

# St. Mark's Pre-Kindergarten

## Parent Handbook

Serving Children and Their Families for Over 50 Years



1700 Limestone Road, Wilmington, DE 19804

Phone (302) 999-0800

Email: [stmarksprekk@aol.com](mailto:stmarksprekk@aol.com)

Web Page: [www.stmarksprekk.com](http://www.stmarksprekk.com)

**St. Mark's Pre-Kindergarten  
Directory**

**Important Phone Numbers**

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

**School Office Personnel**

Director (Monday through Friday)	Lynn Hudson
Office Assistant (T/W/Th)	Beth Durham
Tuition Secretary (T/W/Th)	Betty Dunn
School Nurse (M/T/W/F)	Erin Porter

**The Board is made-up of a President, Treasurer, Church Members, Parent  
Representatives, and a Teacher Representative governs  
St. Mark's Preschool.**

**Preschool Board Members**

President	Jane Brown
Treasurer	Doris Ritchie
Chairman of Trustees	Greg Panchisin
Trustee Member	Sharon Evans
Finance Member	Lee Hummel
At Large	Judy Austin
Teacher Representative	Susan Newell

**Preschool Parent Representatives**

See Web Site

**Church Board Contacts**

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

**Email addresses are available for the Preschool Board Members from the Preschool  
Director upon request.**

## **Classes and School Hours**

### **Two Year Old Class** (2 Days Per Week) **9:00 to 11:45**

2 Day 2's: Classes are held on Tuesdays and Thursdays or Wednesday and Friday.

### **Three Year Old Class** (2 Day Per Week) **9:00 to 11:45**

2 Day 3's: Classes are held on Tuesdays and Thursdays.

### **Three Year Old Classes** (3 Days Per Week) **9:00 to 11:45**

3 Day 3's: Classes are held on Mondays, Tuesdays and Thursdays.

3 Day 3's: Classes are held on Mondays, Wednesdays and Fridays.

### **Four Year Old Classes** (3 Days Per Week) **9:00 to 11:45**

3 Day 4's: Classes are held on Mondays, Tuesdays and Thursdays.

3 Day 4's: Classes are held on Mondays, Wednesdays and Fridays.

5 Day 4's: Classes are held on Monday through Friday.

**\*All classes are subject to change\***

## **School Philosophy**

### **Purpose**

St. Mark's Pre-Kindergarten is a community service. It will not discriminate against applicants or student on the basis of race, religion or creed. Each family is respected for their own culture and values. 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 Growth**

The teachers and staff at St. Mark's Pre-Kindergarten 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 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 the process of give and take with peers and others, they learn to share, explore, listen, and grow socially.

### **Physical**

The preschool provides activities and equipment to develop:

- Large muscle control like climbing, sliding and running.

- Small muscle control like using art materials, manipulative and zipping and buttoning coats.

- Eye-hand coordination like cutting, gluing and painting.

- Safety habits.

- Personal hygiene.

All classes attend our physical education program, which meets 30 minutes once a week. Weekly playground time is scheduled for each class and outdoor physical activities are encouraged.

### **Intellectual**

The preschool provides a program of concepts in language arts, math, social studies, science, nutrition, healthy habits, sensory, music and art. The children achieve their individual potential through experimentation with the use of a variety of materials.

## **Drop-Off and Pick-Up Procedures**

**Do Not leave a child/children unattended in your car while taking other children into the preschool. It is the law that children may not be left alone.**

**Preschool Hours are 9:00 to 11:45 and the doors open at 9:00.**

### **Morning Arrival and Parking:**

Use the parking lot that faces Stanton Middle School for drop-off and pick-up. The church front double doors will open at 9:00 a.m.

### **Drop-Off:**

Children should be accompanied to the door of their classrooms by their parent or caregiver. **Parent or caregiver must sign the attendance sheet located by the child's classroom door at drop-off and pick-up times.**

### **Pick-Up:**

The church front double doors will be opened for dismissal at 11:45 a.m. Parents must sign children out and exit at the doors that face Route 7 which is D door.

### **Parking Lot Precautions**

**Please pull-in into parking spaces and keep in mind that the long driveway is a one-way road from the entrance on Limestone Road to the exit at the lower level onto Route 4. Please do not park along the curb, on the grass or the 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 while holding their hand to the door. Do not leave your child or children unattended in your car.

### **Drop-Off at the Classroom**

Please keep conversations with the teachers at this time to a minimum. Your child's teacher needs to give the children complete attention. If a concern arises, you may set-up an appointment with your child's 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.

### **Goodbye's at the Classroom**

Please say your goodbye's at the classroom door. We ask that you do 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 preschool office. We would be happy to check on your child.

### **Late Arrivals**

If you arrive after 9:20 go to the side door of the church and buzz the church secretary. Then walk through the Narthex of the church and come to the big brown doors. Please use the intercom box to buzz the preschool office and then check-in at the preschool office (Room 8). You may also come to "D" door to enter the preschool. Please ring the doorbell which rings directly in the preschool office.

### **Early Dismissal**

Parents who need to pick-up children before dismissal time should provide the teacher with a note stating the time and person picking up the preschooler. This note will be forwarded by the teacher to the office. Parents should come to the Narthex entrance, "D" door or even "G" door to get your preschooler for early dismissal.

### **Late Pick-UP**

A late fee of \$5.00 will be charged for **every 15 minutes** that a parent is late after 12:00 p.m. Please call the Preschool Office if an emergency is going to make you late to pick-up your preschooler.

### **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 the child must be included on both the white emergency card (kept in the preschool office) and on the blue emergency card (kept in the classroom). Person picking child up must have a picture I.D.** Children going home with another parent for a play date **will need a written note.** Children will not be released to an intoxicated person.

### **Hall Safety**

For fire safety evacuation, pedestrian traffic in our hallway should be one-way during drop-off and pick-up. Parents, please enter the hallway, sign-out your child, pick-up your 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.

### **Child Safety**

Please do not leave ANY CHILD in your car unattended while dropping off your preschooler. It is against the law to leave a child alone like this.

### **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. **Parents must walk their child to and from the classroom.** Please do not allow your child to run in the road. **Please keep children out of the trees and off all railings and 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 children will be as follows: enter at "D" door and exit "D" door. Dismissal times may 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.**

### **Special Parking Spaces**

Special parking spaces are provided for the **church staff only for the 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 preschool, St. Mark's uses a security system. If you need to visit the school, press the buzzer in the Narthex area, and a staff member will permit you to come to the Preschool Office (Room 8). **It is very important that you always check in at the Preschool Office when you visit the school.**

### **Playground Use**

**Please do not use the playground until after 1:00 p.m. as our Extended Care program uses it until this time.** 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 church and school property.**

### **School Closings**

A yearly school calendar indicating all closings is posted on the school website. However, these dates are subject to change and parents will be notified of any changes. **Our school policy for days missed due to bad weather is that these days WILL NOT be made-up at the end of the school year.** Please do not call the Church Office to ask if the preschool is closed. Please listen to the radio station WSTW 93.7 or WJBR 99.5 or watch WPVI which is channel 6 on tv or check our web site at [stmarksprekk.com](http://stmarksprekk.com) for school closings in bad weather or call the school and listen to the recorded message. Our school will be identified as **"St. Mark's Pre-Kindergarten of Stanton."** If public schools such as Red Clay Consolidated, Christina or Colonial School Districts are opening with a one hour delay we are "Open" and if they have a two hour delay St. Mark's Pre-Kindergarten will be "Closed."

### **Curriculum**

Basic curriculum has been taken from Methodist materials and children's interest. Curriculum will provide: language, science, gross/fine motor development, reading readiness, listening/auditory discrimination, number readiness, and social skills. Information and strategies teachers gain through workshops and courses that pertain to Early Childhood Education is implemented in the classroom. We try very hard to meet the children's needs of whatever Kindergarten they will be attending either public, private or parochial. Teachers and teacher assistants are required to attend workshops and professional developments during the school year to enhance their education. At times, this will require In-Service days in order for them to attend. The In-Service days are noted on the yearly school calendar.

### **Special Classes**

**Chef class** is held every other week for the 3 Day 4's and the 5 Day 4's classes. The chef class teaches the children about different food groups and healthy eating habits. Children help prepare the food and are also encouraged to try new foods. At the beginning of the school year there will be a one-time Chef Fee to cover the cost of the ingredients for the year which is included in the materials fee in September.

### **Special Classes Continued**

**Music class** once a week for all ages.

**Physical Education class** is once a week for all ages. **Children must wear sneakers. If girls are wearing dresses, please have leggings, shorts or pants under the dress.**

**Art class** is held every week for the 5 Day 4's and occasionally 5 to 6 times for the 3 Day 4's.

**Science class** is every other week for all 4 year old classes.

### **Special Activities**

Special activities occur a few a few times during the school year. Detailed notices are sent prior to these events and will be noted on the monthly calendar and/or newsletter. Examples of Special Activities are our Mother's Morning and Father's Morning which moms and dads are invited to attend a special program with their child's class.

### **Birthday Parties Invitations**

Birthday party invitations can be passed out by your child's teacher **only if all children in the class are invited: otherwise, it will be the parent's responsibility to hand out the invitations outside of school.**

### **Field Trips**

We have one field trip for our preschoolers in our 3 Day 4's or 5 Day 4's class. Field trips occur in the fall or the spring. You will be notified on the monthly calendar which will tell you when and where and the cost of the trip. 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 Care**

Extended care is held from 11:45 a.m. to 1:00 p.m. for children in our 3 year old and 4 year old classes. There is a \$20.00 **non-refundable registration fee**. If your child attends on a regular basis, fees are as follows:

1 day a week: \$20.00 a month

2 days a week: \$40.00 a month

3 days a week: \$60.00 a month

4 days a week: \$80.00 a month

5 days a week: \$100.00 a month

### **Summer Camp**

Two sessions of summer camp are held for children ages 3 to 5 and ages 6 to 8. When the information on these camps becomes available, it will be announced on the school bulletin board and on-line.



### **Clothing**

Children are to wear comfortable clothing. **Please label items with child's name such as their smock, sweater, coat, jacket, hat, gloves, etc.** Sneakers or rubber-soled shoes and pants or shorts are recommended for everyday wear, but required on gym days. Please keep in mind we paint and make other messes and children need to wear clothes that will possibly get soiled with glue, paint, etc. All students are asked to have **an extra set of season-appropriate clothes for their cubbies or book bags.** We suggest your child **not wear jewelry to school- we will not be responsible for damage or loss.**

### **Daily Snack**

Parents should provide a healthy snack daily, such as a piece of fruit or vegetables and a drink (water/100% juice and no soda) for their child. If your child has or develops a food allergy during school year, please make sure your child's teacher is aware of it. Children eat snack between 10:15 a.m. and 11:15 a.m. daily depending on the class routine of the day. Due to the general prevalence of severe nut allergies, **St. Mark's Pre-Kindergarten is now a Peanut and Nut Free School.** Any food and drinks brought to the school brought into the school need to be free of nuts, peanuts and products that say **"may contain peanuts" or "made in a factory with peanuts."** If a teacher sees that a product with nuts has accidentally come into the classroom, the teacher will not serve it, but return it to the parent, and an alternate snack will be given to your child. A good guide when sending in snacks is the [SnackSafely.com](http://SnackSafely.com) list which is updated weekly and all snacks on it are peanut-free, tree nut-free and egg-free.

### **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.

### **Small Blanket**

Children in our 2 year old classes may use a small blanket if quite time is needed in the day.

### **Smock**

A long-sleeved plastic smock is needed for arts and crafts for all children. You can find smocks on-line or at AC Moore's.

### **Parent Concerns**

Any concerns, questions, or problems will be addressed by the Preschool Director. Please stop by Room 8 (the preschool office) and talk with the Director. Also, if anyone needs information about our governing body, which is St. Mark's Pre-Kindergarten Board, you may obtain this information from the Director. A parent representative board member is invited to attend board meetings. If you have any concerns that need to be brought up to the Board, please see the Director or the parent representative board located outside of the preschool office.

### **Discipline**

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

### **Class Letters and Monthly Calendars**

Each month a calendar listing with special events will be sent home in child's backpack. On the reverse side will be an informative newsletter. This information is important for your child's involvement in our program. If you need an extra copies of the calendar or newsletter, 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 items. The teacher will place a sign-up sheet outside the classroom door.

### **Parent and Teacher Conferences**

Conferences can be scheduled throughout the school year with your child's teacher if you have questions or concerns. There is one mandatory conference in February. **Please note: Children are not permitted in the room during the conference. It is important for parents to make arrangements to attend the conference time.**

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

### **Childfind**

Professionals from Red Clay Consolidated School District's Child Find office visits the preschool every year to screen our 3 1/2, 4 and 5 year olds. Parents or guardian must sign a written permission slip before Red Clay can screen your child.

### **Licensing Regulations**

St. Mark's Pre-Kindergarten is licensed by the State of Delaware. Current Licensing Regulations are available for parent review at any time by contacting the Preschool Director in the school office (Room 8) or by phone.

### **Lost and Found**

If you have found an item or you have lost an item, please check in the Lost and Found basket located in the Narthex on the shelf marked "Preschool Lost and Found."

### **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 contact the Office of Childcare Licensing by calling (302) 892-5800.

### **Photo Release Policy**

Our teachers and staff will take pictures of the children as they participate in classroom activities. Your permission is necessary for pictures to be taken for projects, photo albums, etc. **We do not publish names or post pictures on the internet.**

### **Evacuation Plan**

Fire drills are held monthly. When the bell sounds, the children and staff walk quickly in a single file line outside to the specified areas. A head count is taken once they arrive at the designated area. 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**

If your child is ill, we will first call the parents to come pick-up their child from the office (Room 8). If a parent can not be reached, the emergency contact person will be called. **It is imperative that parents give the preschool accurate and reliable phone numbers on the emergency card.** Please report any changes regarding the health record, transportation arrangements, addresses, phone numbers, etc., to your child's teacher and the preschool office.

If your child will be absent from school, please report the absence by calling 999-0800. Parents are asked to keep their child at home if he/she is not feeling well, has an upset stomach, diarrhea, or a temperature, etc., you are required to keep your child home from school the next day. If your child contracts a contagious disease, the school must be notified. If your child has been exposed to any communicable diseases in his/her classroom, you will be notified by a written notice by a written notice in your child's book bag.

For the 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 treatments with a special shampoo and their head must be checked for nits by the office personnel in Room 8 before readmitted to the classroom. A note will be sent home in the child's book bag 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.

Accident/Incident Forms will be given to parents or caregivers at pick-up time regarding minor bumps, scrapes, cuts, etc. The forms include description of the accident or incident, teacher and director signatures, first aid procedures taken, and child's reaction. One copy is given to the parent or caregiver and one is kept in the child's file.

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

Dr. Karen Kelly is our Health Care Consultant.

**Child Abuse and Neglect — — It is MANDATORY that St. Mark's Pre-Kindergarten report any child abuse and/or neglect to the Delaware Child Abuse Hotline and Office of Childcare Licensing.**

### **Allergies/Asthma**

If you know your child has allergies or asthma this must be indicated on your child's school medical forms and you must get an Action Plan from your child's primary care doctor before your child starts preschool in September. If you discover your child has an allergy or asthma during the school year, an Action Plan must be in place before your child returns to school. This will enable us to provide the best care possible for your child. If your child requires medical supplies such as Epi-Pens or Inhalers, these may be kept at St. Mark's Pre-Kindergarten. Parents provide these if needed and all medical supplies must be kept current.

### **Medication Policy**

No medications are permitted in the children's book bag. If your child requires medication a medication log must be filled out and given to the school nurse for review and record keeping.

### **Potty Training**

We **strongly encourage** parents of three year olds and older to have their children potty-trained before entering school in September. We encourage parents to ensure their child knows how to use toilet paper and take care of issues independently. Also, it is very important to explain and teach your child proper hand washing methods.

### **Tuition Payments**

Tuition payments are to be made on a monthly basis, or one payment may be made for the entire school year. Tuition payments are due in the Preschool Office by the 1st of the month. **Payments, which are not in the office by the 15th of the month, will be charged a late fee of \$10.00. When payments are made late, the \$10.00 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 Pre-Kindergarten. If payments for the current school year have not been made, registration for the following year may be denied. It is school policy when a check is returned to the preschool all future payments must be made in cash or a money order.**

**We are not responsible for payments sent in your child's book bag. All payments are to be made by mail or in-person in the preschool 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 which then must be given to the Preschool Director. No refunds will be given for early withdraws.**

### **Fundraising**

Fundraising is done throughout the school year and is completely on a volunteer basis. Money that is raised through the fundraisers are used to purchase equipment and activities for all the children. Again, participation for the fundraisers is optional.

**Thank you for choosing St. Mark's Pre-Kindergarten!!  
God Bless**