

## **MISSION STATEMENT**

Prince of Peace will provide a loving and caring atmosphere designed to provide the children of our parish and community the opportunity to experience personal successes and growth in the areas of Religious, Social, Cognitive, Emotional, and Physical Development.

## **CURRICULUM**

Our curriculum is a developmental curriculum that emphasizes both age and stage appropriate practices. We will fulfill the needs of your child as a diverse individual, as well as a part of their classroom community. Our total interest is with the development of their intellect, as well as their character.

*“Train a child in the way he should go,  
and when he is old he will not turn from it.”*

*Proverbs 22:6*

*Let them play, for it is through their playfulness,  
curiousness, and exploration that they will learn.*

Revised 7-2009

## To Our Parents:

The Prince of Peace Early Education Center has been designed to meet the educational needs of our many parish families. We will provide a safe, caring, and academically sound environment for our young children of this parish. Our programs offer age and stage appropriate curriculum along with the fundamentals of our Catholic faith. Our goal is to enable the child to develop spiritually, socially, cognitively, emotionally, and physically.

The Early Education Center is fully licensed by the state of Kansas, and all of our staff members are experienced and certified. We believe that nothing is more important than to provide an environment that fulfills the complete needs of your child!

The Prince of Peace EEC has an organization just for parents. It is the Parent Teacher Organization (PTO). This group meets once a month to discuss ideas and opportunities for the children in the center. All parents are welcome.

We ask for God's blessing for those children that have been entrusted to our care.

## **Program Descriptions**

### **Religion**

Prince of Peace Early Education Center (EEC) is based in a religious environment. These religious values are integrated into the daily curriculum. The 3's and 4's will have weekly Bible lessons and the fours will attend Mass once of month.

### **Part-time Preschool**

The part-time preschool program offers a curriculum that seeks to develop the child's spiritual, emotional, social, physical, and cognitive growth. Children explore the world around them and develop readiness skills for the kindergarten program. This program is for children who are 3 years and older as of Sept. 1st. Children must be toilet-trained before entering.

Our three-year-old program is on Tuesday and Thursday, while our four-year-old program is on Monday, Wednesday, and Friday. We also offer a Pre-K program for children who have had a four-year-old preschool experience and need an extra year before entering Kindergarten.

### **Full-day Childcare**

This program is for children 2 years and older as of Sept. 1st. The full-time childcare program is designed to provide a positive atmosphere for the child's development. Teachers provide age appropriate curriculum through play and activities, which stimulate the child's interest.

### **After School Care Program**

Children in full day Kindergarten through 11 years of age, enrolled in Prince of Peace Elementary School are eligible for this program. The EEC is not licensed to accommodate children 12 years of age or older. The program includes indoor and outdoor games, along with arts and crafts.

### **Additional Curriculum**

Music – Once a week our full-time children will have music in the St. Mark's/St. Luke's Room with Ms. Annette. She will incorporate song and dance into her lesson plans and give the children experiences with different musical instruments.

Religion – Ms. Cheryl will teach a weekly Catholic curriculum to our full-time childcare students.

## **Policies**

### **Admission**

The admission policy is non-discriminatory in regard to race, color, national origin, ancestry, religion, gender or disability.

### **Discipline**

#### **2's**

When our two year olds begin to have trouble following directions we start by redirecting behaviors in a positive way so that the child learns to control his or her own behavior. If the behavior continues we will communicate orally or in writing with the parents.

#### **3's & 4's**

When the children begin to have trouble following directions we start by redirecting behaviors in a positive way so that the children learn to control their own behavior. If the behavior continues we will separate the children from their friends and have them play by themselves for a while until they are ready to join the rest of the group. If the behavior still continues we will have the children sit by themselves with the teacher for a minute for each year of the children's age. When they join the group again if the behavior is still continuing we will have the children contact their parents and they will visit the office.

#### **After School Care**

When the children begin to have trouble following directions we start by giving them a warning about their behavior. If the undesirable behavior continues, they will be separated from their friends and lose playtime. If the behavior still continues the children come to the office for continued separation from their classmates. If the incident involved harming someone else the children must call their parents.

#### **All children**

Aggressive behavior by a child that is harmful to other children or teachers will not be tolerated. The first incident will result in a parent, teacher, and child meeting. The second incident will result in a meeting with all parties including the EEC director. The third incident will result in a meeting including all parties as well as parish administrator or parish priest. After the third meeting, this behavior will result in dismissal from the EEC. (Examples of this infraction could be, but are not

limited to, biting, or striking another child or staff member.)

It is our intention to provide a safe and caring environment for all children. We will make every effort

to work with children to teach them to get along with their classmates.

Students exhibiting ongoing aggressive and endangering behavior will be dismissed from our program.

### **Class Times**

#### Full-day Childcare

6:30 a.m. - 6:00 p.m.

Monday through Friday

#### Part-time Preschool 4's

8 a.m. – 10:50 a.m. or

12 p.m. – 2:50 p.m.

Monday, Wednesday & Friday

#### Part-time Preschool 3's

8 a.m. – 10:50 a.m. or

12 p.m. – 2:50 p.m.

Tuesday & Thursday

#### Pre-K

8 a.m. – 10:50 a.m.

Tuesday through Friday or

12 p.m. – 2:50 p.m.

Monday through Friday

### **Drop off & Pick up Procedures**

Children must be signed in & out in their respective programs. Full-day Childcare sign in/out sheets are located by the office. After School Care sign in/out sheets are in their classrooms. An adult must sign the child in and out. Parents will receive a warning when children are not properly signed in or out. Parents

please do not keep your car running when bringing children into the center or picking up. Children must be escorted all the way into the building and their classroom. Children may not enter the building alone. Older siblings may drop off and pick up younger siblings, but only with written permission.

### **Release of Children**

Full-day Childcare and After School Care students must be signed out by parents or guardians at their sign out station. For the safety of the children we will release them only to persons listed on the emergency card. Please note that anyone unfamiliar to the staff

may need to show a driver's license to confirm identity. Changes of the authorized persons must be made in writing & sent to the EEC office. Older siblings may pick up if a written note is given to the EEC office.

## Dress

There is no uniform required for the EEC, but age appropriate playwear is encouraged. Parents are encouraged to read daily sheets & watch for information on upcoming events so that children will be appropriately dressed for the activity. All children except for the After School Care students should have a full set of extra clothing that can stay at the center. Please make sure that clothing is marked clearly. Weather permitting; KDHE regulations require

that children have outdoor play each day. Each child needs to have a warm coat, hood or hat, gloves or mittens & appropriate foot wear.

Full-day childcare students have a rest time each day. Each child needs to bring a blanket & crib sheet each week for naptime. Please be sure that all items are marked clearly with the child's name. Children may bring a stuffed toy for naptime.

## Toilet Training

All children attending preschool must be toilet trained and able to take care of their own personal needs. All children are asked to provide extra

sets of clothing in case of an accident. Clothes need to be marked with the child's name. Please include socks, shirt, underwear and pants.

## Toys

Children may bring toys on designated days for sharing. The staff of the EEC cannot be responsible for lost or damaged toys. We ask that parents encourage their children not to bring toys unless it is a sharing day. Please

do not allow your child to bring any action figures, power rangers, or weapon-type toys to school at any time.



## **Fire & Tornado Drills**

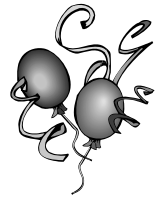
There are regularly scheduled fire drills throughout the 12 months at the EEC. Tornado drills are scheduled during the months of March, April, May, June, July, August & September. If major fire damage occurs, children will be evacuated from the building and taken to a safe place. Parents will

be advised of the location as soon as possible. If a tornado warning alarm sounds, the children will be taken to safety in the building until the “all clear” is given. Parents who arrive to pick up their child during a tornado warning are welcome to stay in the shelter area.

## **Birthdays**

Please contact your child’s teacher if you plan to send or bring a treat for your child’s birthday. The teacher can

advise you on age-appropriate treats for the children.



## **School Closings**

The Childcare and Part-time Preschool classes will be closed on New Year’s Day, Good Friday, Memorial Day, Independence Day, Teacher In-service

Days, Labor Day, Thanksgiving & the Friday after, Christmas Eve & Christmas Day. Full payment is due and expected for the entire week.

## **Records**

The following forms must be completed in full & sent to the EEC office before a child can be admitted to any program:

- Current physical completed by a physician and the parents
- Emergency Release & Student Emergency Card (forms must be signed in the presence of a notary)
- Parent information to teacher (Developmental History)

## Sick Children

If your child needs to be sent home because of an illness, you will be notified immediately by telephone. According to KDHE guidelines



children with any of the following symptoms will be sent home:

- Temperature of 99°F auxiliary or higher
- Temperature along with severe cold with yellow-green nasal discharge, cough, sore throat, sneezing, skin rash, other than mild diaper rash, or any specific signs and symptoms of a communicable disease to which the child has been exposed.
- Red, watery or draining eyes
- Drainage from the ear(s)
- Lice
- Skin Lesions, i.e. impetigo, ringworm and scabies
- Vomiting, upset stomach

- Diarrhea (two or more loose, watery stools per day for two consecutive days).
- Fainting or seizures or general signs of listlessness, weakness, drowsiness, flushed face, headache or stiff neck.

If the child is too ill to be outside with his or her class, the child should remain at home to recuperate. Any child who has a fever or vomiting should remain at home for 24 hours of normal temperature or no upset stomach before returning to the EEC. Children cannot remain at the Early Education Center during the contagious stage of a childhood disease. Parents should notify the EEC of any allergies, chronic or acute illnesses, daily medications, etc.

## Fees, Vacations, and Termination

### Payment

Participation in our program is contingent upon keeping tuition payments current. If tuition payments are not current and arrangements have not been made with the director to establish an alternative compensation, children will not be permitted to attend classes and families will not be

allowed to enroll their child(ren) the following school year until the outstanding balance is paid in full.

If your family's financial situation should change please contact the

office and ask about the tuition assistance program.

**Full-time Child Care and ASC**

Full-time Childcare and After School Care payments are all due on Tuesday of each week by 6:00 p.m. After School Care parents, please check your fee schedule calendar concerning tuition payments for scheduled days out of school

\*\*\*Please be aware if your child is absent from childcare due to your work or school schedule, holidays, snow days, soccer, chess club, scouts, drama, etc., or illness—tuition payments are still REQUIRED.\*\*\*

\*\*\*This requirement includes Prince of Peace Elementary School and Church employees.\*\*\*

Our full-time childcare program operates year round. Full tuition payment is expected throughout the year regardless of attendance, summer months included.

Please make your tuition checks payable to Prince of Peace E.E.C.

**Part-time Preschool**

Part-time Preschool monthly payments are to be paid by Online Banking or EFT, due on the 10<sup>th</sup> of each month (Sept. thru June).

**Late Fees**

A \$5.00 late fee is assessed if the payment is not made by Tuesday at 6:00 p.m. (or the first day of attendance for the week). If the

payment and late fees are not paid by Friday, the child will not be admitted to the program the following Monday.

**Late Pick up Fee**

Parents picking up late (full-time childcare students after 6:00 p.m. and part-time preschool students after 10:50 a.m. for morning students or

2:50 p.m. for afternoon students) will be charged \$5.00 per child for the first five minutes and \$1.00 per child for each additional minute thereafter.

## **Vacations & Termination**

After your family has been with our program for over a year, your family receives a free week of care of your choice. When your family is going to be gone on vacation please let the

office know a week in advance so we can staff accordingly.

Please give the office a two weeks notice if you need to terminate enrollment for any reason.

## **Meals & Snacks**

Lunch is provided for full-day childcare students only. Please do not ask for substitutions on the menu. This is a good opportunity to introduce new foods to the children. All children are expected to eat the lunch provided by the Center. Exceptions will be made only for

those children who have a doctor's order stating certain foods are to be excluded from the child's diet due to a medical reason or allergy. Morning and afternoon snacks are provided for full-day childcare and After School Care students.

## **Medications**

Prescriptions must be in a pharmacy container labeled with the child's name & date. Because it is sometimes difficult to remember to pick up medicine at the end of the day, it is helpful to have your pharmacy divide your child's medication into two containers, one for the EEC and one for home. Parents complete an authorization form when prescription medications are to be given to their children. This form is good for the

whole time the prescription is to be given. Non-prescription medicine may be given only on written order by the parent and must be in the original container. Parents must also sign an authorization form in order for non-prescription medicine to be given. Parents must indicate the dosage and times of dosage the non-prescription medicine is to be given. All medication must be labeled with the child's name.

## Inclement Weather

In the event of inclement weather, our part-time preschool classes will follow the school closing schedule of Prince of Peace elementary school. Check local radio and television stations for the closing of “Johnson County Catholic Schools”. If Johnson County

Catholic Schools are closed, or if Prince of Peace Elementary School is closed, Prince of Peace part-time preschool will also be closed. Full time childcare classes will remain open, unless there is a loss of utilities (electricity, water or gas).

