



Prek 3 & 4 Handbook

Welcome to Queen of Peace School

This handbook has been prepared to help you become better acquainted with your school. It contains general and specific information regarding all aspects of our school and programs.

We invite you, as the primary educators of your children, to join us in focusing on being safe, being kind and being responsible at Queen of Peace School. We are grateful to have each of you as part of our school family, and look forward to deepening our relationships throughout the school year. Let us continue to work together for our children and the future of Queen of Peace School. Blessings on all of us and on our work!

Yours in Christ,

The Staff of Queen of Peace School

***Queen of Peace is a Catholic parish school
centered in Gospel values
and dedicated to the spiritual and educational
development of the whole child.***

Enrollment

Children must be 3 or 4 by September 1, and must be potty trained.

1/2 day 3 year old program: 8:15—11:30 M-F

Full day 4 year old program: 8:15—3:15 M,W,Th,F

8:15—2:15 Tuesdays

Class ratio: 1 adult per 10– students. Class Capacity 20 children .

Fees

Yearly Registration \$120

Auction Donation \$100 After Jan 31 fee doubles to \$200

Class Basket \$10

Auction Raffle Ticket \$50

Service

Pre-School families are expected to contribute 15 hours of service to the school, as a part of the Volunteer and Fundraising Agreement, signed at admission. This time can be doing anything that is offered by the school as service. Opportunities are listed in the newsletter, on Schoolspeak and with the school volunteer coordinator.

Attendance

You will sign in your child each morning in the classroom. This is from 8:00-8:15. The children will have some morning work to do as they start each morning. You will sign your child out in the classroom each day at 11:30 (3 year-olds & 1/2 day 4 year-olds) and 3:15 (full day 4 year-olds). Anyone signing in/out (other than parents/guardian) will have to be in the student's SchoolSpeak record. Please call the office to notify the school of an absence. The office will call you if they are not notified. Picking up your child before the rush of full dismissal is understandable. If this is your intention, please wait until 3:05 to avoid interruptions. Tuesdays we dismiss at 2:15.

Students not picked up within 15 minutes of dismissal time will be sent to after school care and charged a \$25 fee, no matter how long they stay within the first hour.

Uniform Policy

Students are to wear collared tops in the solid colors of navy, white or hunter green. Pants, shorts or skirts can be navy or khaki. The uniform depot is open for free sharing when things are needed or donated. Land's End has the Christopher Plaid options that are also QP dress code allowed. Clothes are to be clean and free of rips or tears. Shoes should be versatile for outside play, PE, and classroom use. Boots are allowed in the backpacks for wear outside but they are not to be the only shoe present for use. No light up or rolling shoes allowed. Dress code colored jackets and sweatshirts are allowed on top of collared tops but other outerwear will not be worn inside.

School Discipline Policy

All discipline issues at Queen of Peace are dealt with on a case by case basis with the end goal being growth by all people involved. There is no corporal punishment allowed at any time. Parents will be a part of the discipline process, especially with repeated behaviors. We will lead with empathy and make attempts for punishments to be restorative, not punitive. Students with repeated behaviors that put other students safety or learning potential at risk will be considered for dismissal. The culture of kindness at Queen of Peace is our most powerful discipline tool.

Medical

If a student were to be hurt while at school, basic first aid would be administered and an incident report will be filed if severe. The school staff will communicate injuries with the parent upon dismissal or via email/phone call. Any medications are housed in the school office and are accompanied with signed paperwork. Medications are only administered by certified staff.

Illness

Students are not to be at school if they have had a fever above 100 degrees in the last 24 hours. Students should also stay home if they have thrown up in the last 24 hours. If a child is sick at school, the parent will be contacted. We exclude for lice until a clean scalp is cleared at the office.

Visitors/Volunteers

Visitors to the preschool include parents and people assigned by parents who are spending time beyond pick-up and drop-off. These visitors are always welcome. The procedure for this would be to first check in at the front desk. You'll sign in and receive a badge. No visitors or volunteers will be allowed any unsupervised time with children. All interactions will be in the presence of Oregon Registry Certified staff. Anyone volunteering will need to complete the CASE on-line and in person class as well as the background check.



School Emergencies

In the case of emergencies during the school day, parents will be notified using our School Messenger System as soon as possible. Children will be kept with the Oregon Registry Certified staff at all times. In the event that the school campus must be left, the Salem Swim and Tennis Club is our off site location. The school is ALICE trained and these procedures can be researched at: www.alicetraining.com School weather closures will be communicated through School Messenger to the contact information gathered during registration. The school follows the decisions of the Salem-Keizer School District.

Meals

Snack:

We have 2 nutritious small snacks a day for 4 year-olds and 1 nutritious small snack for 3 year-olds. You provide the snacks for your child. Please send small snacks daily that adhere to the USDA regulations below. Teachers will be checking snacks and have a USDA approved option to substitute non-regulation snacks provided by parents. This is a government code and we can't keep our license if we don't follow the rule.

Child (Ages 1-18) Meal Pattern
Child and Adult Care Food Program

SNACK ^{2, 11} (Select 2 of the 5 components for a reimbursable snack)	
Fluid Milk ⁴	4 fl oz (¼ cup)
Meat or Meat Alternate	
Lean meat, poultry, or fish	¼ oz
Tofu	1.7 oz or ¼ c.
Soy product or alternate protein products ¹²	¼ oz
Cheese	¼ oz
Large egg	½
Cooked dry beans/peas	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	1 Tbsp.
Yogurt (including soy), plain or flavored, unsweetened or sweetened ¹³	2 oz (¼ cup)
Peanuts, soy nuts, tree nuts or seeds	¼ oz
Vegetables ⁵	¼ cup
Fruits ⁶	¼ cup
Grains ^{8, 7}	
Whole grain-rich or enriched bread	½ slice
Whole grain-rich or enriched bread product	¼ serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁴ , cereal grain, and/or pasta	¼ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{5, 13}	¼ cup

Lunch:

You have a choice of hot lunch to purchase from the school, or pack a lunch for your child. This is for full day Pre-K 4 only.

Milk:

Skim milk is available for purchase from the school

Birthdays

Your Child may celebrate at school with a simple treat. Please notify the teacher of your intentions so that plans can be made to be accommodating. Please be kind when sending out invitations for home parties. They will only be sent from school if your child is inviting everyone or if it is a gender specific party. You can use the “class directory” in Schoolspeak to find parent contact information.

School Parties

During the school year there are three class parties, Halloween, Christmas and Valentine's Day. The parties will be organized by the room parent and plans will be communicated with parents through the teachers.

Curriculum

Archdiocese of Portland Curriculum by Subject. Standards can be viewed at their link on the school website: qpschool.org.

Supplies

Supply lists are also viewable on our website: qpschool.org They will also be shared via Schoolspeak as an attachment several times in the spring and summer .

Personal Belongings

Each child will need a labeled backpack and a lunch box. You may send a blanket and small pillow to have your child use at rest time. The items will stay at school during the week and will be sent home on Fridays to be cleaned. Show and tell items are to be brought on your child's sharing day and the item needs to fit in their backpack. Students will also bring an emergency kit. The kit's contents are listed on the class supply list.

Music/P.E/Art/:

Pre-Kindergarten 4 year-old Students will participate in all of these school activities. The 3 year old students and the half day Pre-K 4 students will participate as it fits into our daily schedule and the schedule of the school as a whole. When children are with specialists, they will be accompanied by a classroom teacher.

Mass

We attend Mass each Wednesday morning with the school. We begin the school year by attending half of the Mass for 3 year olds and whole Mass for 4 year olds. After Spring Break the 3 year olds start to attend the full Mass . 4 year olds sit with their family groups but a classroom teacher is always present at Mass to oversee the safety and needs of the pre-school children.

Prayer

We participate in the morning prayer at the all school morning assembly. We say a prayer before lunch. We say a prayer at the end of the day before dismissal. We learn: The sign of the Cross and the Our Father. We also practice the Hail Mary.

Field Trips

State regulations limit our potential for fieldtrips. For them to happen, each student would need to be traveling in a vehicle with their parent or one of the classroom teachers. When opportunities present themselves, parents will be notified.

Racial Non-discrimination Policy

In accordance with the Department of Catholic Schools Policies and Guidelines 3020 for admissions, this school admits students of any race, color, or racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, color, racial or ethnic origin, administration of its education policies, admissions policies, scholarship or loan programs, and athletic and other school administered programs.

Records at Entrance

Students entering school for the first time are required to bring a copy of the birth certificate, a baptismal certificate (if applicable) and a record of state required immunizations received to date.



Signature Page

Family Name _____

Agreement

I/We have read the material in the Queen of Peace School Handbook and agree that we and our children will follow and uphold the school policies while a part of Queen of Peace School.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

PLEASE RETURN THIS SIGNED FORM TO THE SCHOOL OFFICE