

St. Stephen's Preschool

Acknowledgement of Receipt of Parent Handbook

This handbook has been prepared to provide information to parents regarding the policies, procedures, and special activities of St. Stephen's Preschool. It is important that parents become familiar with its contents.

I. ADMINISTRATION

- New Students
- Immunization Requirements
- Returning Students
- Tuition Payment Agreement
 - Attorney Fees and Associated Fees
- Sign-In and Sign-Out
- Emergency Contacts
- Student Record Updates
- Child Abuse Report Requirement
- Board of Directors

II. PROGRAM

- Daily Schedule
- Prayer
- Chapel Time and Chaplain Classroom Visits
- School Rules and Discipline
 - Behavior Requiring the Assistance of a Shadow
- Conflict Resolution
- School Clothes and Shoes
- Diapers and Bathrooms
- Backpacks
- Dismissal
- Show and Tell
- Parent Participation
- Enrichment Classes
- Special Activities
 - Birthdays
 - Special Events
 - Holiday Celebrations / Gift Exchange
- Early Bird, Lunch Bunch and Full Day Option

III. COMMUNICATION

- Open-Door Policy
- Director Availability
- Parent-Teacher Conversations
- Bulletin Boards
- Brightwheel
- Newsletter
- Informational Events for Parents
 - Parent Orientation – before the start of the school year
 - Meet the Teacher Day
 - Back to School Night
 - Meeting for Parents of Two-Year-Olds
 - Individual Parent-Teacher Conferences
 - Developmental Checklists
 - Kindergarten Readiness Forum
 - Parent Meeting – Pre-K
- Resources and Referrals

IV. HEALTH

- Daily Health Assessment
- Illness
- Incidental Medical Services Plan
- Prescription Medications
- Over the Counter Medication
- Other Medications
- Epi-Pens
- Administering Inhalers and Nebulizers
- Record Keeping
- Storage
- Administration
- Universal Precautions
- Transporting IMS Equipment in an Emergency
- Communicating that IMS has Been Performed
- Reporting Requirements to the Department of Social Services for IMS

V. NUTRITION

- Personal Snack
- Nut Free School

VI. EMERGENCY PREPAREDNESS

- Emergency Care and Disaster Action Plan
- Buddy Kit
- Accident Insurance

I acknowledge receipt of the Parent Handbook for the 2025 – 2026 school year, which is available online.

I furthermore understand and agree that I am to abide by the policies and procedures set forth therein.

Child's Name

Parent's Printed Name

Parent's Signature

Date