

# Union Preschool



## Parent Handbook

Union Preschool  
3543 Watson Road  
St. Louis, MO 63139  
(314) 647-0898  
[unionps1@gmail.com](mailto:unionps1@gmail.com)  
[www.unionpreschoolstl.org](http://www.unionpreschoolstl.org)

Revised July 2024

## MISSION STATEMENT

Union Preschool aims to offer a safe, healthy, developmentally appropriate learning environment for each child. In a warm, accepting, Christian atmosphere, the faculty and staff show love, concern, and understanding for each individual child and support of each unique family. As a school, we strive to put forward a quality, affordable education and care for all families.

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### What to Expect as a Parent

This Parent Handbook is 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.

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

As set forth by the State of Missouri, and within the guidelines of our annual inspection, Union Preschool informs you that all required health and safety inspection reports are current. Those reports are held in the Preschool Office and are available to you at any time for your review.

Important contact information is as follows:

**School Office:** 314-647-0898  
**Fax:** 314-647-0898  
**Web Address:** [www.unionpreschoolstl.org](http://www.unionpreschoolstl.org)  
**E-Mail Address:** [unionps1@gmail.com](mailto:unionps1@gmail.com)

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

<u>AM</u>	
Arrival	8:40 am
Dismissal	11:15 am

<u>Extended Day</u>	
Arrival	8:40 am
Dismissal	1:00 pm

<u>Lunch Bunch</u>	
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/guardians and teachers must function as a team.

The following 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 the Preschool Office.**

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

### **Absence**

If your child is ill or for some other reason will be missing school, please call or email the Preschool Office. Attendance is taken and recorded every morning. The date and reason for your absence is important to our internal recordkeeping and the Teacher's plan for the day. If we do not hear from you, we plan to reach out. Attendance records may be available at conference time.

### **Age Requirements**

Your child's age on August 1<sup>st</sup> is one of the determining factors, along with previous preschool experience, in classroom placement. We have separate Programs designed for the needs of Three, Four, and Five year olds.

- **THREES:** If your child is 3 by August 1<sup>st</sup>, he or she is eligible for the 3 year old class.
- **FOURS:** If your child is 4 by August 1<sup>st</sup>, 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 5<sup>th</sup> birthday falls January through October, he or she is eligible for Junior Kindergarten. This Program addresses the specific needs, social maturity, concentration level, and fine/gross motor abilities of the young five-year-olds while preparing these children for Kindergarten.
- **JAN. 3s:** A January Threes class offers young 3 year olds, who were not preschool ready in September, an opportunity to start school in mid-year.

**All placements and age adjustments are at the discretion of the Director.**

## 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 complete specific forms with recommendations as to what symptoms to watch for and what action to take, if necessary.

Only children with a food allergy will supply their own snack at school. Those snacks are kept, by your teacher, in a marked container in the Café. We will let you know when your snacks need to be replenished. Sending a variety of snacks would be appreciated as we serve different snack items each day of the week. 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 in that special snack or have something from their snack box. For your convenience, we are able to accommodate a freezer box of individually wrapped items for your child which we could use throughout the year on “special” days.

Specific allergy information (including your doctor’s detailed care plan) will be placed in the child’s file, snack box, substitute teacher folder, and disaster/emergency containers.

If your child has a peanut allergy or other food allergy that may lead to a severe reaction, you must leave an epi-pen with Preschool. The epi-pens are labeled and kept in the First Aid Cabinet in the Preschool 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 the Preschool. The inhalers are kept in the First Aid Cabinet in the Preschool Office.

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

## Arrival

**The official ENTRY for the Preschool is the Oleatha Door.**

For your child’s safety, 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. Please be prompt to allow your child time to hang up school bags and coats, wash their hands, and engage with their peers in homeroom activities/play. It is suggested your child use the restroom before leaving home. **Parents will accompany their child(ren) to the classroom on Orientation Day and the First Day of School.**

**Please note the Oleatha door will be promptly secured at 9:00 a.m. each day.** Late arrivals will need to ring the doorbell and wait for entry by Preschool Office personnel only. Teachers are not able to answer the doorbell for anyone.

For the safety of the children, Teachers, and staff, all exterior doors are locked for the entire 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 Preschool Office will be there momentarily.

There are other points of entry/arrival which may be designated for special days. For example, Grandparents Day and Mother's Day. You will be notified for those special days.

## **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 is kept simple.

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 messy 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 if possible. 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 Preschool Office.

**Novelty treat bags are not part of birthday celebrations.**

## **Book Orders**

To further enhance the parent's efforts in developing their child's interest in books, we provide Scholastic book order forms. The Book Club offers 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 new books for the school library.

- You may conveniently 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.
- Another option is to send your order to school. Complete the order form(s) and make your check payable to Union Preschool. Only one check is necessary.
- Please make note of the date that the order is due. This same due date applies to online orders and paper orders sent to school.

- 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.
- If the order is a “gift”, please let us know and we will hand it to you in a bag at the door.

## **Child Custody**

Families who have legal custodial awards 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 Preschool Office. Copies of legal agreements need to be filed in the Preschool Office.

If a non-custodial parent attempts to take a child from the Preschool premises, without legal written permission, the authorities will be called first. The custodial parent will be notified second. The child will be removed from the situation by a faculty member until the matter 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 area is set up to allow the children to spend both structured and unstructured time exploring the outdoors. There are areas for:

- balancing and jumping on tree stumps and a half-log balance beam
- a hard surface area for building with natural blocks, chalking, creative play, and music & movement
- a sensory table 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 and bridge for exploration
- a picnic table space for gathering and drawing in small groups or classes
- a very popular vine house for conversing with friends and drawing
- two wooden sandboxes with covers
- rubber mulch play area for trucks and diggers

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.

At both arrival and dismissal, 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 methods to achieve this. There will be e-mails, letters, and flyers from the Preschool Office about essential information throughout the year. You will receive a copy of the all school Calendar, Parent Handbook, Lunch Bunch information, and Orientation information by email from the Preschool Office prior to the start of school. Parents with questions, needing clarifications, updating student file information, should be in contact with the Preschool Office.

### CLASSROOM:

There will be e-mails or texts from your child's homeroom teacher about activities in the classroom. Parents are encouraged to respond to the teachers' emails; even if it is a simple "great". This helps foster home to school communication and gives the teacher reassurance that you are seeing her updates.

You will further discuss communication at Orientation with your Teacher. You will also receive a copy of your monthly classroom calendar. You will need to refer to the all school Calendar and the classroom Calendar throughout the school year. There are important events and dates on both. If you have a question for your child's Teacher, please call the Preschool Office or email the Teacher. 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. We must have your current and operating phone number. In case of illness, injury, accidental bowel movement that requires changing, or another emergency, our protocol is to call parents first. Then, we begin reaching out to your designated emergency contact person(s). Someone needs to be available to accept calls while your child is at Preschool.

## **Conferences**

We regularly implement appropriate ways to nurture your child's social, emotional, intellectual, and physical development. Each child is unique. 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 use a checklist based on age appropriate objectives. The teacher will also share some observations and examples of your child's work. It would be helpful if you would also share your observations. By exchanging information, you work together to make your child's Preschool experience much more successful.

Conferences are scheduled in November and March. The specific dates are noted on the all school Calendar. You will be reminded of the dates and asked to sign up for a conference time thru Signup Genius. The conferences are 20 minutes long. 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 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 are requested to be transferred, the Preschool Office will provide a Release Form for you to sign.

## **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 under the supervision of the Director.

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 quick 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 anxious. The Teacher interacts with each child with a sense of love, caring, honesty, and compassion.

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 classroom disruption. 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 Preschool.

If a child's misbehavior is threatening to the faculty, or is continuously disruptive to other children, or if the child causes physical harm to others or himself/herself, and all other communications and interventions have been exhausted, the child will be dismissed from the Program at the discretion of the Director.

## **Dismissal**

### **The official EXIT for the Preschool is the Watson Door**

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.

It is encouraged for parents to converse and children to play at dismissal. It is imperative that the children are respectful of all plants/containers, trees, and flower beds. There should be no climbing on trees or walls. Children should not run to the street. Children should hold your hand back to the vehicle.

**In reference to dismissal, there is a bus stop on Watson near Pernod in front of the building. The bus zone is clearly marked with yellow curb painting. Please be respectful and do not park in the bus zone.**

If you are unexpectedly delayed, please call the Preschool Office (314-647-0898) If a child is left beyond reasonable limits, a fee will be assessed to your tuition payment, at the discretion of the Director.

- If someone on your authorized list other than the usual pick-up person, is to pick up the child, please inform the Preschool Office by email or phone. This information will be forwarded to the Teacher for dismissal.
- We must be notified if someone other than an authorized person on your form is to pick up your child. That person will need proof of identification at the door before the child is released. 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 Preschool 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. We will not release your child to another parent without your permission; even if it is to just wait outside.

## **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 we suggest they wear tennis shoes. As much as the children enjoy wearing dress-up shoes, jellies, crocs, flip-flops, rain boots, or cowboy boots these are not safe for running, or playing in the gym, or walking on the steps. They are a hazard at preschool.
- Please be sure that your child can handle their clothing for their bathroom needs. Overalls and one-piece outfits often pose a problem for children. Please make sure your child is familiar with zippers, buttons, and snaps.
- 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 cubby for lunches, school bags, and coats. Hanging up these items is a skill your child should become more independent with throughout the year.
- The Garden will be used often. Be sure to dress your child for the weather. It is not unusual to go outside to observe various weather conditions. Always be sure to send a coat in with your child when temperatures become cooler.

## **Emergencies**

To reach the Preschool Office in case of an emergency:

1. Phone call to the Office (314-647-0898)
2. Email if able ([unionps1@gmail.com](mailto:unionps1@gmail.com))

## **Emergency Procedures**

The Preschool 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. The Emergency Procedure Manual is available for your inspection in the Preschool Office.

For some emergencies we may hear from the local police or emergency coordinators on the radio, television, phone, or through the internet. 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, phone, or through the internet.

In the 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 an unauthorized person is picking up the child(ren), we must reach a 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. No child will be left unattended.

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 those changes occur.

## **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. WE NEVER USE CHILDREN'S NAMES in the posts; therefore, we encourage you to sign the Photo Release Form (blue) which was included in the Enrollment Packet.

We need to remind parents, your family, and friends not to make comments that include children's names. 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 Preschool Office the first week of school. The Office Administrator will go over these records with you and let you know if anything is missing during Orientation. 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 (blue)
- Agreement Form (green)
- Roster Information
- Parent Handbook Policies and Procedures Form

Allergy Forms if necessary

- If your child's medical records are not complete, we will have to dismiss your child from school until all forms are 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 during your stay at Union Preschool.
- At any time that you want to change or update personal information, emergency contacts, or authorized persons, please notify the Office Administrator.

## **Fundraisers**

We hold several fundraisers throughout the year. Fundraisers help Union Preschool to purchase new educational toys, manipulatives, books, and bikes, etc. Fundraising also helps supplement our general operating fund, helps pay the rent, and helps keep our tuition rates at a reasonable level. Careful selection goes into choosing items that are popular and practical. Your participation is always appreciated but is not mandatory. We hope you will 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 to show their support. This 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 which takes place in February.

## **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. This immunization policy is in place for the safety and welfare of our teachers, staff, and students. **Immunizations MUST be up to date - no exceptions.** 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 by the start of school, the child will be excluded from the Program at the discretion of the Director.

Although it is our policy to only accept fully immunized children, we are required by law to allow you as the parent, to ask us if all children are immunized. You are allowed to ask us at enrollment, or at any time thereafter, you may request whether there are

children currently enrolled in or attending the facility for whom an immunization exemption has been filed.

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 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. When a child is ill, he/she may not be accepted for care or remain in our care. If a child has been ill, he or she must be **fever free for a minimum of at least 24 hours to the start of the school day**; 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, measles, hand, foot & mouth, and COVID, etc. 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 Preschool Office and remain there until the parent or other authorized person arrives to take the child home. Depending on the illness, a child will not be allowed to return to school until the period of contagion/symptoms has passed, or as advised by the local Health Department, or at the discretion of the Director. Under certain circumstances, a doctor's note may be required in order to return to school. Our goal is to keep everyone as healthy as possible.

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 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 dismissal 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. If it is necessary, a form, obtainable in the Preschool 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, 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 the First Aid Cabinet of the Preschool Office. If medication must be transported from the home to a babysitter, the medication should be handed to the Office personnel at the door during arrival. The staff will be sure the medication is put into the hands of the adult at dismissal. No medication may be transported in the child's red school bag, as a general safety precaution.

## **St. Louis Public Library**

We 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.

Additionally, the St. Louis Public Library rotates books out monthly for each classroom. We are grateful for the variety of publications they are able to provide for us. Of course, this is all in addition to the Union Preschool Library that we utilize every day.

## **Lunch Bunch**

The Lunch Bunch Coordinator creates a Program giving your child the opportunity to enjoy extra time for school activities. The Program promotes additional social emotional interactions, positive behavior goals, and good table manners. It is an optional program offered Monday, Wednesday, Friday and filled on a first come basis. The children enrolled in the morning classes (dismissing at 11:15) may sign up for Lunch Bunch, which would allow them to stay until 1:00 p.m. This extended time will include an activity and/or art project, gym/garden time, and lunch. Lunch Bunch is a multi-age group and space is limited.

Reservations and payment (\$15 per day) should be made in advance. You may request to secure a permanent spot for the school year.

## **Remember . . . we are a peanut free school.**

Lunches will not be refrigerated. If you pack items that need to stay cold, you will want to include an ice pack. Sometimes frozen Gogurt Squeezes provide enough chill to keep other things cool. If you need things warm, a thermos in the lunchbox is welcome.

If you desire to send your child with a lunch box, we ask that you clean the container each day. Paper lunch bags are also acceptable with disposable baggies to all be discarded at the end of lunch. Either way, we ask that you clearly identify the lunch with your child's name.

Drinks should be in disposable containers (juice boxes). Know that we offer water on a daily basis so there is no need for water bottles.

Any opened container with the possibility of leakage will never be sent back home.

We suggest you practice opening food bags and containers and the use of eating utensils at home with your child so he/she can be independent at lunchtime. We encourage tidiness at the table with respect to crumbs. Of course, we are always ready to assist. Please be realistic about how much your child will actually consume. Lunchtime lasts approximately 30 minutes. Your teacher will communicate with you if she notices a child needs more or less to eat.

Children usually adapt very well to this extra time at school. However, we will let you know if we feel the extra time at school is having a negative effect on your child during the normal class time. Some children tire easily or begin to exhibit separation problems.

### **Non-Discriminatory Policy**

Union Preschool Incorporated 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 our 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 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 questionable. 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 provided by your Teacher. A signed permission form is not necessary. Teachers will have their phone and radio.

### **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 and drivers. **DO NOT PARK IN THE ALLEY** as a courtesy to the neighbors. Do not block the alley as you park on Oleatha. 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. NEVER LEAVE CHILDREN IN THE CAR. Lock your car doors and do not leave personal items visible.

## **Personal Items**

We supply paper, crayons, scissors, markers, etc., for your child's use. We also have 8 classrooms 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 Red Union Preschool Bag. Their bag and coat will be hung in their cubby. We supply each child with their very own red 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 red Union Preschool bags, so please send it to school with your child everyday. The bags are also used by the Teachers to help the children learn to recognize their names. Please do not write on the Union Preschool bag.

## **Privacy of Information**

We provide a school roster for our families to assist in communications for room parents, get togethers, or class playdates at the park. Please sign the release form with the appropriate information checked.

We use a variety of photos of the children in the facility for a variety of projects. These are confined to in-building or class use. At times we may use photos for social media, outside projects or for the web site. If you have any questions or concerns about the use of these photos speak with the Director.

## **Re-registration**

Registration is open to new families February 1<sup>st</sup>. Re-registration for returning students is due a week before this date. Returning students have priority registration until February 1<sup>st</sup>. 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 art rooms 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 are 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. We encourage practicing restroom independence at home.

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.

At the beginning of the school year your teacher will ask you to send an extra set of clothing, in a Ziploc bag, to be kept in your child's cubby.

## **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:

- Assist with Trivia Night (Feb. 7<sup>th</sup>) There will be many opportunities for helping!
- Supply treats and drinks for the class group.  
Special treats and drinks are needed for Halloween, Christmas, Valentine's Day, and Easter. Party napkins, cups or a holiday trinket or novelty treat bag can be provided for these parties.

The room parents may decide to purchase everything themselves, or call other parents to help. Every family is asked to contribute \$15 to the fund for the classroom parties. Be sure to make note of the Room Parent Meeting in September.

## **Security and Safety**

By law, registered sex offenders may not reside within 1,000 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 Preschool 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.

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 answer 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.

The staff and teachers meet annually to discuss intruder situations. We revisit our spaces and adapt our emergency procedures as changes happen. We utilize walkie talkies throughout the day to be in direct contact.

## **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 activities involving gross 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/lunch	fingerplays & songs	library/stories
gym/gross motor skills	creativity & art	pre-math activities
science activities	music & instruments	outdoor play/garden
role playing/imaginary play	language arts	
block building	handwriting/fine motor skills	

Your child's group will have snack, gym or garden, and story time/songs 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 work on large and small themes and plan teacher directed activities, free play, large motor activities, and quiet times, etc. to match the needs of their groups.

## **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 theme.

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 difficult and it is dangerous to use the sidewalks; especially with young children and babies. We are concerned for your welfare, so we must close when the weather warrants.

The Preschool Office 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.

- September - Meet and Greet at Tilles Park
- October - Father's Night
- November - Grandparent's Day or Special Person's Day (4's and 5's)
- December - Christmas Program
- February - Trivia
- May - 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. For your convenience, the supply fee is already included in your tuition.

## **Tuition**

- Tuition is calculated annually. For your convenience, we allow for 9 monthly payments (September thru May). Tuition payments are also accepted in full or quarterly.
- The first tuition payment is due September 1<sup>st</sup> and may be brought with you to Orientation. If making monthly payments, those payments are due the 1<sup>st</sup> of September through the 1<sup>st</sup> 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 15% will be assessed. If you are experiencing some financial difficulties, please contact the Director.
- If traveling for an extended period of time, continued monthly tuition payments will be necessary to hold your child's spot.

## **Web Site**

The school has its own web site at [www.unionpreschoolstl.org](http://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 this Parent Handbook. You may also sign this form at school, as it will be available on Orientation Day.

Rita Visintine  
Director  
July 17, 2024

Thank You for your interest in our Preschool community. We strive to keep you informed. Please return this signed page to the Preschool Office on Orientation day; or be prepared to sign this form at Orientation when you visit the Preschool Office.

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Acknowledge with a checkmark that you have read the following items in this Parent Handbook:

\_\_\_\_\_ I have been informed of the required health and safety inspections and the inspection forms are available for review.

\_\_\_\_\_ When my child is ill, I understand and agree that he/she may not be accepted for care or remain in care.

\_\_\_\_\_ I have been notified that I may request notice at initial enrollment or any time there after whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.

September 2024

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

\_\_\_\_\_  
Child Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date