

Union Preschool



Parent Handbook

www.unionpreschoolstl.org

Union Preschool
3543 Watson Road
St. Louis, MO 63139
(314) 647-0898
unionps1@gmail.com

Revised July, 2022

What to Expect as a Parent

This Parent Handbook has been supplied in an effort to answer a few common questions from parents. Please contact the teacher or the Director if you have any other questions. Some responses may require a little bit of time on our part. We hope to work in partnership with you to make each child's preschool experience successful and happy.

If you have a question or concern, you may request to have the teacher call you after class.

Parents are informed of the activities of the Preschool through calendars, flyers, texts, digital newsletters, and emails.

Important contact information is as follows:

School Office: 314-647-0898 Fax: 314-647-0898

Web Address: www.unionpreschoolstl.org

E-Mail Address: unionps1@gmail.com

For your convenience, arrival and dismissal times are listed below:

<u>AM</u>		<u>Extended Day</u>		<u>Lunch Bunch</u>
Arrival	8:40 am	Arrival	8:40 am	
Dismissal	11:15 am	Dismissal	1:00 pm	Dismissal 1:00 pm

School Policies

Nothing is more important than the welfare of your child. To ensure the safety of all our children, parents and teachers must operate as a team. This list of regulations and expectations should help us to achieve our goals. At times during the year, it may be necessary to inform you of updates to this information. Please be attentive to your emails and notices from our office.

Covid decisions are made at the discretion of the Director; considering CDC, state, and local guidelines and hospitalization. Masks are currently optional. We have the best interest of the student body at heart. We will continue frequent handwashing, morning temperature checks, and daily sanitizing of toys and surfaces.

The Policies of Union Preschool are hereafter listed in alphabetical order for easy reference:

Absence

If your child is ill or for some reason will be missing school, please call or email the office. Attendance is taken every morning.

Age Requirements

Your child's age on August 1st is the determining factor, along with previous preschool experience, in classroom placement. We have separate programs designed for the special needs of Three, Four, and Five year olds.

- **THREES:** If your child is 3 by August 1st, he or she is eligible for the 3 year old class.
- **FOURS:** If your child is 4 by August 1st, he or she is eligible for the 4 year old class. This program prepares these children for Kindergarten or Junior Kindergarten.
- **JR. KDG.:** If your child's 5th birthday falls in May through October, he or she is eligible for Junior Kindergarten. This program addresses the specific needs, attention span and motor abilities of the young five-year-olds while preparing these children for Kindergarten.
- **JAN. 3s:** A January Threes class has been added to give the children turning 3 from September-January an opportunity to start school in mid-year.

Allergies

Some children are affected by childhood allergies. If your child has been diagnosed with an allergy, the school will need to be informed. You will fill out a form with recommendations as to what symptoms to watch for and what action to take if necessary.

If your child has a food allergy, you will need to supply your child's snack at school. The teacher will keep your child's snacks in a box in the Snack room. We will let you know when it needs to be refilled. Your child will eat this home supplied food at snack time. If we are having a special snack on any given day, such as birthdays or party days, we will ask your permission as to whether your child will be able to partake.

If your child has a peanut allergy or other food allergy that may lead to a severe reaction, you must leave an epi-pen at school. The epi-pens are labeled and kept in the first aid cabinet in the office. We are a PEANUT FREE school.

If your child has asthma or other respiratory symptoms, and your pediatrician has advised the use of an inhaler, you may leave one at school. The inhalers are kept in the first aid cabinet in the office.

THERE ARE NECESSARY FORMS IN THE OFFICE FOR EPI-PENS AND INHALERS THAT WILL NEED TO BE FILLED OUT BY THE DOCTOR AND THE PARENT.

Arrival

For your child's safety, and for a health check, we require that you accompany your child to the Oleatha door. The Director and/or Office Administrator will begin greeting students at 8:40 am, ask a few questions, encourage them to say goodbye, and invite your child inside. Please be prompt to allow your child time to hang up school bags and coats, wash their hands, and have their temperature taken as they enter the classroom. It is always a good idea to have your child use the restroom before leaving home.

Parents are encouraged to accompany their child to the classroom on Orientation Day and the First Day of School.

Birthdays

We feel that it is important to celebrate each child's birthday. It is a special time for the teacher and students to recognize the child and should be kept simple. We ask for your cooperation.

Each child will have their own special day. The teacher will inform the parent of the day of celebration. The parent will send a store or bakery bought treat to share with the class. Partner classes will celebrate together. Summer birthdays will be scheduled during the school year.

Cookies, donuts, brownies, ice cream, or Rice Krispie Treats are all favorites. Cupcakes are discouraged because they get very crumbly and are difficult to clean up. If you want to bring ice cream, please bring individually packaged cups. Please remember we are a PEANUT FREE school.

Please check with your child's teacher about any food allergies for your group. We have had some severe allergies in the past, and we would like all the children to be able to enjoy the treats. Treats should be handed to the Director and/or Office Administrator at arrival. If you have any questions about birthdays, you may contact the teacher or the office.

Novelty treat bags are not part of birthday celebrations. We appreciate your adhering to this rule.

Book Orders

To further enhance the parent's efforts in developing their child's interest in books, we provide Scholastic book order forms. These book clubs usually offer books at a very reasonable price. You are never obligated to make a purchase, but the school does receive bonus points for your order. The accumulated bonus points are then redeemed for books for the school library or supplies.

- If you choose to make an order, please fill out the form carefully and be sure to include your child's name.
- Make your check out directly to Union Preschool and enclose it, along with the form, in an envelope labeled "Book Order". Only one check is necessary. Send the envelope in your child's school bag.

- Please, make note of the date that the order is due in the office and return it on time.
- We deliver the books to the classroom as soon as they arrive. Some of the orders arrive at different times. You may not receive all the books you have ordered at the same time.
- You may also place your order online. You pay for the books online and they are delivered to your child's classroom. Detailed information will be sent home in your child's bag.

Child Custody

Families who are currently experiencing custody issues will be required to fill out an additional form outlining custody arrangements and authorization to leave the premises. If there are legal changes in your family status during the school year, it is your responsibility to contact the school office. Copies of legal agreements need to be filed in the office.

If a non-custodial parent attempts to take a child from the preschool premises, without legal written permission, the authorities will be called. The custodial parent will be notified next. The child will be removed from the situation by a faculty member until the situation is resolved.

Children's Garden

The Children's Garden has become a vital component of our Preschool experience. The fenced area we have set up provides an outdoor "classroom" space for the preschool, a play area, and an area for physical exercise. The space has two access gates.

The area is set up to allow the children to spend both structured and unstructured time exploring the outdoors. There are areas for:

- physical challenges like jumping and balancing
- a hard surface area for building with natural blocks and found items, using chalk and drawing nature pictures, music and movement and creative play
- a nature area for sorting, patterning and sensory play with natural objects like rocks, small sticks, and pine cones
- a garden space and containers to plant flowers, vegetables, and herbs
- a stepping stone pathway for exploration
- a picnic table space for gathering in small groups or classes
- a very popular vine house for conversing with friends

The Children's Garden is used during the day by the classes in session. The rest of the front lawn, including the yard, porches and trees will not be a play space. Oak Bridge City works very hard to maintain the grass, trees, and bushes. The children will be instructed to treat all spaces with care and respect. We are glad to be able to provide a safe outdoor space for the children to enjoy.

Please do not allow children to climb on walls around the porches, in flower beds, in trees, or near any signs.

Communication with Families

OFFICE:

We strive to keep you informed. We utilize several options to achieve this. There will be e-mails, hard copy letters and flyers from the office staff about essential information. Please watch for these. You will receive a copy of the yearly calendar from the office prior to the start of school. There will be texts or e-mails from your child's homeroom teacher about activities in the class. You will also receive a copy of the monthly classroom calendar. Please keep both calendars handy, as there are important dates and events for your child's class.

A current e-mail address for each family is necessary to assure that you receive all the information. Please let us know of any changes.

Please be sure we have a current and operating landline phone or cell phone number for a family member each day. This is to insure a quick means of communication in case it is called for. Please be sure your phone is turned on during your child's class time.

TEACHER:

If you have a question for your child's teacher, please call the office or email the teacher. You will receive a reply within a 24 hour period Monday thru Friday.

Conferences

We are in partnership with you and together we will work to plan appropriate ways to nurture your child's social, emotional, intellectual, and physical development. Each child is unique and precious. That is why we record specific information about your child's growth and development. We plan to share our observations with you formally in Parent-Teacher conferences.

In order to assess your child's progress, we have been using a checklist based on age appropriate objectives. The teacher will also share some observations and examples of your child's work. During the conference the teacher will share this information with you. It would be helpful if you would also share your observations. You, as the parent, offer the teacher valuable insight into what makes your child tick. By exchanging information, you work together to make your child's school experience much more successful.

Conferences are scheduled for November and then again in March. The specific dates will be on the yearly calendar. You will be reminded of the dates and asked to sign up for a conference time. The conferences are every 15 minutes. You must be timely. If you are late, you will need to reschedule. Most exchanges between parents and teacher can take place in that amount of time. Try to stay on topic during your conference. If you or the teacher feel that more time will be necessary, you may request more time at a later date before or after school or finish with a phone conversation.

Confidentiality of Records

Children's records are open only to the child's teacher, the Director, Office Administrator, an authorized employee of the Missouri Licensing Agency, and the child's parent or legal guardian. If records must be transferred or screening results sent to another agency or school, the parent or guardian must put the request in writing or sign an office form.

Discipline

Discipline in the Christian loving atmosphere of Union Preschool is viewed as a learning experience. The faculty, using constructive age-appropriate methods, is constantly guiding the children toward developing self-control. Sharing and cooperative play are a primary goal. The teacher is constantly showing the child how to enter a group, what to do if someone takes a toy, what to say when he or she wants to play or share a toy. If there are disagreements, the children are verbally encouraged to settle the problem themselves. If teacher intervention is necessary, the teacher will suggest cooperative play or ask the children to choose another toy or activity. The children are often led to think of solutions themselves. At times, when a child misbehaves either by disrupting a group or demonstrating disrespect for others or the property of others, the child will be guided verbally toward more appropriate behavior. On rare occasions, when a child is a threat to others or misbehavior is repetitive, a short "thinking time" may be utilized.

The staff strives at all times to make the environment warm, friendly, inviting and interesting to promote positive self-esteem and to avoid misbehavior. Often, behavior problems can be avoided by providing a wide variety of activities for the children, by anticipating problems, and working to avoid them, and by making transition times as short as possible.

The staff works with the parents to better understand each child. With this exchange of ideas and cooperation, the teacher should be able to best handle a child who has become upset. The teacher interacts with each child with a sense of love, caring, honesty, and humor.

If a child's behavior requires frequent teacher intervention, this should be discussed with the Director and the parent as soon as possible. The teacher will not wait for conference time to report a repetitive behavior that is causing a problem. The parent and the teacher will work as a team in guiding the child's behavior. This cooperation is necessary for the child's success at school.

The teacher, faculty and parents will work to ensure the success of each child in the school. However, if a child's misbehavior is threatening to the faculty or other children or if the child causes physical harm to others or himself/herself, and all other communication and intervention avenues have been exhausted, the child may be dismissed from the program.

Dismissal

The official ENTRY for the Preschool is the Oleatha Door.

The official EXIT for the Preschool is the Watson Door (effective Sept. 2022)

- If you are unexpectedly delayed, please call the school. 314-647-0898
- If someone on your authorized list but other than the usual pick-up person, is to pick up the child, please inform the office by email or phone. This makes dismissal less confusing for the teacher and more secure for the children.
- We must be notified if someone other than an authorized person on your form is to pick up your child. If someone is not listed on the form and you have not notified us, we will not allow the child to leave the building.
- If you have a change of plans during the session and must send someone to pick up your child, you will need to call the office. We will get the necessary information from you.
- A call to the office is necessary, even when you are asking another parent from the class to pick up your child

For the safety of the children, all exterior doors are locked for the duration of the school day. During school hours, should you need us, the Oleatha door is the official school door. Please ring the bell and someone from the office will be there momentarily. We hope that you will be able to be prompt in both arrival and departure times. If a child is left beyond reasonable limits, a fee will be assessed.

Dismissal for all classes, including Lunch Bunch and Extended Day, will be at the Watson Door. Parking will still be available on Pernod, Watson, and Oleatha. Please step up to the Watson door to gather your child. Also, it is important to remind your child to be respectful of plants, and bushes. No climbing is allowed. Children should hold your hand back to the vehicle.

On Watson near Pernod, there is a bus stop. **THERE IS NO PARKING IN A BUS ZONE.** The bus zone is clearly marked with yellow curb painting. Police will give out tickets if necessary. **DO NOT PARK IN THE BUS ZONE.**

Dress

- We encourage you to dress the children in washable and comfortable play clothes. This will allow them to play, create, and explore freely.
- Dresses should be worn with shorts underneath.
- If we are having a particularly messy project, we will try to inform you in advance.
- For the safety of your child, please be sure that they are wearing rubber-soled shoes such as tennis shoes. As much as the children enjoy wearing patent leather shoes, jellies, crocs, flip-flops, or cowboy boots these are not safe for running or playing in the gym or playroom and are a hazard. They will not be allowed at school.

- Please be sure that your child's clothing is easily removable for bathroom needs. Overalls and one-piece outfits often pose a problem for children. If it is a new outfit, please instruct your child in how closures work.
- Please mark your child's jackets, coats, sweaters, hats, etc., with their name. It makes their identification from the coat rack much easier.
- Each child will have their own assigned coat cubbie for lunches, bags, and coats. Hanging up these items is a skill your child should become more independent in throughout the year.
- The Garden will be used often. Be sure to dress your child for the weather.

Emergencies

We have an answering machine in the office and encourage you to leave a message if there is no one in at the time of your call.

School Office 314-647-0898

Emergency Procedures

The school has emergency supplies and procedures to follow in the event of fire, natural disaster or other threat. Procedures are discussed, practiced and upgraded throughout the year. There are emergency supplies stored on both floor levels.

You may view the Emergency Procedure Manual which is available for your inspection in the office and in each homeroom.

For some emergencies we may hear from the local police or emergency coordinators on the radio, television, or phone. We should be notified as to what kind of alert or code we are dealing with. We will continue to listen to updates on the radio, television, or phone.

In event of an emergency situation or the threat of a situation in which parents may want to come to school to pick up their children these guidelines will be followed:

- Children will only be released to a parent or to another person authorized to pick up the child.
- If the parent is not picking up and the authorized person is not a relative who usually picks up, we must reach the parent by phone before releasing the child.
- There may be emergency situations in which it would be safer for the children to remain in the building.

In the event of an emergency situation in which we would need to dismiss the children, we will be contacting families through emails, texts, or phone calls. You must keep your contact information up to date. You are required to have working phone numbers and email addresses in our system! Please submit any changes in writing or by email as soon as possible.

Facebook and Instagram

We do post events and school happenings on our Facebook and Instagram pages. It creates an opportunity to share some photos of activities with you, your family, and our supporters. You will be asked to sign a form giving us permission to include your child's photo in these posts. WE NEVER USE CHILDREN'S NAMES in the posts.

We need to remind parents, your family, and friends not to make comments that include children's names. We view this as an invasion of your privacy. If you use social media, please be sure to follow us on Facebook and Instagram. You will be able to see the awesome activities we are doing in the classroom!

Forms

All forms must be up to date and in the office the first week of school. The Office Administrator will go over these records with you and let you know if anything is missing. The following forms should be in your child's file;

Enrollment Form

Emergency Medical Form (gold)

Emergency Contacts and Authorization to Leave School Premises (pink)

Medical Examination Report and Immunization Record

Lead Testing Form

Photo Release Form

Agreement Form

If your child has an allergy, you will be required to fill out the appropriate forms.

- Unfortunately, if your child's medical records are not complete, we will have to hold your child from school until all forms are in and satisfactory.
- Your pediatrician must fill out the physical form. If your child has had any new immunizations (including covid vaccinations) please have the information from the pediatrician in writing so that we may update your records. Your child's initial physical is the only one required.
- If you do have a change in address or home or work phone number, please notify the teacher and the office as soon as possible so that we may update your child's records.
- At any time that you want to change or update information on your emergency contacts or authorized persons, please notify the Office Administrator.

Fundraisers

We hold several fundraisers throughout the year. These fundraisers help us supplement our general operating fund, help pay the rent, and keep our tuition rates at a very reasonable level. Careful selection goes into choosing items that are popular and easy to sell. Your participation is always appreciated but is not mandatory. We hope you are

able to find something to interest you. We try to offer a variety so you can choose the ones that suit your needs and lifestyle.

In the past, we have had some families opt out of fundraisers and choose instead to make a monetary donation to the school so show their support. That too is greatly appreciated.

Fundraising Events

We are planning at least one big Fundraising Event for the school. In the past we have had very enjoyable and successful Trivia Nights. Watch for more information asking for your participation and assistance with this event.

Health Information

Each child is required by Missouri State regulations to have on file a statement which includes a record of up-to-date immunizations and the signature of the child's pediatrician. Please note: each child must be fully immunized. A physical exam by a physician or public health nurse is mandatory for entrance into preschool. The medical exam form is in the enrollment packet or can be obtained in the preschool office. Most pediatric offices will fax your child's information to our office. Our fax number is 314-647-0898. If the child's health care summary is not complete at the time of enrollment, the child will be excluded from the program.

The preschool must have on file for each child a signed *Emergency Medical Care* form (Yellow) authorizing emergency care and transfer of medical records to the designated to hospital. Emergency numbers for reaching the parent or guardian or other authorized person must also be on file (Pink form).

No child who arrives at preschool noticeably ill, with a rash or fever will be admitted for that day. If a child has been ill, he or she must be fever free for at least 24 hours, without the use of fever-reducing medications, before being admitted back to school. Severe itching or scratching of the scalp may be signs of head lice and the child will not be admitted to school. This and other communicable diseases such as chicken pox, pin worms, or measles must be reported to the Director, so that other families can be notified of possible contagion. Should a child become ill during the day, the parent will be notified immediately. The child will be cared for in the office and remain there until the parent or other authorized person arrives to take the child home. The ill child will not be allowed to return to school until the period of contagion is over.

In the case of an accident or injury, the parent of the child will be notified immediately. If a child requires emergency medical care, a parent's prior written instructions will be followed. Even in the case of a slight bump or scrape, a form will be completed indicating the circumstances and the date and time of injury along with any action taken. The teacher will speak to the parent at departure time and a copy of the form will be given to the parent for a signature and will become a part of the child's file.

The children are at preschool for only a few hours each school day so it is not usually necessary to dispense medication for a child at school. If it is necessary, a form, obtainable in the office, must be filled out and signed by the parent or guardian. Only medication in its original container and labels with the child's name, instruction for medication and the physician's name can be administered. Children with severe allergies and in need of special medication such as an inhaler or epi-pen must have a signed medication form on file at school. The staff must be informed of proper use of the medication, which will be stored in safe place. At times the teachers have found medication being transported from the babysitters to the home in a child's book bag. This creates a dangerous situation for all of the children in preschool. Medication must be brought to the office upon the child's arrival. The staff will be sure it is put into the hands of the responsible adult at dismissal time.

St. Louis Public Library

We will arrange to have the Children's Librarian from Central Library visit the school several times during the school year. Their visit offers a delightful program of reading, songs, and finger plays. During covid, zoom may be utilized.

Visiting the library is an opportunity preschool children should be familiar with. Please make some time in your schedule to take your child to the library. Both Machacek and Buder Library are very child friendly and offer many reading opportunities for the children.

Lunch Bunch

The Lunch Bunch program gives your child the opportunity to enjoy school activities and social interaction for an additional time period and gives you an occasional opportunity to extend your day for personal appointments or a lunch date. It is an optional program offered Monday through Thursday and filled on a first come basis.

Lunch Bunch is a social time. It also provides an additional opportunity to focus on manners. We will practice sitting in a chair, eating in a group, waiting your turn, having a conversation with a friend, and work on simple self-help skills.

The children enrolled in the morning classes may sign up for Lunch Bunch, which would allow them to stay until 1:00 pm. This extended time will include an activity or an art project, gym time, and lunch. Lunch Bunch is a multi-age group.

Reservations and payment must be made in advance. Contact the office to check availability. The cost per session is \$12.

For the last two years we maintained a disposable everything lunch policy. This year we have decided to try allowing lunch boxes again. No one is required to have a lunch box; you are welcome to send a brown bag with disposable baggies, etc. and all will be discarded at the end of lunch. Please note, if you desire to send your child with a lunch box, we ask that you clean and sanitize the container each day. We expect containers to be kept clean. Drinks should be in disposable containers (juice boxes). Any opened

container with the possibility of leakage will never be sent back home. There is no need to send water bottles. School will always have unlimited water available. Lunches will not be refrigerated. If you pack items that need to stay cold, you will need to include an ice pack. Sometimes frozen Gogurt Squeezes provide enough chill to keep other things cool. Practice opening food bags and containers at home with your child so he/she can be independent in opening items at lunchtime. Of course, we are always ready to assist. Please be realistic about how much your child will actually consume. Lunchtime lasts 20-30 minutes. Your teacher will communicate with you when she notices a child needs more or less to eat for lunch. **NOTE ALSO THAT WE ARE A PEANUT FREE SCHOOL; which means no peanut butter or peanut products.**

Supervision: The Lunch Bunch coordinator will attend to the children's needs and have age appropriate activities prepared for them.

Lunch Bunch is an optional program. Usually the children adapt very well to this extra time at school. However, we feel that we must let you know if the extra time at school is having a negative effect on your child during the normal class time. Some of the children tire too easily or begin to exhibit separation problems. We will discuss any problems with you.

Non-Discriminatory Policy

Union Preschool Incorporated admits students of any race, color, national origin and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, age, color, national origin and ethnic origin in administration of its educational policies, admission policies and other school administered programs.

Parent / Child Outings

Shared experiences outside of the preschool environment are an important part of the curriculum and the social development of the child. The periodic outings that the classes take are a great opportunity for the parents to participate in the child's school and to interact with other parents, teachers and the child's classmates. However, due to numerous safety issues and the busy schedule of so many of our families, we usually limit these outings to one in the Fall and one possibly in the Spring.

We have a "meet us there" policy. Several factors have contributed to the adoption of this policy. Some of which were:

- The amount of parental participation required for the safety of the children.
- The necessity of having all children in an approved child car seat (when a child rides in another car, the parent is responsible for securing the car seat in the vehicle).
- The necessity of supplying the school with proof of insurance if you transport children other than your own.

These outings are a special time for the preschool child and the parent or guardian. If at all possible, we ask that you refrain from bringing siblings along on field trips. Let us

know ahead of time if you find your participation to be difficult. Please, do not miss a trip because you find yourself without a sitter for a sibling.

At times a group may go on a walking trip around the block to observe nature or look for certain colors, shapes or vehicles. These excursions are part of the curriculum. They are usually on the monthly calendar. A signed permission form is not necessary. Teachers will have their phones and Motorola radios.

Parking

There is street parking on three sides of the building, Pernod, Watson, and Oleatha. When you are parking, please be mindful of the safety of the children and respectful of other parents. **DO NOT PARK IN THE ALLEY** as a courtesy to the neighbors. Also, our Emergency Exit door in the alley needs to be accessible at all times by the school. **IT CANNOT BE BLOCKED.** Most importantly, please do not rush or drive at an increased speed, or get children out of the car on the street side.

Please, find a convenient time for your arrival and parking. You may bring your child to the door as early as 8:40 am. Some parents have found it easier to arrive just after 8:50 after some of the earlier arrivers have already left. **NEVER LEAVE CHILDREN IN THE CAR.**

In reference to dismissal, there is a bus stop in front of the building near the Church. **THERE IS NO PARKING IN A BUS ZONE.** The bus zone is marked with yellow curb painting. Also note that you should leave at least 5' of space from your car bumper to the edge of the cross-street or alley. **DO NOT BLOCK THE ALLEY OR THE SIDEWALK AREA OF THE ALLEY.** Police will give out tickets if necessary.

Personal Items

We supply paper, crayons, scissors, markers, etc., for your child's use. We also have a whole building full of toys, materials and games. Therefore, we ask that your child not bring any of these things to school with them. Personal items sometimes get lost, left behind or broken. We may have Show and Tell days when a child brings an item to school. The parent will know in advance.

The only thing your child will need to bring with them every day is their Union Preschool bag. We supply each child with their very own bag so that they will be able to safely carry around any projects, paintings or drawings, or forms intended for parents. These bags are easy for the teachers to fill and for the children to carry. The children have always been very proud of their bags, so please send it to school with your child everyday. The bags are used by the teachers to help the children learn to recognize their names. Do not write on the bags.

Privacy of Information

We provide a school roster for our families. If for privacy reasons you do not want this information available to the school community, we will not release it. Please sign the release form with the appropriate information checked.

We use many photos of the children in the facility for a variety projects. These are confined to in-building or class use. At times we may use photos for media release, outside projects or for the web site. We respect your privacy and make a distinction on the permission form so you can choose a photo release option that you are comfortable with. Please, if you have any questions or concerns about the use of your child's photo speak with the homeroom teacher or office staff.

Re-registration

Registration is open to new families February 1st. Re-registration for returning students is due a week before this date. Returning students have priority registration until February 1st. Returning families also have priority registration for siblings. There is a re-registration fee due at that time.

Restrooms

There are children's restrooms located between the classrooms on the main floor. There are large restrooms for both boys and girls on the lower level. The teacher takes the group to the restroom before snack time. The children are encouraged to use the facilities and required to wash their hands. If the child needs to use the restroom at other times, the teacher will supervise him or her. The child needs to be able to take care of toileting needs independently. Please have your child use the restroom at home before leaving for school.

Children do have occasional accidents. If a child wets themselves, the teacher or staff member will be able to take care of clean-up and change of clothes. When the child has a bowel movement, the parent will be called to change the child's clothing; or in some cases take the child home. We always deal with the matter while being respectful of the child and his or her self-esteem.

Room Parents

All parents or guardians are welcome to be room parents. Sign up is held at the September Orientation Day. We will need a Head Room Parent for each Homeroom. The room parent's duties are as follow:

- Help the school prepare for a special event (i.e. Trivia).
- Supply treats and drinks for the class group.
Special treats and drinks are needed for Halloween, Christmas, Valentine's Day, and Easter. Sometimes party napkins, cups or a holiday trinket or novelty treat bag can be provided for the party.

The room parents may decide to supply everything themselves, or call other parents to help. Every family is asked to contribute to the fund for the classroom parties. Be sure to make note of the Room Parent Meeting in September.

Safety Issues

By law, registered sex offenders may not reside within 1000 feet of a school. However, their place of residence may have been grandfathered in.

- As a parent, a registered sex offender must report their status to the school office. By law, the adult is not allowed on the premises.
- The preschool will require the aforementioned parent to enter a contractual agreement for the protection of the preschool families.

School Experiences

- sharing and conversation time
- stories, songs, and fingerplays
- creative art and music activities
- science and nature activities
- exposure to materials involving fine motor skills
- exposure to shapes, colors, numbers, and letters
- celebration of birthday and holidays

Your child will go to the same homeroom and homeroom teacher each school day. The teacher will be working with a group of eight (8) to ten (10) children. Some of the teachers work in teams with their groups combined for part of the day. The teachers take their groups to centers set up throughout the building.

There are areas for:

snack	group time	library
gym and gross motor skills	art	handwriting
science	music	math
role playing	language arts	
block building		

Your child's group will have snack, gym or garden, and group time daily. The other content areas will be utilized on a weekly basis according to a specific schedule. This will allow your child many opportunities for hands-on experiences over a broad spectrum of activities.

The teachers often work on units or themes and plan teacher directed activities, free play, large motor activities, and quiet times to match the needs of their groups.

Security

For the safety of all the children, the doors are locked during school time. Parents and visitors will be admitted only through the Oleatha Door. There is a bell you can ring for admittance at that door by the office staff only. Teachers will not monitor the door. The Watson and Pernod Doors do not have a doorbell and will not be answered. Please be patient when waiting for a staff member to answer the bell at the Oleatha door.

Snacks

The preschool furnishes snacks and water for the children each day. Snack time is a social time. Snack time is also a great opportunity to focus on manners. At school, snack time is an occasion for practicing social skills: sitting in a chair, eating in a group, waiting your turn, having a conversation with a friend, acquiring some self-help skills. The snack is usually something crunchy that the children feel comfortable eating. It might be crackers, pretzels or corn chips. Snacks are occasionally used as part of the curriculum, sometimes related to the unit topic.

Please, be sure the staff knows of any food allergies your child may have. These are posted in the snack room to avoid any problems. (Refer to the section on Allergies.)

This is a PEANUT FREE school. Peanut butter and any food products containing peanuts are not served.

Snow Days

If the weather is inclement, we may have to close school for the day. When there is snow or ice, the surrounding streets are very slippery, parking is rather difficult and it is dangerous to use the sidewalks especially with young children and babies. We feel responsible for your welfare, so we must close when the weather warrants.

We will send out an e-mail to every family if school is closed due to weather. We will also have our closing displayed on TV Channel 2, 4 and 5.

Special Events

Please note the special events on the calendar. The staff and the children look forward to and enjoy sharing these times with family members. These times include:

- Meet and Greet at the Park
- Father's Night
- Grandparent's Day or Special Person's Day
- Christmas Program
- Trivia
- Mother's Day
- If it is difficult for a specific member of your family to take part in one of these events, please try to have another family member or friend share that time with your child.

Supply Fee

There is a Supply Fee for each child. This helps to restock many of the expendable supplies used by the school...especially art and craft supplies. The Supply fee of \$50 is already included in your tuition. No extra payment is necessary at this time.

Tuition

- The first tuition payment is due September 1st. If making monthly payments, those payments are due the 1st of September through the 1st of May.
- You may pay by check, cash or credit card.
- Credit card payments will be charged a 4% transaction fee.
- Please put your check in an envelope with your child's name on the outside. If you are paying by cash please hand it to office staff. You may include the tear off forms provided at Orientation in your payment envelope.
- The smooth running of the program is dependent upon your prompt payment. If your tuition is late, an extra processing fee of 10% will be assessed. If you are experiencing some financial difficulties, please confer with the Director and a payment plan will be discussed.

Web Site

The school has its own web site at www.unionpreschoolstl.org. This site has general school information. Some photos will be displayed on this site. Your child will be included in these photo displays unless you have requested otherwise on your release form. We do not include any names or personal information on our web site.

We welcome your testimonials on our Website.

Withdrawal

The teacher and the child have a special bond at school and we would hope that each child would be able to attend school for the entire year. At times a family may move or a change of plans makes completion of the school year impossible. If a child needs to be withdrawn from the preschool, we would appreciate notification as soon as possible.

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There is a form on the following page. We do ask that each parent is familiar with our goals and policies. Therefore, we ask that you print out and return the form that states that you have read the handbook. You may also sign this form at school, as it will be available on Orientation Day.

Rita Visintine
Director
July 28, 2022

Thank You for your interest in our preschool community. We strive to keep you informed. Please return this signed page to the homeroom teacher.

September 2022

Parents,

Our school handbook can be found online at www.union-preschoolstl.org. The handbook includes a lot of important information regarding regulations and expectations. Please take a few minutes to read and familiarize yourself with the handbook. When you have finished reading it, please return this letter with your signature.

Thank you so much!

Rita Visintine
Monica Hunyar

I have read the Union Preschool Handbook and understand the policies and procedures of the school.

Child Name

Parent Signature

Date