

# Sts. Peter & Paul Kinder Haus Preschool



*Where Learning Together is Hand in Hand,  
and Heart to Heart...*

## Parent and Student Handbook

**Kim Ziliak:** Director & Teacher

**Address:** 210 N. Vine St.  
Haubstadt, IN 47639

**Phone:** (812) 768-6775

Revised 2019

## **INDEX**

Staff Contact Information	2
Forward	3
Parish Mission Statement	3
School Mission Statement	3
Sts Peter & Paul School Philosophy	3
Preschool Program Goals	3
Accreditation	3
Governing Board	4
Parent Involvement	4
Program Sessions	4
Parent/Teacher Communication	4

## **ADMISSION INFORMATION**

Nondiscrimination Policy	5
Enrollment Policy	5
Registration, Tuition, Fees	6

## **ACADEMIC INFORMATION**

Curriculum and Program Philosophy	6-7
General Daily Routine	7
Show & Tell	7
Academic Testing	7

## **GENERAL INFORMATION**

Preschool Class Times	8
Arrival/Dismissal Procedure	8
Absence	9
Illness/Health Policy	9
Injuries	9
Security	10
Severe Weather	10
Student Dress	10
Leader in Me	11
Discipline Policy	11
Child Abuse	11
Office Records	11
Food Wellness Policy	12
Conclusion	12

## **KINDER HAUS STAFF CONTACT:**

**Director: Kim Ziliak**  
270-847-9406 [kziliak@evdio.org](mailto:kziliak@evdio.org)

## **Forward**

This handbook has been prepared as a means of helping all to understand the policies at Sts. Peter and Paul School and those that pertain to our preschool program. The study of this handbook will provide a mutual understanding among parents, teachers, and students resulting in improved cooperation. Keep this handbook as your child progresses through Kinder Haus. As policies change, revisions will be sent home. The school and the principal retain the right to amend the handbook for just cause and parents will be given prompt notification if changes are made. You are asked to sign the attachment in this handbook that states you agree to be governed by this handbook.

## **Parish Mission Statement**

We, the family of Sts. Peter & Paul Parish, are a Catholic Community guided by the Holy Trinity.

We will provide lasting opportunities for:

- The faithful worship of God
- A quality Catholic education
- Responsible stewardship
- Fellowship & Outreach

## **School Mission Statement**

The teachers and staff of Sts. Peter & Paul, together with the family and parish community, provide a nurturing Christian environment in which to learn. Together we are committed to the development of the whole child – spiritually, academically, morally, emotionally, and physically. Our students are empowered learners for life who cooperate with others to accomplish goals. They learn to find information and communicate effectively in a changing world.

## **Sts. Peter & Paul School Philosophy**

By teaching the good news of Jesus Christ, through word and action, we develop in the students a Christian-based moral value system for decision making.

By using creative problem-solving skills and group cooperation, daily interaction, and community involvement, we provide a strong foundation of social development and good citizenship.

By acknowledging that each student has individual capabilities of learning and succeeding, we vary our teaching techniques to assure his/her success, which will foster a positive self-image.

## **Preschool Program Goals**

At Kinder Haus Preschool our goal is to provide a fun learning program, which encourages the growth and development of the whole child in a Christian based environment. We want each child to feel loved and secure and we are committed to a quality program in which each child is respected and valued for his/her uniqueness. We strive to provide a broad curriculum that is age-appropriate by addressing the physical, emotional, cognitive, and social needs of children through play activities and building relationships. Our hope is that we can help each child have a positive self-image and develop a good attitude toward school for the years ahead.

## **Accreditation**

In the spring of 2018, Kinder Haus was accredited by AdvancED and recognized nationally. As an ongoing effort to keep reaching higher goals for a developmentally appropriate early childhood program, Kinder Haus has been working with *4-C of Southern Indiana* (Community Coordinated Child Care) since the fall of 2005. The 4-C organization provides work-study groups and a mentoring system to early childhood programs. Kinder Haus has been part of the *Program for Quality Preschools*, a professional development program that is fostered by 4-C. This program is designed to assure families that their child's preschool program meets all quality standards in the State of Indiana.

## **Governing Board**

**Sts. Peter & Paul School Board** meets monthly. Ex-officio, non-voting members include: the pastor and the principal. The pastor will vote in case of a tie.

The function of the Board includes policy-making, policy reviewing, and budget setting. The School Board, with assistance from the Principal, sets policies to meet the needs of the school, considering the school as a whole and as a faith community. All regular meetings are open to interested parties and take place once a month.

## **Parent Involvement**

Parents, both mothers and fathers, are invited to visit or help out here at school. It is so good for you to meet your child's friends and see how they learn by the various play activities provided. Just let us know if you would like to arrange a special time to visit. You are always welcome in our classroom. There are several ways that you can help us *in* the classroom or by doing things *at home* to help us out. Our **Parent Volunteer Form** provides you with information on the various ways you can sign up to help us throughout the year. One of the most important ways you can help is to volunteer to assist the children during their *Learning Center* activities. The Learning Centers are designed to be a very important part of our curriculum where the children learn through play activities. A sign-up sheet marked

"Center Time Helpers" is provided at our "Parent Corner" bulletin board throughout the school year.

Please feel free to share with us any ideas you may have for learning activities or those "just for fun" projects that we could do. Above all, get "excited" about school with your child. At home encourage your child to talk about the day's events. This builds a child's self-confidence, builds language skills, and reinforces the importance of learning new things.

**It is MANDATORY for any parent or adult family member to have gone through Youth Protection Training if you would want to volunteer to assist the children in the classroom on a regular basis.**

## **Program Sessions**

Kinder Haus offers a preschool program for 3 and 4 year old's. The 4-year-old program is in session on Monday, Wednesday, and Friday from 8:00 to 11:00 am for the morning class and 12:15 to 3:15 pm for the afternoon class. The 3-year-old program is in session on Tuesday and Thursday mornings from 8:00 to 11:00. We will make exceptions for 3-year-old students to attend our PM session (MWF) if the AM session is full. Call school for more information.

## **Parent/Teacher Communication**

At Kinder Haus we encourage parents to regularly communicate with teachers in the classroom to foster a partnership between parents and teachers. **Newsletters** are sent home every week and emailed to keep parents up to date on current happenings and upcoming activities. Our "**Parent Corner**" bulletin board is located in the entrance area with volunteer sign-up sheets, a current newsletter, and special event postings. We also send individual notes home in your child's backpack from time to time to communicate.

A **Progress Report** will be sent home 4 times per year. A scheduled **Parent/Teacher Conference** is offered during the year. However, parents may request a conference at any time throughout the year, and parents are encouraged to view their child's **Progress Portfolio** which includes samples of a child's activities and accomplishments.

We have a **Kinder Haus Facebook page** that we encourage you to follow for information.

Questions and concerns are taken very seriously and will be addressed by the Kinder Haus staff in a timely manner. Don't hesitate to call the Director anytime you may have a suggestion, a question, or especially if there is a problem affecting your child at school. You can reach us during school hours, please phone us at 768-6775.

**\*\*\*Take-Home Folders:** Each child will have a folder (provided by school) that remains in their backpack each day. Please send any information (papers, money, etc.) to school in this folder.

## ADMISSION INFORMATION

### Nondiscrimination Policy

It is the policy of Sts. Peter & Paul School and Kinder Haus that students of any color, race, sex, creed, national and ethnic origin be admitted to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

### Enrollment Policy

A child must be three years of age by August 1st to be eligible for enrollment for our preschool program. Each circumstance of enrollment is considered on an individual basis, at the discretion of the administration.

- The registration process begins in **January**, and registered, active parishioners have priority in application process until **February 1st**.

The acceptance of registration will be as follows:

- Registered, active parishioner(1) with siblings in Sts. Peter and Paul PreK-5<sup>th</sup> grade
- Registered active parishioner(1)
- Catholic non-parishioner(1) with siblings in Sts. Peter and Paul PreK-5<sup>th</sup> grade
- Catholic non-parishioner(1)
- Non-parishioner with siblings in Sts. Peter and Paul PreK-5<sup>th</sup> grade
- Non-parishioner(2)

#### **(1)A registered active parishioner is one who:**

- Must be registered with parish office records.
- Comes to pray with the parish community regularly.
- Participates in the life of the parish using his/her time and talents to further the work of the church.
- Contributes to the financial support of the parish.

\*Please note that while we will use this order of enrollment policy, this in no way means that we will only serve the needs of parishioners. In fact, it is our goal to continue to serve the surrounding area as much as we are able. **We will begin accepting ALL applications for enrollment on January 6, 2020.** After children from any interested families who are parishioners have been enrolled, registration will remain open from that time on into the school year until the classes are full. **After February 1<sup>st</sup>, any and all registrations will be accepted in order according to the date they are received.** Therefore, we welcome all interested families to seek enrollment to our Preschool Program. Enrollment in the Kinder Haus preschool program does not automatically assure enrollment in Sts. Peter & Paul Kindergarten. A new enrollment process is required.

**\*\*Please note: Preference in choosing our AM class or PM class will be given to families who had their child enrolled in the 2-day class of the previous year. Beyond this distinction it will be determined by the chronological order of the application.**

## **Registration, Tuition, Fees**

Application sign-ups begin in early January in the year that you wish your child to attend our preschool program. We will have application forms for parents to fill out at that time in order to request enrollment of a child for the following fall.

A formal registration will be held (this usually falls in March, but parents are notified of an exact date). On the registration day, a parent comes to school and fills out the necessary enrollment forms and pays the registration fee which is currently \$50.00 and nonrefundable. After the formal registration day is over and classes are not full, we continue enrolling students throughout the year until classes reach cap size.

**A Supply & Snack Fee** is due before school begins in August (One Time Fee).

\$65.00 (3 day)

\$55.00 (2 day)

### **Tuition Information for 2019-2020**

2 Days a Week Session---\$850.00 annual ---\$85.00 per month

3 Days a Week Session---\$1,100.00 annual-\$110.00 per month

### **\*\*Checks are payable to: Sts Peter & Paul Kinder Haus**

**The monthly payment is due at the first of every month, and is considered past due after the 10<sup>th</sup> of every month.**

After the 10<sup>th</sup> a notification will be sent as a reminder of the overdue balance. If we have not received the payment at this time, we then will notify the family of our Delinquent Policy which states: Any unpaid balance will result in the child not being able to attend the next month's session until payment is made. Parents are given the option to make payments in a lump sum by paying half in August and the other half in January, or you may want to pay it all at the beginning of August.

Note: Parents with more than one child enrolled in our preschool program will be entitled to a 5% discount.

If you have any question or special problems regarding the tuition, please feel free to discuss it with us.

## **ACADEMIC INFORMATION**

### **Curriculum and Program Philosophy**

The best way for a preschool age child to learn is by the use of his/her senses...making discoveries on their own. Extensive research shows that young children learn through play and through their active exploration of their environment. When a child is given a wide range of materials to see, hear, and manipulate, they can build knowledge and understand basic concepts like sequencing, size comparisons, awareness about things that are same or different, shapes, colors, letter recognition, and beginning writing skills.

Our classroom is arranged to create learning centers or "interest areas" to encourage different types of play and opportunities for individual play as well as group play. All group activities and the learning centers are designed to address every child's needs in all developmental domains which include their *gross motor, fine motor, cognitive/ problem solving, emotional/social, language/literacy, and creative/imaginative* skills or abilities.

Our curriculum is guided by the state standards for best practices in teaching a quality early childhood program. Some of our curriculum components include the *Learning Without Tears* program which promotes early literacy, writing, and math skills.

Because not all children are at the same developmental level, our goal as teachers is to facilitate and extend their knowledge from whatever level they have reached through differentiated teaching methods. For instance, helping a child develop fine motor skills by providing play activities where they can manipulate small objects with their fingers, is actually improving their eye-hand coordination that is necessary for their emerging writing skills. Yet other children are ready and eager to write or draw to express themselves. The key idea is to provide enough stimulating activities and materials to bring about the kinds of learning experiences that keep them excited and motivated to reach success at a new level.

With loving praise and positive encouragement, we strive to teach children practical life skills, independence, positive social skills, and interpersonal communication. We feel that in helping children move forward in these types of skills is sometimes the most important component of a preschool program. If a child feels self-assured and can interact positively with others, they are much more likely to do well in all aspects of school in the years that lie ahead.

Teaching children that God is the center of all things is important in our mission to help children develop spiritually and morally as well. The idea of God as our Father and Creator is interwoven in all aspects of our curriculum as we learn about all that God has made and all that He can help us become as a Christian.

We hope to provide each child with positive learning experiences that will serve as a solid foundation to equip them with skills that will not only help them transition into kindergarten but have a desire to keep moving forward and become a life-long learner!

## **General Daily Routine**

Here's a little information about what a preschooler's day is like!

- \*Literacy/Theme (Story and Whole Group Activities)
- \*Centers
- \*Literacy Activities (Whole & Small Group)
- \*Prayer/Handwashing/Snack
- \*Math/Calendar/Show and Tell
- \*Centers & Small Groups
- \*Goodbye & Dismissal

## **Show and Tell**

Show & Tell is an important part of the day which encourages self-expression to build language skills in a group setting. Each child will have more than one opportunity to bring an item for Show and Tell during the school year. This is how our procedure works: We choose a "Leader of the Day" in your child's class. On a day that your child is chosen, he/she will be given a special "**Show and Tell Bag**" to bring home. On the next school day the bag comes back to school containing ONE special item that he/she would like to share with the whole class on that day.

PLEASE NOTE: The item must fit inside the bag and not be too large so your child can easily carry it themselves. Make sure the bag is returned on the next school session, so that the next leader of the day can then take it home. A child may bring a pet if a parent is present and you have informed us in advance.

## **Academic Testing**

South Gibson School Corp. provides testing when requested to diagnose any special needs a particular child may have, such as speech, hearing, sight, or other concerns. We are fortunate to also have a resource teacher on site to help us to address any special needs concerns about a preschool student.

# GENERAL INFORMATION

## Preschool Class Times

**3-day AM Class (Mon., Wed., Fri.) ---8:00 – 11:00**

**3-day PM Class (Mon., Wed., Fri.) ---12:15 – 3:15**

**2-day Class (Tue. & Thurs.) AM only 8:00 –11:00**

## Arrival/ Dismissal Procedure

**All children must be accompanied by an adult all the way into the classroom each day to ensure their safety.**

### **\*\*For AM Classes:**

Enter the gravel parking lot from West Street, and vehicles are to park in rows with headlights facing toward the WEST exterior wall of our classroom.

**Our North classroom door will be open at 7:55 for arrival, and our morning session begins at 8:00 AM.**

Note: For parents who need to bring their child to school before they go to work and are unable to wait until our door opens at 7:55, may bring their child to the Family Life Center (gym) for early drop-off starting at 6:30 for a fee. We will try to end our daily activities by 10:50 so we can help the children get backpacks on and bring them out to line up as a group along the west exterior wall of our classroom for the **pick-up time at 11:00 AM.**

When picking up your child, you will need to park in the parking lot and wait for us to bring the group out.

Once you see us lined up, you may get out of your car and a teacher will release the group verbally. When all children are safely restrained in vehicles, then we will give you the “go ahead” signal so that all cars may leave the parking lot by pulling out to go north onto Vine St. or west on Oak St.

### **\*\*For 3-day PM Class:**

**Our classroom door will open at 12:10 for our afternoon session to begin at 12:15 PM.**

Our daily activities will try to end by 3:05 so we can have them ready for the **pick-up time at 3:15 PM.**

Children will be dismissed in same manner as AM session.

**\*\*If you need to pick up your child early on occasion in either the AM or PM sessions just let us know ahead of time and simply knock on our door to enter.**

**\*\*Parents of children in the PM sessions can take advantage of the AFTER SCHOOL CARE for a fee.**

**Your child will be cared for in the Family Life Center (gym) with pick up time no later than 5:30PM.**

Remember, the time before and after these sessions is very valuable to us for preparation and planning. Therefore, it's very important that your child arrives no earlier and is picked up no later than the time schedule for that session. Keep in mind that young children can also become frightened when their family does not arrive on time. In order to respect the time schedule, it's necessary for all of us to stay within the arrival and pick up time limits to keep daily routines running smoothly.

## **Absence**

Please inform us if your child is not coming for any reason by calling any of us in the morning at our home before 7:15 AM. If it is not possible to reach us at home, you need inform us by calling school at 768-6775.

**It is our policy to contact the parent if a child is absent, and we have not received a phone call by the time our session is ready to begin.**

## **Illness/Health Policy**

To help us maintain a healthy environment here at preschool the following guidelines need to be followed when considering whether a child should come to school when experiencing health problems.

- A child recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours.
- A child should not come to school if running a temperature of 100 degrees or more and be fever free for 24 hours.
- A child with an unidentified rash should be checked by a physician before coming to school.
- A skin disease such as scabies is very contagious and needs to be contained.
- Please notify us if you realize that your child has head lice, so we can take the necessary steps to protect the rest of our preschool students.

Keep in mind that a slight “runny nose” may or may not keep your child at home. A parent knows best as to whether it is allergy related or not. However, if your child develops a fever with cold symptoms, please keep your child at home.

Parents will be contacted if his/her child develops symptoms while at preschool, so they can be picked up as soon as possible to protect other children.

All families will be notified of any outbreaks of a communicable disease such as chicken pox.

**\*\*\*Immunization certificates/Doctor immunization records will be required for all students entering preschool.**

## **Injuries**

Although our staff is very attentive and we strive to keep children safe while they are in our care, here are our procedures for handling injuries. For a minor injury, the child will be comforted and first aid will be administered. Parents will be notified with a written report, note, or by a phone call. If the injury is more severe, we will administer all necessary first aid and then contact a parent immediately. If a parent cannot be reached, the emergency contacts provided will be notified.

If necessary and the staff consider the injury major, 911 will be called immediately. After 911 has been contacted, the parents or emergency contacts will be reached. It is vital that we always have current telephone and cell numbers in case of an emergency. Your signed permission for emergency treatment on your child’s registration form will be utilized, because our primary concern is the injured child receiving the medical care as quickly as possible.

## Security

To maintain the necessary security standards of all our students here at Sts. Peter and Paul School, all doors, including our Kinder Haus classroom, are to be locked at all times possible. Our door remains locked before each school session starts. When we unlock at the designated arrival time for the AM or PM sessions our door will remain unlocked while adults are bringing the children into the classroom. If anyone arrives a little later, and the door is already locked again, you will need to knock on the door for us to let you enter. Even though you are always welcome here at Kinder Haus, please respect our planning time. **DO NOT** knock on our door so you can bring your child into school earlier than the designated time, unless you have an unexpected emergency.

You are asked to list the names of individuals who have your permission to pick up your child on your emergency card. You are also asked to fill out the Carpool information sheet so we know who will regularly pick up your child. We must have a note or verbal permission by phone from you if someone other than those listed will be picking up your child. We may need to see a photo ID from that person if they are unfamiliar to us.

**Make sure you inform any and all adults who may sometime transport your child to or from school about our procedures and security measures to keep every child safe here at Sts. Peter and Paul School.**

## Severe Weather

In case of weather or disaster emergencies the public media will advise what the school situation will be for that day. Please follow the media information for South Gibson School Corporation, **WRAY Radio (FM 98.1) and SCHOOL MESSENGER will be activated.**

**If the announcement is made that school is on a 2 hour delay, there WILL BE morning preschool session, starting at the delayed time at 10:00am, and dismissing at 12:00. The afternoon session will begin at 1:15pm, and be dismissed at 3:15pm.** If there is an early dismissal, there will be **NO** afternoon session. We will make up snow days according to the information on our Kinder Haus school calendar. **Class session cancelled due to early dismissal will NOT be made up.** *Please note: Since our expenses are fixed, no refunds or credit can be given for emergency school day closings.*

Fire and disaster drills are conducted as required during the school year. The teachers and pupils are trained to know what must be done in the event of a particular type of drill or disaster.

## Student Dress

Even though we do not have a set dress code for our preschool program, there are some important things to remember when you help your child choose what is appropriate for his/her school day. Children need to feel free to participate in all activities, even if it is messy. Therefore, children should wear comfortable play clothing, and **shoes should be appropriate for active play.**

**Note: Any type of shoe that does not completely fasten on your child's foot can be dangerous and inhibit your child's gross motor play activities.**

**For example: No platform, "flip-flop", or boot footwear is acceptable for preschool. The best footwear for your child at preschool is tennis shoes.**

Our outdoor play area is an important extension of our classroom and an integral part of our curriculum. When weather permits the children will spend part of the class time outside. **Children must have a jacket, sweater, or coat to be able to participate in outdoor activities on cool or chilly days.** When your child chooses to paint here at school we provide a cover-up to avoid any ruined clothing. Part of your child's preschool experience is helping them move forward in self-help skills. Therefore, please help us to encourage your child to "put on" and "take off" a jacket independently.

***\*\*Each child must bring a backpack (or tote bag if you prefer) to take home their projects or information from school. We ask that it be a full size one, big enough to hold full sheets of paper and projects, etc. This all helps to make it easier for your child and for us when it is time to go home. We certainly appreciate your cooperation in helping us keep things running smoothly each day.***

## **Leader in Me**

**The *Leader in Me-7 Habits of Happy Kids* by Stephen Covey teaches students to become positive leaders, promotes confidence, and promotes lifelong learning. We will be using the Leader in Me to promote and encourage student leadership at Kinder Haus and Sts. Peter & Paul School.**

## **Discipline Policy**

In our program, as the children interact throughout the day, we use strategies and techniques that help them learn positive behaviors. We strive to create a loving and caring environment where children can develop self-control, awareness of others' feelings, and language skills to express their needs. Part of creating a positive environment includes:

- \*Giving children choices whenever possible.
- \*Giving clear directions in a positive manner.
- \*Reinforcing positive behavior with words of praise.
- \*Helping children find the words to verbalize what they need and feel, so they can solve problems.
- \*Asking open-ended questions to encourage the children to generate their own solutions to problems, thus realizing the positive results for themselves.

No person shall ever be permitted to use any cruel or humiliating method to control the actions of a child, nor any physical punishment at any time. Consequences for a child's inappropriate behavior need to be immediate and logical. If the staff feels a child needs to be removed from the group for a short time because of harmful or extreme negative behavior, and to allow the child time to regain composure, the child will be supervised. The teacher will work with the child and encourage him/her to rejoin the group or activity after the child is ready to comply with limits that have been explained positively.

It's important that children know that we care for them and want to help them learn that positive behavior results in harmony and a happy atmosphere.

## **Child Abuse**

Every diocese must identify, train, and certify all adults who are in ministry to youth with an approved youth protection program. The Diocese of Evansville has in place a policy that requires that any allegation of child abuse must be reported to civil authorities. If an allegation involves the sexual abuse of a minor by diocesan personnel, the bishop's office must also be informed. The Catholic Diocese of Evansville is not only obligated to comply with state law and its mandates to report child abuse, but it is committed to do so as a matter of social justice.

## **Office Records**

Parent/Guardians are requested to notify the Kinder Haus staff in writing of any change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up-to-date.

## **Food Wellness Policy**

The Catholic Schools of the Diocese of Evansville and Sts. Peter and Paul School are committed to providing school environments that promote and protect children's health, well-being, and ability to learn, by supporting healthy eating and physical activity. Therefore, Sts. Peter and Paul School has adopted a policy to meet the USDA and State requirements.

### **Snacks:**

Sts. Peter and Paul school cafeteria will be providing snacks that meet the requirements of the Wellness Policy. A one-time fee will be collected from each family to cover the expenses for their child's snacks for the entire school year.

### **Class Parties:**

According to Wellness Policy we are able to designate one celebration that would classify as exempt, which would allow for healthy food to pair with a food that does not meet the nutrition guidelines. At Kinder Haus we have chosen that exemption to be our Valentine's Day Party. Kinder Haus will provide a sweet treat along with a healthy option. **Please note that Valentine's Exchanges from your child to classmates MUST NOT contain sweet treats of any kind.**

### **Birthdays:**

Your child may only bring a non-food favor to pass out to classmates, if you choose. Therefore, you will receive a calendar from us at the beginning of the month that your child will celebrate his/her birthday. The calendar will show the exact date that we will be celebrating your child's birthday at school. In event that there is acclimate weather, we will reschedule your child's birthday celebration.

## **Conclusion**

Sts. Peter & Paul Kinder Haus Preschool welcomes you to our program! We hope this handbook provides you with helpful information. We hope the preschool experience here at Kinder Haus will be enriching and exciting for you and your child. We want you to feel that Kinder Haus truly is a place...

***Where Learning Together is Hand in Hand  
and Heart to Heart!***