



Parent Handbook

2023-2024

Saint Stephen's Episcopal Church
3775 Crosshaven Drive
Birmingham, Alabama 35223
205-967-6317

leslie@ssechurch.org

www.ssepreschool.org

Dear Parents,

Welcome to Saint Stephen's Preschool! Our staff is dedicated to creating and maintaining a warm and friendly atmosphere where your child can grow and develop in many ways.

Our goal is for each child to leave us feeling good about themselves and school. We believe that education is a partnership between the children, the parents, the staff, and the church.

This handbook has been prepared so you may know the policies and better understand the program as we work together to help your child through a successful year in our program. Please take a moment to read through it carefully.

We are looking forward to a great school year and thank you for sharing your children with us!

Sincerely,

Leslie Dunlap
Director

Haley Williams
Assistant Director

Mary Ann Sherman
Finance Director

FEES

MOTHER'S DAY OUT & PRESCHOOL

	1 st child	2 nd child	3 rd or more child
Two days per week	\$235	\$225	\$215
Three days per week	\$295	\$285	\$275
Four days per week	\$350	\$340	\$330
Five days per week 4's	\$395	\$385	\$375
Five days per week 5K	\$400	\$395	\$385
Added day	\$25	\$23	\$21

There is a 3% discount on tuition if you pay in advance. You can pre-pay the full 9 months by September 10, 2023 or you can pay half on September 10th and the remaining half by January 10, 2024.

EXTENDED HOURS

EARLY BIRDS – 8:00-9:00 a.m.

	1 st child	Sibling(s)
One day per week	\$25	\$15
Two days per week	\$45	\$25
Three days per week	\$65	\$35
Four days per week	\$75	\$40
Five days per week	\$85	\$45
Drop in	\$8	\$4
Prepaid 5 Drop-in visits	\$30	\$15

TIGGER TIME – 1:00-2:30 p.m.

	1 st Child	Sibling(s)
One day per week	\$35	\$20
Two days per week	\$65	\$35
Three days per week	\$ 95	\$50
Four days per week	\$105	\$55
Five days per week	\$125	\$65
Drop ins	\$12	\$6
Prepaid 5 Drop-in visits	\$50	\$25

Sibling discount for Early Birds and Tigger Time is approximately 50%. You may purchase Early Bird and Tigger Time sessions for \$7 and \$10 per session respectively with a minimum of five sessions with our 5 for \$35 Early Birds special or our 5 for \$50 Tigger Times special. If you are enrolled in Early Birds or Tigger Time on permanent days, the tuition for each will be due with your regular tuition each month for the months September through May. The 3% prepayment discount is not available for Early Birds or Tigger Time.

OTHER FEES

Late/Early Fee

A late or early fee of \$5.00 will be charged for the first 5 minutes before 9:00am and/or after 1:00pm and \$5.00 for each 5 minutes thereafter. The fee is payable on the day of the charge.

Late Tuition Payment Fee

A fee of \$25.00 will be charged to tuition if payment is made after the 10th of each month. Late fee notices will be mailed out after the 15th of each month. If payment is made after the 10th, but prior to the receipt of the late fee notice, please add the \$25 late fee to your check. An additional \$25.00 will be charged if payment is not made by the end of the following month.

Returned Checks

A \$20 charge will be added to payment for returned checks.

FEE POLICIES

Invoices: Invoices will be sent via Brightwheel 1 day prior to the beginning of each month and your balance due will include all unpaid charges from the prior month plus all charges (Tuition, Early Birds and/or Tigger Time) for the upcoming month.

Payment choices: Payment can be made through Brightwheel using a credit card (plus 2.9% processing fee) or by making an ACH payment (plus \$0.90 processing fee) directly from your bank account. In addition, we also accept checks or cash. Checks or cash should be placed in an envelope with your child's name and may be dropped off with your child's teacher either in the classroom at drop-off, through curb service at carpool, or sent in your child's backpack. Please notify us at carpool or send us an email if you place a tuition payment in your child's backpack.

Due Date: Payment is due on the 1st of every month and is late after the 10th.

-If payment is not made by the 10th of the month a \$25 late payment fee will be assessed. Each family is allowed one late payment before the late fee is assessed.

Amount: Monthly classroom tuition as well as tuition for permanent Early Bird and Tigger Time days will be the same amount for each month September through May. Tuition is determined based on a yearly budget of the projected preschool expenses. That amount is then divided into nine (9) equal payments and thus there are no reductions in tuition for holidays, illnesses, out of town visits, acts of God, etc.

Withdrawals: A two week notice is required if you plan to withdraw your child. Tuition refunds will not be issued for partial months. If you withdraw your child within the last two weeks of a month, you will be responsible for the next month's tuition.

Financial Issues: Please email Mary Ann at maryann@ssechurch with any questions or situations that may require a deviation from our payment policy. We are happy to work with you provided you let us know what your particular situation is.

Payment Receipts: Payment receipts will be available on Brightwheel and you should be able to access these monthly. Please let Mary Ann know if you need help accessing those receipts or if you need those receipts to be specialized for your company requirements.

School Closings: If we are required to close the entire school, tuition will be refunded/credited on a prorated basis after the school has been closed for 5 consecutive school days. For example, if we are required to close on October 5 and cannot reopen until October 12th, then you would receive no tuition refund/credit. If we cannot reopen until October 26th, then you will be credited for 2 weeks of October tuition.

The purpose of Saint Stephen's Preschool is to give parents free time knowing his or her child is in a loving Christian environment under the supervision of a trained worker or teacher. Our goals are to develop each child in the areas of social, physical, emotional and mental growth. This program also serves as a valuable training ground in preparation for kindergarten.

SCHEDULE OF CLASSES MOTHER'S DAY OUT

Hours: 9:00am-1:00pm

Babies (6-9mos): Monday/Wednesday or Tuesday/Thursday
Crawlers (10-14mos): Monday/Wednesday or Tuesday/Thursday
Young Toddlers (15-19mos): Monday/Wednesday
Tuesday/Thursday
Friday Playday
Older Toddlers (20-24mos): Monday/Wednesday
Tuesday/Thursday
Friday Playday

Ages: Classes determined by the child's age on September 1 of each school year.

- The children who start the school year in a certain MDO class will stay in the same class through May unless there are circumstances which cause placement to be reviewed.
- Drop in status is available and is subject to availability. Your child must be registered, and the appropriate forms must be received.
- There are no make-up days.

PRESCHOOL DAYS

Hours: 9:00am-1:00pm

Young 2-year-olds: Monday and Wednesday
Tuesday and Thursday
Friday Playday
Older 2-year-olds: Monday and Wednesday
Tuesday and Thursday
Friday Playday
3-year-olds: Monday, Wednesday and Friday. Option to add Thursday.
Tuesday, Thursday and Friday
Monday, Tuesday, Thursday, Friday. Option to add Wednesday.
4-year-olds: Tuesday, Wednesday, Thursday and Friday
Monday through Friday
5-year-olds: Monday through Friday

Ages: Classes are determined by child's age on September 1 of each school year.

RECORDS

The following must be completed on Brightwheel and kept on file before your child can attend school:

1. Registration Form (must be accompanied by registration fee)
2. Emergency Contacts Form
3. Mother's Day Out Habit Sheet/Preschool Information Form
4. Release of All Claims Form*
5. Immunization Form (received from pediatrician's office)
6. Water Play Day Permission Form
7. Picture Release Form
8. Tuition Agreement Form
9. Form of Affidavit for Parent/Guardian (must be notarized and turned in to the Preschool office or your child's teacher)

*Release of All Claims Form will be signed, witnessed and filed for the duration of your child's time here at Saint Stephen's Preschool. Our immunization forms are audited by DHR and it is imperative that we have an original and current form on file.

GENERAL INFORMATION

ABSENCES

If your child is going to be absent from school, we request that you notify your classroom teacher through the Brightwheel app by 8:30am the morning of the absence.

ACCIDENT POLICY

If your child has an accident while at school, our policy is to first call the mother. If the mother is not available, then the father is notified. If the father cannot be reached, we will try to notify one of the persons listed on the emergency information form. If no one can be reached, we will keep trying throughout the day if the accident is not severe enough to warrant a doctor's attention. Every effort will be made to contact a parent first. The person who picks up the child will be informed of the accident.

If the accident warrants a doctor's attention, we will try to notify a parent first and then emergency contacts, but according to the severity of the accident, we reserve the right to seek emergency help as needed.

ADJUSTMENT TO PROGRAM

If, after 15 days of attendance, a child does not appear to be adjusting to the program, his or her parents will be given 2 week notice to remove the child from the program with a refund of the registration fee.

PRESCHOOL BOARD OF DIRECTORS

The Preschool Board will meet every month (excluding June and July), on the third Wednesday, at 6:15pm, in Room 139. The governing body of Saint Stephen's Episcopal Church (the Vestry) delegates the management and direction of the business and affairs to the Board. The ultimate authority over the business and affairs of the Program rests with the Vestry of the Church. The Board shall consist of nine to twelve members composed of: 1) One Vestry member 2) One program teacher and/or assistant director 3) At least 3 parents of students in program 4) Three to five members at large. Voting members shall be evenly divided between those who are members of the Church and those who are not.

Ex officio members include: 1) the Rector of the Church 2) Executive Director of the Program 3) The Director of the Church Nursery 4) The Christian Education Director 5) Extended Day (Tigger Time) director, and 6) The Financial Director.

All meetings are open for your attendance.

CHILD/TEACHER RATIO

The following are approximations. Ratio may vary from day to day.

Babies-	3 babies: 1 teacher
Creepers -	4 babies: 1 teacher
Young Toddlers -	5 toddlers: 1 teacher
Older Toddlers -	6 toddlers: 1 teacher
Young 2's -	7 children: 1 teacher
Older 2's -	7 children: 1 teacher
3 Year Olds -	9 children: 1 teacher
4 Year Olds -	11 children: 1 teacher
5 Year Olds -	11 children: 1 teacher

CLOTHING

Children should wear comfortable clothing and shoes that allow them to move freely and that can be manipulated to change a diaper easily or for the child to go to the bathroom with independence. Daily activities include active and messy play (including painting) and children should feel comfortable enough to enjoy themselves without worrying about their clothes. PLEASE LABEL ALL CLOTHING!

MOTHER'S DAY OUT (Babies, Creepers, Younger and Older Toddlers)

- Send a change of clothes each day the child attends. Please label clothing.
- Cloth diapers are not accepted. Please send 2-3 disposable diapers each day your child attends.

PRESCHOOL (2's, 3's, 4's, 5K)

- Preschool parents may send a change of clothes, including socks, to keep at the school. These items should be changed out seasonally. LABEL EVERYTHING. We cannot be responsible for items that are not labeled.

COMMUNICATION

- We are using Brightwheel as our main form of communication this year. Please be sure to download the app and turn on your notifications.
- Brightwheel messaging will be used to send reminders/announcements throughout the year.
- Click on the calendar icon on Brightwheel to view the school calendar and upcoming events for your child's class. The school calendar can also be found by clicking on the documents tab.
- A newsletter will be shared monthly. November/December and April/May will be combined.
- Each class sends home a monthly calendar of events.

MOTHER'S DAY OUT

- A Habit Sheet will be sent via Brightwheel daily for each child.
- Please check your child's bag daily for notes/memos, art, etc.

PRESCHOOL

2's, 3's, 4's, and 5's - Will be bringing home a monthly calendar from September-May. Teachers will send announcements, reminders, and updates about their class through the Brightwheel app. Please be sure to have the app downloaded and turn your notifications on so that you can receive the updates.

CONFERENCES AND VISITATION

- Throughout the year Preschool parents will have scheduled but optional conferences with their child's teacher, although all parents are welcome to request a teacher and/or director conference at any time. Please contact the teacher or director to set up an appointment.
- Parents are welcome to eat lunch, read to the class, etc. at any time, although we have found that the younger children do not handle these visits very well. If you feel your child can handle you coming and going during the school day please discuss this with your child's teacher.

DELIVERY AND PICK-UP OF THE CHILDREN

MOTHER'S DAY OUT

Babies, Creepers, Younger Toddlers and Older Toddlers- parents will drop off and pick up from the classroom each day.

- You must park in the parking lot to bring your child in.
- Do not park your car in the one way lane closest to the school even if you are early or late arriving to school. This will block church traffic and carpool.
- Try to have your child at school on time.
- Families may line up outside the MDO entrance. At 9:00 we will open the door.
- Late arrivals will need to ring the doorbell at the main preschool entrance.

PRESCHOOL

3, 4, and 5-year-olds will have curb service beginning the first week of school.

-The 2's curb service will start the second week of school. The 2's will walk in the first week. Their carpool drop off and pick up in the single lane closest to the building. Enter at the first driveway at the corner of Overton and Crosshaven.

-The 3's, 4's and 5's will have carpool drop off and pick up at the covered entrance at the back of the building. Enter at the second entrance.

CURB SERVICE PROCEDURE

-Each family will receive a tag to hang from your rearview mirror with your child's name on it. You may pick up the tag from your child's teacher at the Children's Visitation.

-Please display your hang tag on your rearview mirror as you approach the curb service area. Displaying your hang tag will allow the curb service procedure to run smoothly and quickly. Please remember to use your hangtag every day at pick up time. The teachers have a difficult time recognizing people inside the car because there is a glare on the windshield.

-In the morning, have your child unbuckled and ready to get out of the car when curb service begins at 9:00 am

-In the afternoon, please pull down to the lower parking lot to buckle your child's seat. Teachers will not buckle children in car seats.

-Curb service begins at 12:50pm and is over at 1:00pm. If you see that you are going to be late please send a Brightwheel message to your classroom teacher.

-If you have a younger child not using curb service:

-In the morning, drop off your older child first at the curb service area. Then pull around, park, and walk your younger child.

-In the afternoon, park and come inside to retrieve your youngest child. Get back into the car, drive up to the curb service pick up location. Every child using curb service must exit school from our curb service location!

-If your child is going home with someone other than the person bringing him and a car seat is left, it must be labeled and left in the curb service area.

-We will have 3 pickup and drop off points on most days, so pull up to the point where your child and teacher are standing.

- Late arrivals (after 9:15) will need to ring the doorbell at the main entrance of the preschool.

SAFETY PRECAUTIONS

-If anyone other than you will be picking your child up please notify the teacher through Brightwheel. The person must be added as an approved pickup through Brightwheel. Go to your child's profile and click contacts to add an approved pick up. The teacher will ask for identification from anyone we don't recognize.

DISCIPLINE POLICY

The children of Saint Stephen's Preschool will be treated with respect. They will not be spanked or disciplined in any way that would deprive them of their basic rights to be safe and comfortable. Positive terms will be used to guide the children as they reach the age of understanding, and every effort will be made to prevent problems from happening.

We view discipline as a partnership between parent, teacher and school and feel that if a particular behavior is repeated more than a few times that the parent should be notified. If the behavior continues a conference may be needed to establish a plan of action. Saint Stephen's Preschool reserves the right to drop a child from enrollment if a child becomes a danger to himself or others or if his needs are not being met. If a single incidence occurs and it is handled here at school, the parent will most likely not be notified.

The following classroom management will be followed by teachers of Saint Stephen's Preschool:

MOTHER'S DAY OUT (6mos-24mos)

Babies-	diversion
Creepers-	diversion, a firm "STOP" and time away may be needed.
Young Toddlers-	diversion, a firm "STOP" and time away
Older Toddlers-	diversion, a firm "STOP" and time away

PRESCHOOL (2 years-5 years)

Classroom rules will be established at the beginning of the school year and sent home to parents. Time away will be used for each age group as a first step. The following may be used if needed: taking away a privilege, reward, time away in the director's office, a call home and possibly being sent home.

DONATIONS

Donations are accepted and always welcomed. Please contact the director if you wish to make a donation.

E-MAIL/BRIGHTWHEEL MESSAGING

We are continuing to use the Brightwheel app this year. Please feel free to message your classroom teacher or admin through Brightwheel messaging. Email is checked frequently and is an acceptable way to contact the director. The address is leslie@ssechurch.org for Leslie Dunlap, Director, haley@ssechurch.org for Haley Williams, Assistant Director, and maryann@ssechurch.org for Mary Ann Sherman, Finance Director.

EXTRA CURRICULAR ACTIVITIES

-Our Preschool children are involved in the following activities on a weekly basis:

1. Music (2's and older)
2. Creative Movement (2's and older)
3. Chapel (2's and older)
4. Science (for 3's, 4's, and 5's)
5. STEAM (4's & 5K)
6. Instruments (5K)

FUNDRAISERS

The parents are actively involved in raising funds for Saint Stephen's Preschool. Our primary fundraiser will be held on Friday, February 2, 2024. We do not participate in any fundraisers that ask families to sell products.

ILLNESS POLICY

Saint Stephen's Preschool strives to provide a safe and enjoyable environment for children and staff alike. Mild illnesses are very common among children and preschool settings provide the potential for spread of infectious diseases among several children. Common sense practices will help lessen the risk of infections. Routine childhood immunizations are required for all children and all children need proof of these immunizations by presenting a current immunization form, which can be received from your pediatrician. Exclusion of children with infectious diseases will follow the recommendations of the Jefferson County Health Department.

Children should not attend school if they exhibit the following symptoms:

1. Severe coughing; Child gets red or blue in the face. Child makes a high pitched croupy or whooping sound as he/she coughs.
2. Breathing trouble
3. Yellowish skin or eyes
4. Pinkeye/conjunctivitis, redness or eyelid lining, irritation, followed by swelling and discharge of pus.
5. Unusual spots or rashes A lesion such as a blister, boil pustule or infected wound that is open or draining

6. Feverish appearance. Before returning to school the child should be fever free for at least 24 hours without the use of fever reducing medicine.
7. Lethargy
8. Diarrhea
9. Vomiting
10. Unusual behavior; child is cranky or less active than usual, cries more than usual, feels general discomfort or just seems unwell, pulls at ears, or has difficulty swallowing
11. Frequent scratching of the body or scalp.

Please notify the Preschool Director if you believe your child to be at increased risk of infectious disease.

-If your child should become ill during the day we will make every effort to separate him from the group and to contact the parent or guardian to pick him up from school. You will need to pick up your child promptly as it is difficult to separate the children for long periods of time. If parents are unable to be contacted within a reasonable amount of time, emergency contacts may have to be called. **DO NOT BRING YOUR CHILD TO SCHOOL SICK.**

ITEMS NEEDED

MOTHER'S DAY OUT

- Each child should bring a tote bag or backpack with lunch, diapers and a change of clothes. **LABEL EVERYTHING!**
- Security items (loveys) are encouraged, if needed. We will, however, encourage your child to leave his or her security item in the classroom when the class leaves the room. These should be limited to one item. Please label!

PRESCHOOL

- Each child should bring a tote bag or backpack that is an appropriate size for your child to carry but big enough to fit lunch bags and papers inside.

LUNCH/SNACK

- Each child is encouraged to bring their lunch in a Bento-box type of sectioned container with one lid that covers everything. Please do not send individually wrapped food items.

MOTHER'S DAY OUT

- Mother's Day Out children will receive a mid-morning snack. Typically Cheese-its, veggie straws, crackers, or goldfish are served.
- Each child will need to bring a lunch and a drink every morning.
- No soft drinks or red beverages.
- Babies will need to provide bottles. Bottles must be premixed and ready to serve. Breastfeeding mothers should bring extra milk in case it spills or becomes unsuitable.

- Send all food items, spoons, sippy cups, bibs, etc. in a large Ziplock bag and LABEL EVERYTHING. All items will be returned in the Ziploc bag at the end of the day.
- Please drain off all liquids.
- No pop-top containers. Please send in plastic containers.
- Fast food meals may not be delivered to the school.

PRESCHOOL

- Each preschool child will provide a lunch and a drink every day.
- No soft drinks or red beverages.
- Send lunches in a lunch sack or a lunchbox that will fit in a child's backpack and LABEL EVERYTHING.
- Send spoons if needed for lunch.
- We do not have access to a refrigerator or a microwave so plan lunches appropriately.
- Each child should be able to handle his own lunch. Send items in containers that are easily managed by your child.
- Fast food meals may not be delivered to the school.

MEDICATION

- All medicines should be removed from a child's bag. This includes Tylenol, diaper rash cream, etc.
- NO medicines will be administered at school.
- Medications that may alter your child's experience at school should not be given before a school day.
- If your child has a serious allergy that requires medication, you must request a medication form from the office. Medication will be kept in the office in the event of an emergency (includes Epi pens, antihistamines, etc.)

NONDISCRIMINATORY POLICY

Saint Stephen's Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

PARTIES AND SPECIAL OCCASIONS

BIRTHDAY CELEBRATION

- A treat may be sent to school to celebrate your child's birthday with advance notice to your child's teacher.
- You may reserve space at Saint Stephen's Episcopal Church for an after school party by calling the church office. 205-967-8786.
- We request that party invitations be mailed unless all children in the class are invited.

HOLIDAY CLASSROOM PARTIES

- Parents will sign up to host a class party at Children's Visitation.
- Each party should remain simple. NO BALLOONS!

SPRING OPEN HOUSE

- We will have an open house art show in April.
- All children will have art displayed. Art will be available for purchase.
- Friends and family are welcome.

PHYSICAL ACTIVITY POLICY

- Each child shall have an opportunity for the appropriate amount of active play each day. Active play shall take place outdoors when weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors.
- Daily schedules of physical activity time will be prominently posted in each classroom.
- Children who exhibit out of control behavior during active play may be given a time-out of no longer than 5 minutes. Children cannot be made to remain indoors or seated as punishment for earlier classroom behavior.

REGISTRATION

Registration for our regular session will begin in mid-January. Information will be posted on the website and parents will be notified of registration dates through Brightwheel. Registration will be completed online through our website. Registration fees are due at the time of registration and are nonrefundable.

Registration times and dates will be set in the order of priority listed below. Applications will be accepted at each registration on a first come first serve basis:

1. Teacher's and church staff members' children
2. Board members' children
3. Saint Stephen's Church members currently enrolled in our program and their siblings
4. Others currently enrolled in our program and siblings
5. Those who are members of Saint Stephen's Episcopal Church and not enrolled
6. Others

Registration for our summer session will begin in March. Registration information will be posted on the website and parents will be notified of registration dates through email.

RULES

We discourage the following on the playground:

1. Throwing rocks, pine bark or toys
2. Climbing up slides
3. Climbing with sticks, buckets, shovels, etc.
4. Throwing rocks on the slides

5. More than one at a time on the slides
6. Walking down slides
7. Rocks being taken off playground

We discourage the following:

1. Running inside
2. Pushing or hitting
3. Shouting or yelling inside
4. Being unkind to our friends or teachers

SCREEN TIME

- Screen time is the use of television, videos, video games, and computers. Videos may be used no more than 3 times a school year and must correspond with the current teaching unit.
- iPad/Computer use shall be limited to no more than 15 minute increments.
- Screen time is prohibited for children younger than 2 years.

SPECIAL ACTIVITIES

- Special activities such as water play will be scheduled during warm weather.
- Parents may be asked to provide swimsuits and towels for their children. Children must wear water shoes and have sunscreen applied before school.
- A water play permission form must be signed and on file for the child to participate in such activities.

SPECIAL NEEDS POLICY

-Saint Stephen's Preschool provides group care to preschool aged children. Saint Stephen's Preschool does not provide specialized or individual, one-on-one care for children with special needs. Saint Stephen's Preschool will make reasonable accommodations for children who need special care but reserves the right to refuse to accept or to dismiss a child where the needed accommodation would impose an undue hardship upon Saint Stephen's Preschool or would fundamentally alter the nature of the services provided by Saint Stephen's Preschool. Such decisions will be made on a case-by-case basis.

TOYS

- The Preschool will provide toys and equipment that are sufficient for a variety of play and learning activities.
- Do not send toys, jewelry, money, etc. to school with your child unless requested by the teacher or if a special toy is your child's "lovey".

WEATHER

- As a precaution Saint Stephen's Preschool will regularly conduct fire and tornado drills.
- Saint Stephen's Preschool will be closed when Mountain Brook School system is closed due to weather, or when Mountain Brook has a delayed start due to weather. You will be notified of late starts, early dismissals, or school closings through Brightwheel. It is the parent's responsibility to keep Brightwheel information up to date and notifications turned on.
- If severe weather occurs while your child is at school and school closes, you are notified through Brightwheel and you must pick-up your child as soon as possible.
- If in the event of an act of God and Saint Stephen's Preschool is closed while Mountain Brook Schools are opened, you will be contacted through Brightwheel.
- If the Preschool will be closed for any other reason you will be notified through Brightwheel.
- If weather occurs that may possibly threaten the safety of the children, we reserve the right to delay the start of school or extend dismissal until we feel the threat is gone.

WEBSITE

Saint Stephen's Preschool has an excellent website that is updated regularly. It offers information on schedules, registration procedures and forms, our calendar, and more. Please visit the website whenever you have any questions and give the address to people who are interested in our program. The address is www.ssepreschool.org.

WELLNESS PROTOCOLS

- All children and staff will wash their hands upon entering the school.
- Children will wash their hands after rec room and the playground, after using the restroom, after special classes and before eating.
- Handwashing supplies will be available in the classrooms and the bathrooms.
- Hand sanitizer will be provided in every classroom and in the rec room.
- Staff and families of children are required to self-monitor their health and stay at home if they are not well.
- Staff will continue to monitor children, and if anyone appears unwell, the child will be isolated in the director's office and the parents will be called to pick up the child.
- All children will receive training on proper hand washing technique, sneezing and coughing into their elbows, and other healthy habits.

Toys, Supplies, and Classroom Materials:

- No toys may be brought from home.
- Materials and toys that are shared will be sanitized intermittently and at the end of the school day.
- Teachers will closely watch and remove any item that a child puts in his/her mouth. It will be sanitized before being put back into play.

Cleaning:

- Our housekeeper will clean and sanitize the preschool at the end of the school day.
- Teachers will clean frequently touched common surfaces, toys, and materials intermittently throughout the day.
- Teachers will sanitize all toys and materials at the end of the school day.

WITHDRAWAL

-A two week notice is required if you plan to withdraw your child. Tuition refunds will not be issued for partial months. If you withdraw your child within the last two weeks of a month, you will be responsible for the next month's tuition.