. Children are also taught to respect adults and other children's touch preferences. It is our policy to inform families of the nature and type of routine physical contact that your child will experience. Please feel free to discuss any questions or comments with staff at any time.

BIRTHDAYS AND HOLIDAYS

We celebrate birthdays and other special holidays, including all Catholic holidays. If you wish to celebrate your child's birthday at school, you may do so. Special snacks approved by the instructor are allowed. Snacks are to be packaged individually or sent in individual serving sizes. If non individually/ or proportion packaged snacks are sent to school, they will be sent home. This is to ensure the safety of students with allergies. Refrigerated items are not allowed. We ask that instead of favors for your child's classmates, you give a gift to the preschool in your child's name. Check with the instructor for suggestions.

Invitations to private birthday parties can only be distributed at school if they are inclusive of all students in the class. (or gender, if it is an all-boy or all-girl party)

MULTICULTURAL POLICY

We seek to recognize, appreciate, and respect the uniqueness of each child. We are committed to protecting the dignity of human life. Our program reflects the lives of our children, families, staff, and community. By recognizing the impact culture plays on families, we make every effort to provide culturally responsive early education by affirming human differences in our curriculum.

FUTURE ENROLLMENT K-8

All families wishing to enroll in Kindergarten through 8th grade MUST meet the requirements for active parishioner status. Active parishioners' status is fulfilled at least one year prior to enrollment:

Registered and active in the parish at least one year prior to beginning Kindergarten

- Student is baptized
- Regularly participating in Mass and the Sacraments
- Annually completing the Stewardship/ Time, Talent & Treasure form
- Supporting the Parish financially through tithe.

*These requirements must be met for you to remain a non-tuition active family.