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WELCOME!

Dear Parents,

This handbook has been prepared to acquaint you with the policies, regulations, requirements, and activities of St. Gregory's Episcopal Preschool. Please read it carefully and use it as a reference throughout the year.

If you have any questions about the enclosed information, please call for clarification. Your child's teacher or we will be happy to help you with any questions or concerns you may have. St. Gregory's Preschool does not discriminate on the basis of religion, race, color, nationality or ethnic origin. Our goal is to provide your children with a loving, learning environment and knowledge of God and His love for them.

Elizabeth Rivera

Preschool Director

"Let the little children come to me and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14 Mark 10:14

Enrollment Procedures, Tuition and Fees

1. All children attending the program must have all required forms (including current immunization records) on file before the child attends a session. If **all forms** are not completed and on file, children will not be allowed to attend class.
2. Annual registration fee (Enrollment Fee) of \$60.00 per child will be due upon registration. This fee is non-refundable and non-transferable.
3. Supply fees are due each semester, in September and January.

\$50.00	2 day program
\$60.00	3 day program
\$75.00	4/5 day program
4. Tuition is due no later than the 7th of each month.

Late fees will be assessed as follows:

Payment made from 8 th - 15 th	\$15 late fee
Payment made after the 15 th	\$30 additional late fee
5. Prepayment of the last month's tuition is required for each child.

Payable on or before the first day of school.

*Late enrollments are handled on an individual basis.

6. Unpaid tuition will result in your child being dismissed from the program. NO Prepay REFUNDS will be made if your child is dismissed due to unpaid tuition.
7. Please pay by check or money order, no cash! Checks should be made payable to St. Gregory's Preschool or SGP.
8. There will be a \$35.00 charge for returned checks. In the event two checks are returned, that payment and all future payments must be made by money order.

Monthly Tuition:

2 days per week per child	\$200.00 per month
3 days per week per child	\$265.00 per month
4 days per week per child	\$325.00 per month
5 days per week per child	\$370.00 per month

Pre-K children (4yrs on or before Sept. 1):

4 days per week per child	\$345.00 per month
5 days per week per child (Including Fun Friday)	\$390.00 per month

Discount for Siblings

Parents enrolling more than one child will be eligible for a monthly discount.

- a. 1st Child Full Fee
- b. 2nd child and any additional siblings will receive a \$5.00 discount per child per month.

Discount for Church members

Parishioners in good standing are eligible to receive a monthly discount of \$10 off tuition, per child.

*If you are eligible for both discounts, you will receive the greater discount.

Age Requirements

1. Classes are available for children from ages 18 months to 5 years.
2. A child's age as of September 1st determines placement in his/her class.

Health Requirements

1. The Texas Department of Family & Protective Services mandates that all children in a licensed child care center be current on all required vaccinations.
2. St. Gregory's Episcopal Preschool must have a copy of each child's immunization record on file to meet state requirements.
3. Children **will not** be allowed to attend the program without documentation of current immunization and/or Affidavit of Exemption from Immunizations for Reasons of Conscience.
4. All children 4 years of age by September 1st of the current school year, enrolled in a licensed child care center must have a hearing and vision screening. You will be responsible for providing this documentation no later than September 30th of the current school year.

Hours of Operation

Hours of program: (Monday – Friday) 9:30 a.m. – 2:30 p.m.

Extended Care: 8:30 a.m. – 3:30 p.m.

Extended Care

1. Extended Care is available from 8:30- 9:30am and 2:30- 3:30pm.
2. The fee is \$3 for 1-30 minutes and \$6 for 31-60 minutes, charged per session morning and afternoon. Fees will be charged in 30 minute increments (our clock) per child per day.
3. Extended care will be billed on the following month's bill.
4. You must pick your child up NO later than 3:30 p.m. as our staff leaves at that time and we are not licensed to operate past 3:30.
5. Extended Care LATE Fee of \$1.00 per minute will be charged for each minute after 3:30, our clock per child. If a late pick up fee is charged to your account twice, your extended care privileges will be suspended.
6. Extended care will be suspended for anyone that has not paid in full by the 7th of each month; extended care privilege will be reinstated after balance has been paid in full.

Drop-Ins

1. Drop-Ins will be accepted only if they are properly registered and an opening is available in the appropriate class.
2. The fee for a drop-in is \$35.00 per child per 9:30-2:30 session
3. Extended care fees still apply.
4. There will be no extended care or drop-ins the last week of school.

Vacation/Illness

1. No allowance or discount will be made for student's absence due to illness or vacation. Note: Tuition is based on a yearly fee and divided over the accumulative months that school is in session.
2. Therefore we do not give monthly discounts for holidays during any single month.

Withdrawal from the Program

1. Withdrawals from the program should be made at the end of a month, with prior two-week, written notice given to the Director.
2. **You will be charged the next month's full tuition if you fail to give notice.**
3. **Students may be dismissed from the program at any time with or without notice at the discretion of the Director and the Rector.**

School Calendar

1. St. Gregory's Preschool program follows the academic school calendar of the Mansfield Independent School District.
2. This includes all holidays and vacations including days off for teacher in-service, spring break, and Christmas vacation, etc.
3. SGP will begin one week later than MISD and end the Friday before Memorial Day.
4. St. Gregory's offers an 8 week summer camp program.

Items needed for First Day of School

1. All Completed Enrollment Forms
2. Current Immunization Records
3. One change of clothes
4. Lunch with a drink

5. Diapers or Pull-Ups and wipes if needed
6. 3/4" Red & Blue plastic nap mat-no alternatives
7. Supplies needed*

*see attached Supply sheet

Please be sure to mark all your child's belongings with his/her name.

Arrival

1. Children must be left in the presence of a staff member.
2. We encourage you to bring your child as close to 9:30 as possible. Children who arrive later in the day miss some of the planned activities.
3. Children arriving before 9:25 will be billed for extended care.
4. If you have questions or concerns that need to be addressed with your child's teacher, please write a note to the teacher. The teacher's time is very limited during the drop-off process.

Signing Children In & Out

State Licensing and the Fire Department require Preschool children to be signed in and out of preschool each day.

Picking up the Children

1. Children will not be sent home with anyone who is not authorized on the admission form.
2. Any person picking up children for the first time must show a driver's license and it must correspond with the number we have on file.
- 3.

Reporting of Absentees

1. We do ask that the school be notified if your child will be absent from school.

Parent Visitation

We strongly encourage parents to visit during the course of the school day.

Parent/Teacher Conferences

1. All conferences are scheduled through the Director.

2. The Director will be present at all parent/teacher conferences.

Parental Notification

1. You will be kept informed of any policy changes and activities by posting notices on sign in sheets, front door of building or by sending notes home with your child. Should you have any questions or concerns please feel free to check with our staff.
2. A copy of the minimum standards is available for parents to review upon request.
3. Please see our bulletin board for the following information:
 - a. Copy of our most recent Licensing inspection report.
 - b. Information for contacting the local licensing office.
 - c. Contact information for TDFPS child abuse hotline.
 - d. Information on how to contact the TDFPS website.

Texas Department of Family and Protective Services

1501 Circle Dr. Ste. 310

Ft. Worth, Tx. 76119

817.321.8613

817.321.8604

FAX 817.276.3913

24hr Hotline – 1.800.252.5400

www.dfps.state.tx.us

Communication

An informed parent is an asset to a growing and developing child.

1. It is the school's responsibility to keep the parent informed of the classroom activities and child's progress.
2. It is the parents' responsibility to read the teachers or director's newsletter and bulletin board notes in order to remain current with school happenings.
3. Parents will receive daily reports home, monthly newsletters and calendars.

Confidentiality

Information will not be released regarding your child without your prior written consent.

Breastfeeding

We have multipurpose room for breastfeeding needs located on the south end of the preschool for your comfort and privacy.

Curriculum

St. Gregory's uses A Beka and "WEE Learn" Christian based curriculums. Other age appropriate academics are incorporated.

Curriculum Development

Chapel- We sing and share age appropriate Bible stories, led by Father Rogers.

Dramatic Play - Housekeeping center, dolls, puppets, block building, transportation toys and outdoor play.

Creative Art - Painting, coloring, pasting, cutting and modeling with clay.

Music - Professional and teacher lead Singing, parachute and rhythm activities.

Language Arts- Stories, finger plays, poetry, nursery rhymes, labeling/identification, reading to children and listening skills.

Phonics & Math- A Beka instructional materials are used to introduce early writing, reading, and Mathematic concepts.

Number Readiness - Shapes, counting, patterns, sorting and comparison.

Science & Nature - Nature study and seasonal experiences.

Physical Fitness - Games in organized and supervised play both indoors and outdoors.
Stretch-n-Grow program.

***Our program is licensed by the Texas Department of Family & Protective Services. (1-800-252-5400)**

Chapel

1. The children attend Chapel every week.
2. During Chapel we sing songs, pray and hear a Bible story.

3. Parents and friends are welcome to participate in our Chapel services with our children.
4. Please stop by the office and check in before going to the Church.

Food & Nutrition

The program will furnish a snack of water, crackers, pretzels, goldfish crackers, or cereal. We try to keep snacks “natural” and as free from sugar and preservatives as possible. We also provide a small glass of water with lunch.

Lunch

1. Parents are to provide a well-balanced lunch for their child. Please prepare food so that the child can handle his/her lunch easily. (Often finger foods such as cheese, meat, or crackers are eaten well by young children rather than sandwiches).
2. Please provide a spoon or fork, if needed, and a napkin with lunch every day.
3. We ask that you DO NOT SEND carbonated drinks, red or purple drinks in your child's lunch.
4. Make sure all drinks are in closed containers with a straw or Sippy cup type.
5. We also request that you prepare and cut up apples and peel oranges before they are sent in your child's lunch.
6. Please do not bring frozen meals or food that needs to be heated. We do not have time to warm children's food.
7. Please be cautious of the foods you send for your child – hot dogs, large grapes, large pieces of candy and nuts can be very dangerous as they are easily choked on.

Rest Time

1. **All** children in the program observe a rest period in the afternoon.
2. A **small** stuffed animal, pillow or blanket will often facilitate naptime for the child.
3. Blankets will be sent home the end of each week to be cleaned.

Clothing

1. Please provide a complete change of clothing, including underwear and socks, in a bag to keep in your child's cubby. Each item should be marked clearly with your child's name. Accidents do happen!
2. If the child is in diapers, please provide disposable diapers adequate for the day's needs.
3. Children partially trained must be in disposable diapers or pull-ups with easy open sides on program days.
4. All diapers and pull-ups must have your child's name or initials clearly marked on each one.
5. Sending adequate clothing and diapers is especially important in the two-year-old classes. We cannot be responsible for keeping your child in dry clothing and diapers unless they are provided by the parents.
6. Clothing for the child should be:
 - a. Loose enough to provide comfort and freedom of movement.
 - b. Large enough to pull on easily (especially outerwear).
 - c. Suitable to the weather for outdoor play (we try to go out as much as possible, even in winter).
 - d. Washable (we often get messy).
 - e. Marked adequately with the child's name.
 - f. For girls; shorts need to be worn under dresses.

Shoes

1. Children should not wear flip flops, as they are a danger when playing on the playground and with the tricycles.
2. Your child will not be allowed on the play structures or tricycles while wearing open-toed shoes. The gravel on our playground is also very uncomfortable in flip flops and some sandals.
3. Comfortable tennis shoes are highly recommended.

Toilet Training

1. Children in the three and four-year-old classes must be toilet trained.
2. Children in the two-year-old classes may still be in diapers and/or in the process of toilet training. If there is a problem, please speak with the Director.

Discipline

1. St. Gregory's Preschool will use positive guidance techniques that model and encourage age-appropriate behavior and self-discipline.
2. Teachers instruct the children in conflict resolution techniques and appropriate behaviors and strive to make all children feel loved and accepted even when disciplining.
3. Our procedures for resolving discipline issues are as follows:
 - a. It is our policy that mild discipline issues be handled by the teacher, in the classroom.
 - b. Our teachers are trained to use redirection, encouragement, problem solving and time out for their discipline strategies.
 - c. Teachers will always give a verbal correction before time out occurs.
 - d. A written note may be sent home informing the parents.
 - e. Lots of praise and positive reinforcement is our focus!
4. If a teacher encounters a problem that she is not successful in solving in class, the child is then sent to the office.
 - a. The office staff is trained to talk to the child and help them problem solve.
 - b. The child will also have a time out in the office.
 - c. At this point, the parents will be notified in writing of the behavior problem and how it was handled.
 - d. If the behavior persists, despite the efforts of the teacher and the office staff, the parents will be called in for a conference with the teacher and the director. A behavior management plan will be laid out. Parent support is essential at this point!
 - e. If the behavior problem persists after the conference, and if a second behavior plan fails, the child will be dropped from our enrollment.
 - g. There are certain behaviors that will require the child to be sent home immediately for the day.

These include:

1. physical injury of any kind to another child
2. hitting, kicking, biting or spitting at a teacher
3. refusal to follow directions of office staff member if the child is sent to the office
4. inappropriate language, refusal to stop swearing
5. inappropriate physical contact with another child

BITING

1. When a child bites, a detailed report will be sent home to the parents of the child who bit, as well as the child who was bitten.
2. The child who bit will remain anonymous for privacy purposes.
3. Office copies will be kept in a permanent file. This serves as notice of the bite and the circumstances surrounding the bite.
4. If a child continues to bite other children, despite the teacher's and the parents' efforts to stop the biting, the child may be dropped from our enrollment at the discretion of the teacher and the director.
5. What constitutes continual or chronic biting is up to the discretion of the director and will be handled on a case by case basis. Age, severity of bites, temperament, cooperation of parents and teacher opinion will all figure into the final decision.

Toys

Toys should not be brought to school except for special occasions unless requested by a teacher.

Illness

1. Parents are asked to keep a child home when he/she has:
 - a. Signs of a cold, sore throat, runny nose, cough, frequent sneezing.
 - b. A temperature - (Child must be fever free, without medication for 24 hours before returning to school.)
 - c. An upset stomach or diarrhea, or has had symptoms of these in the last 24 hours.
2. If the child has allergic conditions or reactions, please have your doctor note them

on his/her medical form so that this can be taken into consideration in determining health conditions.

3. If your child requires medication, please bring the medication to the Director and she will administer it to your child. You will need to sign a release form naming the medication and the time to be given. These forms are available from the Director.
4. Prescription medicines can only be given to the child whose name is on the container.
5. If any medication is to be given to more than one child in the family, all the names must appear on the container.

Medical Emergency

1. All caregivers at St. Gregory's Episcopal Preschool are trained in CPR and first aid.
2. In the event of a medical emergency involving a student, the situation will be assessed, first aid administered and if necessary 911 would be called.
3. The parent or guardian will be notified immediately (for this reason it is imperative that we have current contact information on file).

Bad Weather

1. If there is a question of school being closed for "bad weather" please listen to the local radio or TV stations for this information.
2. If Mansfield I.S.D. has closed, we are closed as well.
3. If Mansfield I.S.D. has delayed openings, our school will remain closed for that day.
4. If severe weather arrives during school hours, we will take all the necessary precautions. Parents may possibly be called to pick up their children.
5. St. Gregory's Preschool will **not** makeup or open additional days to make up days lost for bad weather. Any additional days MISD adds on as makeup will not be made up here at St. Gregory's Preschool.
6. Emergency drills will be conducted regularly, so the children will be prepared and not as frightened should an emergency arise.
7. Fire drills will be conducted monthly.
8. Severe weather drills will be conducted at least twice a year and more often if necessary.

9. In case of an emergency that displaces the children and staff from the building we will relocate to Trinity Presbyterian Church. In the event we relocate, we will not have access to our files (only the sign in/out sheets), therefore it is imperative that you sign your child in and leave a contact number each day. Parents can be more easily notified if they properly signed in their child that morning.

This serves as notification that St. Gregory's Preschool is a designated Gang Free Zone.

1. A gang free zone is the designated area within 1000 feet of St. Gregory's Preschool. This complies with sections 71.028 and 71.029 of the Texas Penal Code.
2. Gang-related criminal activity or engaging in organized criminal activity within 100 feet of our center is therefore subject to increased penalty under state law.

St. Gregory's Preschool Emergency Preparedness/Evacuation Plan

The objectives of St. Gregory's Preschool emergency preparedness/evacuation program are to protect the lives and well-being of its students and staff through the prompt and timely response of our trained personnel should an emergency affect our preschool.

Shelter In Place –Tornados/Intruders

1. Close and lock doors and windows.
2. **Intruder-** Move to a pre-determined safe area.
3. Stay away from the door.
4. Check roll and be prepared to account for any missing students.
5. Contain and maintain students.
6. **Tornados-** relocate to the predetermined room.
7. Students and staff drop low, take cover under furniture, cover eyes and protect internal organs.

Building Evacuation-small floods/small fire

1. Take sign in/out logs and move safely and quickly to pre-determined spot outside the building.
2. Close doors and windows.
3. Do not lock doors.

4. Check roll and account for any missing students, reporting missing students immediately.
5. Stay clear until authorized to return.

Site Evacuation – floods/gas leak/Fires

1. Take sign in/out logs, and personal belongings and move safely and quickly to pre-determined **location (Trinity Presbyterian Church located at 1200 Clover Hill rd.- Mansfield, Tx. 76063 – 817.473.8717)**
2. Close doors and windows.
3. Do not lock doors.
4. Check roll and account for any missing students, reporting missing students immediately.
5. Stay clear until authorized to return.
6. If an evacuation requires a greater distance of relocation, we will call 911 and evacuate to:

Mansfield Activities Center

106 South Wisteria Street

Mansfield, TX 76063

(817) 453-5420

Red Alert-Intruder

1. Discontinue all outside activities.
2. Make sure all children/employees are inside the building.
3. Lock and secure all exterior doors and windows.
4. Limit public access and establish a single point of access.
5. Check all ID's of everyone entering building

Area Evacuation-Catastrophic Events

We will make an effort to contact all parents/guardians. If there is not a safe amount of time, we will relocate without notice to

St. Andrew's Anglican Church:

727 Hill Street

Grand Prairie, TX 75050

972-262-1788