

ST. MARK'S Pre-Kindergarten

Parent Handbook
2011-2012

Nancy Mayhew, Director
1700 Limestone Road, Wilmington, DE 19804
Phone (302) 999-0800
E-mail: stmarksprekk@yahoo.com
Web page: www.stmarksprekk.com

TABLE OF CONTENTS

Welcome to St. Mark's	1	Child's Needs	15
Table of Contents	2	Parent/School Communication	16
Children are a Gift from the Lord	3	Parent Concerns	16
Phone Directory	4	Discipline	16
Classes and School Hours	5	Class Letters/ Monthly Calendars	16
School Philosophy	6	Parent Involvement	16
Drop Off/Pick-Up Procedures I	7	Parent/School Communication	17
Drop Off/Pick-Up Procedures II	8	Parent/Teacher Conferences	17
Drop-off's	8	Child Find	17
Funerals	8	Licensing Regulations	17
Good-bye's	8	Lost and Found	17
Late Arrival	8	Health Issues	18
Early Dismissal	8	Medication Policy	18
Late Pick-Up	8	Potty Training	18
Pick-Up (other than parents)	8	Tuition	19
Hall Safety	8	Fundraising	19
Parking—Safety—School Closing	9	Lifetime Memories	
The Preschool Child	10-11	For our Children	20
Curriculum	12	Parent Consent Form	21
Special Classes	12	(Back inside cover)	
Curriculum/Special Days	13		
Programs	13		
Birthdays	13		
Field Trips	13		
Extended Programs	14		
Lunch Bunch	14		
Musical Movers	14		
Summer Camp	14		



“Children are a Gift From the Lord”

--Psalm 127:3

If you give your child the blessing of
tender loving care, and show him too, the
joys there are when families give and share.

If you can help him see the rainbow
when a cloud comes into view.

Encourage him with hopes and dreams
and help them to come true.

If you can teach your child to see
the good in everything,

You'll have given him the perfect gift—
the love that parents bring.



ST. MARK'S PRE-KINDERGARTEN AND KINDERGARTEN

1700 Limestone Road, Wilmington, DE 19804, (302) 999-0800

Mrs. Nancy Mayhew, Director

Home Phone (302) 737-8600

Web Site: www.stmarksprekk.com

Email: stmarksprekk@yahoo.com

Important Phone Numbers

Main Office	999-0800
Secondary Line	999-0354
Church Office	994-0400
Church Fax Number	994-5740

School Office Personnel

Administrative Assistant (M-F a.m.)	Cheryl Rodriguez
Clerk (M-W a.m.)	Beth Durham
Tuition Secretary (T,W,R p.m.)	Betty Dunn

A Board made up of a President, Treasurer, church members, Parent representatives, and Teacher Representatives governs St. Mark's Pre-School and Kindergarten.

Preschool/Board Members

President	Jane Brown
Treasurer	Doris Ritchie
Chairman of Trustees	See web site
Trustee Member	See web site
Finance Member	See web site
At Large	Kay Hader
At Large	Judy Austin
Teacher Representative	See Website

Preschool & Kindergarten Reps.

Two-Year Old Representative	See web site
Three-Year Old Representative	See web site
Four-Year Old Representative	See web site

Church Board Contacts

Minister	Rev. Tom Edwards
President of Preschool Board	Jane Brown
Treasurer of Preschool	Doris Ritchie

Addresses and Phone numbers are available upon request - See Nancy Mayhew.

CLASSES* and SCHOOL HOURS

Two-Year Olds (2 days per week)

Two "Toddler" classes are held on Tuesdays and Thursdays.
One "Toddler" class is held on Wednesdays and Fridays.

Three-Year Olds (2 days per week)

Two Two-Day/Three-Year Old classes are held on Tuesdays and Thursdays.

Three-Year Olds (3 days per week)

Two Three-Day/Three-Year Old classes are held on Mondays, Wednesdays, and Fridays.

One Three-Day/Three-Year Old class is held on Mondays, Tuesdays, and Thursdays.

Four-Year Olds (3 days per week)

Two Three-Day/Four-Year Olds classes are held on Mondays, Wednesdays, and Fridays.

One **afternoon** Three-Day/Four-Year old class is held on Tuesdays, Wednesdays, and Thursdays.

Four-Year Olds (5 days per week)

Four Five-Day/Four-Year Olds classes are held Monday through Friday.

Kindergarten (5 days per week)

One Kindergarten class is held Monday through Friday.

*Classes subject to change.

SCHOOL PHILOSOPHY

PURPOSE

St. Mark's Pre-kindergarten/Kindergarten is a community service. It will not discriminate against applicants or students on the basis of race, religion, or creed. Each family is respected for their own culture and values. Each parent has the right to express their preferences and goals for their child. It is a Christian educational program. The school is a place where the child is met as a unique individual at his or her own level of development in an atmosphere of warmth, love, and acceptance with understanding teachers who provide opportunities and experiences for the child to learn and grow spiritually, emotionally, socially, physically, and intellectually. From this basic foundation of living experiences, the young child is on his or her own way to becoming a person of self-worth.

SPIRITUAL GROWTH

The children will grow in their awareness of God and the love of Jesus through stories, songs, graces, and holidays. The teachers' Christian attitudes help the children learn about "loving one another" which helps them to feel that they are children of God.

EMOTIONAL DEVELOPMENT

The staff of St. Mark's will help each child cope with different relationships, face reality, develop self-control, and express feelings. Through these experiences, the children will learn to become more self-reliant.

SOCIAL DEVELOPMENT

The children bring behavioral patterns developed within the family circle to school with them. They associate with peers and learn to cooperate with others. Through give and take with peers and others, they learn to share, explore, listen, and grow socially.

PHYSICAL

The school provides activities and equipment to develop:

1. Large muscle control (climbing, sliding, running)
2. Small muscle control (using art materials, zipping and buttoning coats)
3. Eye-hand coordination (cutting, gluing, painting)
4. Safety habits
5. Personal hygiene



All classes attend our physical education program, which meets 30 minutes once a week. Our five day, four-year olds meet for Gym twice a week for 30 minutes each time. Weekly playground time is scheduled for each class, and outdoor physical activities are encouraged.

INTELLECTUAL

Preschool and Kindergarten provide a program of concepts in language arts, math, social studies, science, music, and art. The children achieve their individual potential through experimentation with the use of a variety of materials.

DROP-OFF/PICK-UP PROCEDURES (I)

TWO-YEAR OLDS, THREE-YEAR OLDS, THREE-DAY FOUR-YEAR OLDS(AM)

School Hours: 9:15 - 11:45 a.m.

MORNING ARRIVAL / Parking: Use the parking lot that faces Stanton Middle School for drop-off and pick-up. Enter the school through the main church doors or the door that faces Stanton Middle School. **DROP-OFF:** Parents must wait with children in the Narthex until the **doors are opened at 9:10 a.m.** Please do not let children run in the building. Children in these age groups should be accompanied to the door of their classroom by their parent or caregiver. Parent or caregiver must sign the attendance form located by the child's classroom door at drop-off and pick-up times.

PICK-UP: Doors (in Narthex) will be opened for dismissal at 11:45 a.m. Parents must sign children out and pick them up from the classroom and exit at the doors that face Route 7.

THREE-DAY, FOUR-YEAR OLDS (AFTERNOON CLASS)

School Hours: 12:30 - 3:00 p.m. (T/W/Th)

AFTERNOON ARRIVAL / Parking: Use the parking lot at the lower level that faces Route 4 (closest to the playground) for drop off and pick-up. **DROP-OFF:** Doors (near shed, up the steps) are opened at 12:30 p.m. Parent or caregiver must sign attendance form at drop-off and pick-up times. **PICK-UP:** Doors (near shed, up the steps) are opened at 3:00 p.m. Parent must sign child out and exit at the doors that face Route 7.

FIVE-DAY, FOUR-YEAR OLDS

School Hours: 9:15 - 11:45 a.m.

MORNING ARRIVAL / Parking: Use parking lot at lower level that faces Route 4 (closest to playground) for drop-off. **DROP-OFF:** Doors (near shed, up the steps) are opened at 9:05 a.m. Parent or caregiver must sign attendance form posted outside at drop-off time. On rainy days, enter at the lower level door and sign-in inside. **PICK-UP (Parking)** Use the parking lot that faces Stanton Middle School for PICK-UP. Enter the school through the main church doors or the door that faces Stanton Middle School. **PICK UP:** Doors at Narthex will be opened for dismissal at 11:45 a.m. Parent must sign child out and proceed in a one-way direction to exit at the doors that face Route 7.

PARKING LOT PRECAUTIONS FOR 5-DAY, FOUR-YEAR OLDS AND KINDERGARTEN

PLEASE BACK INTO PARKING SPACES and keep in mind that the driveway is one-way from the entrance on Limestone Road to the exit at the Lower Level onto Rt. 4. **DO NOT PARK ON THE GRASS. DO NOT PARK IN FRONT OF THE BUILDING, ALONG CURB, OR CURVE OF THE DRIVEWAY.** Children should be supervised at all times. In order to assure a safe and secure environment for our children, after parking your car, please escort your child (hold your child's hand) to the door.

KINDERGARTEN

School Hours: Sept. through Dec. 9:00 - 12:00 noon, Jan. through May 9:00a.m. - 1:00 p.m.

Parking: Use parking lot at Lower Level that faces Route 4 (closest to playground) for drop-off and pick-up. **DROP-OFF:** Doors at Lower Level are opened at 8:55 a.m. Parent or caregiver must sign attendance form posted on the door at drop-off and pick-up times.

PICK-UP: Doors at the Lower Level will be opened for dismissal at 12:00 noon. Parent or caregiver must sign child out and the teacher will have your child come to the exit door.

DROP-OFF/PICK-UP PROCEDURES (II)

DROP-OFF: Please keep conversations with the teachers at this time to a minimum. Your child's teacher needs to give the children her complete attention. If a concern arises, you may set up an appointment with your teacher, or you may stop by the office to speak with the Director. We will try our best to promptly resolve any concerns that may arise.

GOOD-BYE'S: Please say your good-bye's coming down the hall. Leave the child at the classroom door, and sign your name and arrival time on the attendance form posted beside the classroom door. We ask that you not come into the classroom at arrival time as this prolongs the separation and children can easily become upset. If you need reassurance, talk with our Director or contact the office. We would be happy to check on your child.

LATE ARRIVALS: Child is to be promptly dropped off in the morning and picked up at the end of school. If you arrive after 9:15 a.m., come to the Narthex entrance security doors where you will be "buzzed in" from the Office and then check in at the Preschool Office (Room 8) first. Parents and caregivers coming for early dismissal or birthday parties should also check in at the Office before proceeding to the classroom.

EARLY DISMISSAL: Parents who need to pick up children before dismissal time should provide the teacher with a handwritten note stating the time and reason for pick-up. This note will be forwarded by the teacher to the Office. Parents should come to the Narthex entrance and will be buzzed in from the Office. You may then sign out your child in the Office. A staff member will bring your child to the Office to meet you.

LATE PICK-UP: A late fee of \$5 will be charged for every 15 minutes that a parent is late. Please call the Preschool Office if an emergency is going to make you late.

PICK-UP (Other than Parents) Please provide a written note directly to the teacher if your child is leaving school with a person other than a parent or car pool. All persons permitted to pick up child must be included on both the white Child Information Card (kept in Office) and on the blue card (kept in child's classroom). Person picking child up must have a picture I.D. Children going home with another parent for play need a written note. Children will not be released to an intoxicated person.

HALL SAFETY: FOR FIRE SAFETY EVACUATION, PEDESTRIAN TRAFFIC IN OUR HALLWAYS SHOULD BE ONE-WAY DURING DROP-OFF AND PICK-UP. PARENTS, PLEASE ENTER THE HALLWAY, SIGN OUT YOUR CHILD, PICK UP CHILD, AND CONTINUE IN THE SAME DIRECTION TO THE EXIT DOOR AT THE END OF THE HALLWAY. THIS IS MANDATED FROM THE FIRE MARSHALL'S OFFICE.

PARKING / SAFETY / SCHOOL CLOSING

RESPECT CHURCH PROPERTY - Parents should always be aware of children and other vehicles in the parking lot. Proceed at a slow, cautious speed while driving on church property. Parent must walk child to and from the classroom. Please do not allow your child to run on grassy areas or in the road. Please keep children out of trees and off any railings or walls, mulched areas, and flower beds. PLEASE RESPECT CHURCH PROPERTY. Running is not permitted in the building except in the gym room.

CHURCH FUNERALS - Occasionally the church has to schedule a funeral during school hours; therefore, arrival and pick-up schedules will have to change to accommodate the church. In the case of a funeral, drop-off and pick-up procedures for all 2, 3, and 4-year-old morning classes will be as follows: enter at the end door (facing Route 7/Limestone Road) closest to Route 4 and exit the end door facing the playground (closest to Route 4). Dismissal times may also be changed in the event of a large funeral. The preschool will give you as much notice as possible when this will occur; however, sometimes it will not be possible to notify you until the morning your child arrives for school. You will be verbally informed by the Director or your child's teacher in this situation. Please inform the caregiver who is picking up your child of this change in schedule. Out of respect for the deceased's family, please **DO NOT ENTER THE NARTHEX AREA OF THE CHURCH ON THIS DAY.** Funeral signs will be posted as reminders.

SPECIAL PARKING SPACES - Special parking spaces are provided for **church staff only** (minister, secretary, choir director, organist, etc.). **DO NOT PARK IN THESE DESIGNATED SPACES.** Also, **DO NOT PARK IN HANDICAP PARKING SPACES.**

SECURITY SYSTEM - For the safety of the children and staff of our school, St. Mark's has a security system. If you need to visit the school for a birthday party, drop-off something, etc., simply press the buzzer in the Narthex area, and a staff member will permit you to come to Preschool Office (Room 8) first. It is very important that you always check in at the Office when you visit the school.

PLAYGROUND USE - Please do not use playground until after 12 noon or if our Extended Day program is using it. Please do not permit children to climb the fence or trees, pick flowers, etc. Please supervise your children at all times when they are on school property.

SCHOOL CLOSINGS - A yearly school calendar indicating all closings is given to all parents and staff. However, these dates are subject to change and changes will be indicated on your monthly calendar. **OUR SCHOOL POLICY FOR DAYS MISSED DUE TO BAD WEATHER IS THAT THESE DAYS WILL NOT BE MADE UP.** Please do not call Church Office.

Please listen to Radio Station WSTW-FM (93.7), WDEL-AM (1150), WJBR FM(99.5) WILM-AM(1450), or watch WPVI, Channel 6 on T.V. or check our web site (StMarksprekk.com) for school closings in bad weather. Our school will be identified as "**St. Mark's Pre-Kindergarten and Kindergarten of Stanton**".



THE PRESCHOOL CHILD

COGNITIVELY

- Likes to be read to
- Learns by doing
- Needs encouragement to talk and communicate
- Is learning how to listen
- Enjoys participating in stories and drama
- Models language and actions of others
- Is curious and creative
- Benefits from concrete sensory experiences
- Likes to change tasks frequently
- Wants to explore and learn



PHYSICALLY



- Has a great need for activity
- Needs a balance of rest and activity
- Must develop large and small muscles
- Is improving eye-hand coordination
- Enjoys music and rhythms
- Is beginning to use simple tools
- Can remain with one task for only a limited time
- Should be given time for free play

EMOTIONALLY

- Needs to know limits and expectations
- Should know when a job is well done
- Has a great need for security
- Needs structure with time for individual needs
- Is sensitive to the feelings of others
- Thrives in a warm and nurturing environment
- Appreciates warmth and encouragement
- Needs much success



SOCIALLY

- Likes to work and play with others
- Is learning to care for personal possessions
- Is beginning group interactions
- Needs to be encouraged to share
- Likes to receive praise
- May wish to be alone at times
- Enjoys pretending and humor
- May attempt to settle squabbles physically rather than with words
- Is beginning to share
- Likes to be a part of a group



CURRICULUM

Basic curriculum has been taken from Methodist materials and children's interests. Curriculum will provide: Language, science, gross/fine motor development, reading readiness, listening/auditory discrimination, number readiness, and social skills. Materials gained through courses and workshops pertaining to early childhood education are also used. Our teachers observe kindergarten programs to keep up with their curriculum. We try very hard to meet the children's needs of whatever kindergarten they will be attending - public, private, parochial, or our own. Our kindergarten will meet the children's needs for first grade. Teachers and teacher assistants are required to attend special workshops and seminars during the school year to enhance their education. At times, this will require in-Service Days in order for them to attend. There are three in-service days per year as noted on your yearly calendar.

An average schedule may consist of:

Together time (Songs, stories, helper chart)

Individual time (child's choice in free play, also teacher and child working together)

Creative art or motor activity

Activities - Cleanup - Bathroom - Snack (**children always wash hands after toileting and before and after snack.**)

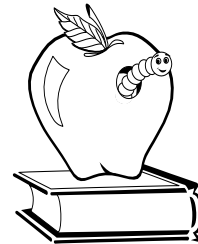
Rest (Music appreciation)

Together Time (stories, songs, poems, conversation)

Outside play (weather permitting) and games

Two and Three-Year Olds - Gym and Music

Fours and Kindergarten - See Special Classes



SPECIAL CLASSES

CHEF - Chef class is held every other week for 3-day and 5-day Four-Year Olds.

Chef is a teacher-guided puppet who talks to the children about good nutrition and helps them prepare nutritious snacks. *(see special section on Chef)

MUSIC - Held once a week for all ages.

PHYSICAL EDUCATION - Held once a week for all ages, with the exception of being held twice a week for 5-day four-year olds. Held indoors during winter months. **Children must wear SNEAKERS and shorts or slacks (no dresses) to participate.**

ART - Art is held every week for Five-day four-year olds and Kindergarteners and occasionally (5 or 6 times a year) for Three-day four-year olds.

SCIENCE - Every other week for Four-year olds and every other week for Kindergarten

SOCIAL SKILLS - Held once a week for Three-Day, Five-Day, and PM four-year olds.

CURRICULUM / SPECIAL DAYS

*Chef is a nutrition program, which is part of our four-year-old curriculum. Instead of asking parents to send supplies each time a child is scheduled to have Chef, we have devised a method whereby a parent is asked two or three times a school year to send something in for Chef. However, it is **IMPORTANT** to remember, when asked, you are sending supplies for the **ENTIRE** four-year old program-- not just for your child or your child's class. Therefore, please read your note carefully and send the amount requested. IF YOUR CHILD IS ILL OR ABSENT, YOU MUST MAKE ARRANGEMENTS FOR THE SUPPLIES TO BE DELIVERED TO SCHOOL. REMEMBER, WE ARE DEPENDING ON YOU! If you have any questions, please feel free to call the office.

SPECIAL ACTIVITIES are presented by the children several times during the school year. Detailed notices are sent prior to these events. We also schedule Mother's Morning/Afternoon and Father's Morning/Afternoon when all Mothers and Fathers are invited to attend a special program (gym, music, science, chef, etc.) with their child's class.



BIRTHDAYS: Each child's birthday is recognized by the class and teachers as a special day. Our birthday celebrations consist of a special snack with a drink (provided by the parent and sent to school when child is brought to school on the morning of child's party day), a crown and a candle. Parents are invited to attend the celebration, which usually lasts 15 minutes. Check with your child's teacher in advance to arrange a time.

Due to allergies and choking hazards, DO NOT SEND BALLOONS OR TREAT BAGS. More elaborate celebrations should be scheduled outside the school. **NO INVITATIONS ARE TO BE PASSED OUT IN THE CLASSROOM FOR PARTIES OUTSIDE OF SCHOOL.**

FIELD TRIPS - We may have field trips for four-year olds and Kindergarten students. These trips highlight our class units and are a fun way to broaden the children's experiences. The homeroom mother will contact you regarding chaperones. Four or five parents are generally needed for a field trip. We are sorry, but all parents cannot attend the field trip. **NO SIBLINGS ARE PERMITTED ON FIELD TRIPS. NO SNACKS FOR CHILDREN ON TRIPS PLEASE.** You will be notified on your monthly calendar when and where the children will be going as well as the cost, if any. Please see that money is given to the teacher in an envelope marked with your child's name at least three days before the trip (or when specified).

EXTENDED PROGRAMS

EXTENDED CARE (LUNCH BUNCH) - Extended Care is held from 11:45 a.m. to 1:00 p.m. for children in our 3 year-old, 4 year-old, and Kindergarten programs. There is a \$20 non-refundable registration fee. If your child attends on a regular basis, fees are as follows:

- 1 day/week: \$20/month;
- 2 days/week: \$40/month;
- 3 days/week: \$60/ month;
- 4 days/week: \$80/month;
- 5 days/week: \$100/month.



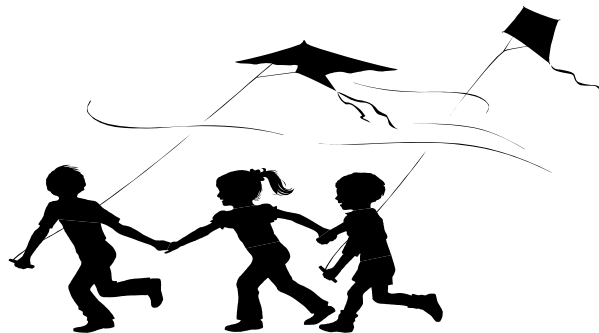
Parent should provide a healthy lunch with an ice pack to keep food cold. The lunch should include a serving of dairy, fruit or vegetable, grains and meats or fish. The children may not share food.

If you enroll your child for Extended Care, you will be committed for the entire year. Registration forms are available in the office (Room 8) in September.

MUSICAL MOVERS - An after-school music program is available for four-year-olds and Kindergarten students. The curriculum is different from the children's regular Music class. Hours are 11:45 a.m. - 1:00 p.m. Registration begins in September. Registration forms are available in the Office (Room 8). There is a \$40 non-refundable registration fee, and the cost of the program is \$30 per month.

SUMMER CAMP - Two sessions of summer camp are held for children ages 3 to 5 and ages 6, 7, and 8 . Information for these sessions is available in late January and may be obtained in the School Office (Room 8).

SPANISH CLASSES - Si Espanol presents Spanish classes for 4-year-olds and Kindergarteners once a week. Registration and payments are made through Si Espanol (a company outside of St. Mark's). Classes are held weekly from 11:45-12:15 p.m. in Room 18. Information about Spanish classes is available in the Office (Room 8).



CHILD'S NEEDS

CLOTHING - Children are to wear comfortable clothing. Please label all items with your child's name: pillowcase, smock, sweater, raincoat, boots, hats, etc. Children need to wear sneakers or rubber-soled shoes and slacks (no dresses) during Gym period. Keep in mind we paint and make other messes, and children need to wear clothes that will possibly get soiled with glue, paint, etc. We suggest your child not wear jewelry to school -- we will not be responsible for damage or loss. Also, please do not send your child with an umbrella to school.

Each child will need the following items:

DAILY SNACK: Parents should provide a healthy snack daily, such as a piece of fruit or vegetables and a drink for their child (no soda please). If your child has or develops a food allergy during the school year, please make your child's teachers aware of it. Our teachers will make you aware of any food allergies in the classroom.

Children eat snack between 10:15 a.m. and 11:15 a.m. daily depending on the class' routine of the day. Snack time usually lasts 10 minutes.

BACKPACK: A backpack is needed to carry items back and forth to school. The backpack should be large enough to accommodate 8-1/2 x 11" papers. Please check the backpack daily for important information.

PILLOWCASE: Two- and three-year-olds use pillowcases to rest on the floor during rest time.

SMOCK: A long-sleeved plastic smock is needed for arts and crafts. Smocks are available for sale at the beginning of the school year. Please contact the Office at 999-0800 if you want to purchase one through the school.

PARENT / SCHOOL COMMUNICATION

PARENT CONCERNS - Any concerns, questions, or problems will be addressed by the office. Please stop by Room 8 (Office) and talk with the Director, Nancy Mayhew. Also, if anyone needs information about our governing body, which is St. Mark's Pre-K & Kindergarten Board, you may obtain this information from the Director, Nancy Mayhew. A parent representative board member from each age group is invited to attend board meetings. If you have any concerns that need to be brought up to the Board, please see Director or parent representative announced at our September Open House.

DISCIPLINE - Children are supervised in a loving and positive atmosphere at St. Mark's with praise and encouragement. Terms such as "hands are for loving," and "who had it first?" are tools used by teachers to defuse difficult situations. Inappropriate behavior by the child is talked through with the teacher. Safety of children and staff is of paramount concern to us. If a child's behavior is inappropriate, teachers will redirect that child toward appropriate behavior. A conference with parents may be necessary to achieve appropriate behavior for that child. We expect children to follow rules of good conduct, which include respect for self, staff, school, and other children. Through working together, we hope your child has a positive experience in our preschool and kindergarten.

CLASS LETTERS & MONTHLY CALENDARS - Each month a calendar listing any birthdays or special events, etc. will be sent home in child's backpack. On the reverse side will be an informative newsletter. Invitations and notices will also be sent home as well. Please read carefully. This information is important for your child's involvement in our program. If you need an extra copy of any correspondence, please stop by the office. **PLEASE CHECK YOUR CHILD'S BACKPACK EVERYDAY!**

PARENT INVOLVEMENT - Nutritional snacks are provided by the parent unless notified on the calendar of a NO SNACK day. Art materials are requested on a voluntary basis. When we celebrate holidays with special parties, parents are asked to contribute party goodies. The homeroom mother will contact you regarding these. Parent or caregiver visits to child's classroom must have approval of the Director. For safety reasons, parents must report to Room 8 on the day of the visit.

PARENT / SCHOOL COMMUNICATION

PARENT/TEACHER CONFERENCES are scheduled twice during the year when evaluations of the children's progress are given. Parents may request a conference at other times when there are questions or concerns. ***Please note: Children are not permitted in the room during your conference.** Babysitting *may* be provided for a small fee; however, one suggestion for childcare coverage during conferences is to alternate with another parent. **You are welcome to use the Church Nursery; however, you must have toys put away before you leave.** **Conferences may not be held over the telephone.** It is important for parents to make arrangements to attend.

If a teacher is concerned about your child's progress or development, parents will be advised to contact your child's pediatrician, child watch, or local school district for additional help.

CHILD FIND

Professionals from Red Clay Consolidated School District's Child Find Office visit St. Mark's Preschool and Kindergarten every year to screen four- and five-year olds before entrance into Kindergarten. **Parent or guardian must sign a written permission slip before Red Clay can screen a child.**

LICENSING REGULATIONS

St. Mark's Pre-school and Kindergarten is licensed by the STATE OF DE. Current Licensing Regulations are available for parent review at any time by contacting the Director, Nancy Mayhew, in the school office (Room 8) or by phone (see Page 3).

LOST AND FOUND - If you have found an item, or you have a lost item, please check in the Preschool Office (Room 8), or in the Church Office.

PARENTS RIGHT TO KNOW - All families have a right to know if any formal complaints have been registered against our school as well as any school compliance issues regarding state requirements mandated by law. You may visit the office of childcare licensing by calling (302) 892-5800.

PHOTO RELEASE POLICY - Our teachers and staff thoroughly enjoy taking pictures of the children as they participate in activities of their day. Your permission is necessary for this activity to occur. Photos are used for projects, photo albums, etc. **We do not publish names.**

EVACUATION PLAN - Fire drills are held monthly. When the bell sounds, the children and staff walk quickly in single file outside to specified areas. A head count is taken. After the drill is over, children and staff walk back to their classrooms. In the event of a real emergency, parents will be called to pick-up their children immediately.

HEALTH ISSUES



A Medical Information Sheet is kept for each child. Please see that this is kept up-to-date. If a child is ill, we will first call the parents to come pick up their child from the office (Room 8). If a parent can't be reached, the emergency contact person on the emergency card will be called. IT IS IMPERATIVE THAT PARENTS GIVE ST. MARK'S ACCURATE AND RELIABLE PHONE NUMBERS ON THIS EMERGENCY CARD. Report any changes in health records, transportation arrangements, addresses, phone numbers, etc., to teacher and school office. Parents are asked to keep the child home if he/she is not feeling well, has an upset stomach, diarrhea, or a temperature, and for the first few days of a cold. If your child is sent home from school due to vomiting, temperature, etc., you are required to keep your child home from school the next day. Please keep your child home if he/she cannot participate in indoor or outdoor activities. Children will be expected to participate in all activities while in school. If your child contracts a contagious disease, the school must be notified. If your child has been exposed to any communicable disease, parents will receive a written notice.

For children who have contracted diseases such as scarlet fever, pinworms, or conjunctivitis, a written doctor's note stating that they are not contagious to anyone must accompany children when they return to school. Children with head lice must have two treatments with special shampoo and their head must be checked for nits by office personnel in Room 8 before being readmitted to the classroom. Children must stay at home at least a week to make sure there is no re-infestation. A note will be sent home via the child's backpack when a communicable disease is reported in your child's classroom. These stipulations are necessary to insure everyone's protection, especially other children and pregnant mothers. If your child will be absent from school, please report the absence by calling 999-0800.

Accident Forms will be given to parents/caregivers at pick-up time regarding minor bumps, scrapes, cuts, etc. The forms include descriptions of the mishap, Teacher and Director signatures, First Aid procedures taken, and child's reaction. One copy is given to the Parent/Caregiver and one is kept in the office.

MEDICATION POLICY

St. Mark's staff DO NOT give medication; parent must give dosage to child. No medications are permitted in backpack. If your child requires medication (such as cough medicine), parent is responsible for getting it to the daycare provider.

Medical supplies such as epi-pens and inhalers may be kept at St. Mark's, should your child require one. Parent will provide these if needed. No topical medications are given to children. In the event of small cuts or abrasions, the wound is washed with water and a band-aid is applied. If a child bumps his/her head or other body part, an ice pack will be applied. If a serious injury occurs, St. Mark's will call 911 first, and then the parent. Please make sure all emergency numbers are kept up to date.

Serious Accidents involving calls to 911 or poison control are reported to the Office of Childcare Licensing.

Child Abuse and Neglect -- It is MANDATORY that St. Mark's report to the DE Child Abuse Hotline and Office of Childcare Licensing any child abuse and neglect.

Dr. Marilyn Lynam is our Health Care Consultant.

Potty Training - We **strongly encourage** parents of three-year-olds and older to have their children potty-trained before entering school in September. If a teacher is consistently spending classroom time assisting children with training, you may be called to assist your child. We encourage parents to ensure their child knows how to use toilet paper and take care of wiping issues independently.

TUITION / FUNDRAISING

TUITION - Please fill out slip from payment booklet and paperclip it to your check, or PLEASE NOTE CHILD'S NAME AND AGE GROUP ON CHECK.

2 days/week = \$1,170 (may be paid in 9 installments of \$130 each)
2 year Olds

2 days/week = \$1,170 (may be paid in 9 installments of \$130 each)
3 year Olds

3 days/week = \$1,440 (may be paid in 9 installments of \$160 each)
3 year Olds

3 days/week = \$1,440 (may be paid in 9 installments of \$160 each)
4 year Olds

5 days/week = \$1,800 (may be paid in 9 installments of \$200 each)
4 year Olds

5 days/week = \$2,160 (may be paid in 9 installments of \$240 each)
Kindergarten

Tuition payments are to be made on a monthly basis, or one payment may be made for the entire year. Tuition payments are due in the Preschool Office by the first of the month. **Payments, which are not in the office by the 10th of the month, will be charged a late fee of \$10.** When payments are made late, the \$10 late fee must be paid with the late tuition payment. **Failure to pay tuition and late fees will result in the termination of your child's preschool experience at St. Mark's Preschool and Kindergarten.** If payments for the current school year have not satisfactorily been made, registration for the following year may be denied. There will be a \$20 fee charged for returned checks. It is school policy when a check is returned to require all future payments to be made in cash or by money order. *Checks are deposited by our treasurer on the 11th and again at the end of the month.*
Note: Please talk to the Director if a financial situation should arise.

WE CANNOT BE RESPONSIBLE FOR PAYMENTS SENT IN CHILD'S BACKPACK OR LUNCH BOX. ALL PAYMENTS ARE TO BE MADE BY MAIL OR IN PERSON IN THE SCHOOL OFFICE. For your convenience, we have a black mailbox at the Lower Level exit door and by the double doors at the Upper Level. **WE CANNOT BE RESPONSIBLE FOR CHECKS NOT DELIVERED TO THE OFFICE!**

If you find it necessary to withdraw your child before the end of the year, a written notice, *one month in advance*, stating the reason for withdrawal, must be given to the Director who, in turn, will notify the School Board. Parents are responsible for the full year's tuition. A written request may be made to the School Board for an exception.

FUNDRAISING

One fundraising activity is held yearly. Monies raised are used to purchase equipment and activities for all the children. The top two sellers are given one month's free tuition for their fundraising efforts.

LIFETIME MEMORIES FOR OUR CHILDREN

Pause with your child—when others hurry by;

Walk with your child—when others are running;

Smile with your child—when others can only find frowns;

Listen to your child—when others appear preoccupied;

Talk with your child—when others prefer shouting;

Hug your child—when others fail to sense the power of touch;

Read with your child—when others have forsaken curiosity;

Play with your child—when others prefer being entertained;

Apologize to your child—when others pretend perfections;

Dream with your child when others have become too cynical.

--Dr. Anthony Witham, The American Family Institute

PARENT CONSENT FORM

ATTENTION PARENTS:

Please sign and return this form when you check in for your child's Get-Acquainted Conference in September.

We, the undersigned have read and completely understand all the information contained in the St. Mark's Parent Handbook. We agree to abide by all procedures and guidelines as contained herein.

Child's Name

Mother's Signature

Father's Signature

Date