



Celebrating
58 Years
Of
Building the Future
1966-2024

Prince of Peace Pre-School

Accredited by the National Association for the
Education of Young Children since 1999

Family Handbook 2024-2025

Heidi Riddle, Director
Kate Culbreth, Assistant Director

Pre-School Staff

Rachel Cunha

Chris Dolan

Amy Foster

Dani Gelfand

Kari Haxhinasto

Suzanne Kappel

Robyn Kelleher

Meegan Lepler

Betsy McNally

Robin Meehan

Cindy O'Donovan

Dot Perpignand

Jennifer Singer

Telephone
203-775-0140

FAX
203-775-9573

Our Address
P.O. Box 5184
119 Junction Road
Brookfield, CT 06804

Office Hours: Monday-Friday 8:15-3:00

E-mail us at popnurseryschool@sbcglobal.net

Visit us at www.princeofpeacepreschool.org

Instagram: [princeofpeacepreschoolbkfld](https://www.instagram.com/princeofpeacepreschoolbkfld)

Table of Contents

Welcome	1
Mission and Vision Statements	2
Enrollment Procedures	3
Tuition & Provisional Enrollment	3
Change of Address & Withdrawl from school	4
School Hours	4
School Building & Security Access	4
Accompany your child	5
Identification of Guardians & Carpools	5
Supervision & Child/Teacher Ratios	6
Ethical Responsibility	6
Student-Parent Get Acquainted Hour	7
Parent Teacher Relationships (Conferences)	7
Parent Participation	7
Room Parents & Available Resources	8
Open door policy & Birthdays	8
Special Events & End of the Year Activities	9
Health and Personal Habits	9
Return to School After Illness	10
Safety & Snacks	11
Outdoor Playground Policy	11
Clothing and Personal Effects	12
Children's Well Being -Abuse & Neglect Policy	12
Confidentiality	12
Discipline Policy	13
Assessments	14
Resources for Families	15
Emergency Plans-Weather Related Closings	15
Medical - Fire	16
Evacuation & Privacy Notice	17



Welcome

The Administration, Staff and Committee of Prince of Peace Pre- School welcomes you and your child.

Our school is a wholly owned subsidiary of the Prince of Peace Lutheran Church and operates under the direction of an appointed Pre- School Committee. We are proud of our past record of accomplishments in operating a quality and nationally accredited pre-school program for children residing in the area wide community. Our experienced staff stands ready to assist you and your child during the coming year.

Prince of Peace Pre-School 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While our curriculum does not include formal religious instruction, a sense of Christian caring that values each individual is central to our philosophy and pervades our school environment. Prince of Peace Lutheran Church views the pre-school as a key part of its outreach to the community.

This handbook has been prepared to provide some guidelines and information which should be helpful to you during the school year. Please keep it in a convenient and handy location. If you have any questions, please feel free to contact us by telephone at 203-775-0140, or e-mail at popnurseryschool@sbcglobal.net.

MISSION STATEMENT

Our mission at Prince of Peace Pre-School is to provide young children and their families a positive first school experience, offering the opportunity to interact with other children in a nurturing, creative, caring and accepting environment that supports the development of the child and fosters wholesome relationships. Our curriculum is based on the Connecticut Early Learning & Development Standards (ELDS) (www.ctoec.org) and is in compliance with the National Association for the Education of Young Children (www.naeyc.org) as a nationally recognized, high quality early childhood program.

VISION STATEMENT

The goal of Prince of Peace Pre-School is to achieve the following:

- All children have access to a safe and accessible, high quality early childhood education that includes a developmentally appropriate curriculum.
- All children have access to knowledgeable and well-trained educators.
- All children have access to a program that supports their health, nutrition, and social emotional well-being in a respectful environment that supports diversity.
- All families will have opportunities to be active participants in their child's education as respected and reciprocal partners.

At Prince of Peace Pre-School, we recognize individual learning styles and rates of development. We plan for these differences by providing a strong child-centered environment with integrated learning and hands-on experiences. In this balanced philosophy teaching approach, we allow our children to mature fully: socially, emotionally, physically and cognitively. We strive to meet and enhance the individual needs of the diverse population of children we serve to include addressing cultural, language and developmental differences. We encourage you to be a partner in your child's education.

Enrollment Procedures

Our program serves children 3-5 years old. Registration takes place beginning in December with rolling admission until class sessions are filled. A wait list will begin once classes are full. A non-refundable \$150 registration fee is required at the time of registration. An advanced tuition payment is due in June, to secure placement for September. Class assignment, tuition payment schedule, physician's health forms and other pertinent information will be distributed to you in August.

Tuition

Tuition covers all expenses for the school year including snacks, supplies and special school events and programs. Tax information will be provided upon request. Tuition payments are due on the 1st of each month from September- May. A late fee of \$10 per late payment will be charged if payment is received after the 15th of the month unless prior arrangements have been made through the office. A \$30 bank fee will be charged for each insufficient funds check received, and replacement tuition needs to be made in cash or a bank check. **Children will not be permitted to participate in end of the year activities if there is an outstanding balance on May 15th.** One week of missed classes (*) due to weather related school closings will be permitted and tuition will be collected. Tuition is collected for days in which students are unable to attend school due to illness and student absences due to unmet state required immunizations (i.e. flu). In the event of a health-related Class Closure (i.e., Covid) less than a month in duration, students will be provided with distance learning plans, therefore tuition will be collected for the time of closure. In the event of a long-term health related closure (i.e., Covid), Teachers will provide distance learning for the balance of the month in which the school closure began, and tuition will be collected for that month. Tuition will not be collected for subsequent closure months and will be collected again when school reopens.

Provisional Enrollment

The first 30 days will be regarded as a trial period, in which case either party may terminate the contract without notice. After the 30 days of enrollment, please see withdrawal policy.

Change of Address

Please inform our office if your address and /or telephone number changes. An emergency telephone number is kept on file for each child enrolled. If this number changes, we need to be informed immediately for the safety of your child.

Withdrawal from School

Sometimes families must relocate during the school year, and children must be withdrawn from our program. We require written notification to the Director, posted at least two weeks in advance of the withdrawal date, to make you eligible for a refund of tuition that has been paid in advance.

School Hours - 9:00-1:55

Our classes are full of fun and information, and we don't want your child/children to miss a moment. For your child's sake, please be punctual. Your child is considered late if arriving after 9:10. The doors to the school will be locked at 9:15. You will need to ring the doorbell to enter the school and the director or assistant director will accompany your child to class. Parents requesting an early dismissal should notify the school so that your child will be ready for pickup.

School Building and Security Access

Prince of Peace Pre-School is open to families beginning at 9:00am each weekday and ending at 1:55pm each weekday, in which the school is in operation. Arrangements can be made through the Pre-School Office to visit the Pre-School prior to or after these noted hours. The Pre-School doors are locked during school hours with the exception of arrival and dismissal times, in which Office Administration stand at the school doors to observe and welcome all entrants. Any party requesting entrance into the Pre-School during school hours must utilize the doorbell, with attached camera, which is positioned outside the school doors. Exterior cameras are located outside the preschool building for perimeter viewing. All classroom doors are locked during the day and window coverings are in place over all Pre-School windows. Fire, classroom lockdown and shelter-in-place drills are scheduled monthly. All classes have an emergency

bag which includes emergency phone numbers for each student in the classroom and emergent first line of defense student medications with corresponding directions for use which accompany the classes throughout the building during the school day.

Please Accompany Your Child(ren)

For safety reasons, we request that parents or guardians always accompany their child through the school parking lot to their child's class's designated building entrance. Our policy to ensure healthy air quality on our outdoor playground requires all car engines be turned off upon exiting your vehicle and walking your student into the building. Staff members will be present in the classroom at least five minutes before and following each session. Please bring your children and pick them up with these time limitations in mind. We reserve the right to charge an additional fee if a parent is late in picking up their child(ren). Two staff members 18 years of age or older will remain at the program with the child at all times. Every effort will be made to locate an authorized emergency contact to pick up a child, after attempts are made to contact the parent/guardian. In the event that the school is unsuccessful in locating the parent/guardian or authorized emergency contact after 30 minutes, state licensing requires us to contact the local police department for assistance.

Identification of Guardians

If someone other than a parent is going to take your child home from school, we must have advanced written permission from you. The Yellow Release/Permission Forms for this purpose are available in the front foyer to the right of the front door. Prince of Peace Pre-School reserves the right, at all times, to require that a person, unknown to a member of our staff, produce proper ID before we will release a child into that person's custody.

Carpools

Parents participating in carpools must have a separate form for each driver who is to transport their child. These forms are again available in quantity in the pre-school foyer. Carpool participants

are reminded of the Connecticut State Law which states, "children must ride in a proper child restraint until they are over 5 years of age AND 40 pounds! (Both the age and weight requirements must be met.) After children outgrow their car seat and until they reach 8 years old AND 60 pounds, they must ride in a booster seat using a lap and shoulder belt." The carpool in which you participate must comply with the law. We are concerned about enforcing safety at all times.

Extreme Caution Please

Children are taught by us not to run in the building or onto the parking lot. Please seek to enforce this practice with your own children. Above all, practice extreme caution when operating a motor vehicle in areas adjacent to the school building.

Supervision and Ratios

Children are assigned to a class from September to June. Every attempt is made to maintain continuity of relationships between teaching staff and children and among groups of children. A ratio of 1 teacher for every 10 children in the class is maintained. The maximum of 16 children per class and 58 children in the Pre-School at one time is required by CT Office of Early Childhood licensing regulations. These ratios are maintained during all hours of operation during indoor time, outdoor time, and in the bathrooms. Children must be supervised by sight and sound at all times. Staff shall position themselves to see as many children as possible. No child will be left alone for any period of time.

Our Ethical Responsibilities to Families

Families are of primary importance in children's development. Because the family and the early childhood practitioner have a common interest in the child's well-being, we acknowledge a primary responsibility to bring about communication, cooperation, and collaboration between the home and early childhood program in ways that enhance the child's development. -NAEYC Code of Ethics

Student – Parent Get Acquainted Hour

For the first day of school, families are invited to "Get Acquainted Hour" to explore the school and classrooms. This relaxed, informal opportunity allows families to become familiar with the school facility. This day is specifically designed to introduce you and your child to the classroom and staff. **Parents must remain with their child/children in the school at this time.** You will receive an invitation informing you of the time your child should be at the school for get acquainted hour. During get acquainted hour, parents will be provided with information about daily routines, procedures and schedules in both the classroom and the school. Class lists, in the form of a school directory will be provided to each family at a later date. Our goal is to make entrance into school as reassuring as possible, for both parent and child. Should you have any questions, please feel free to call the school office.

Parent – Teacher Relationships

Daily contact is established between parents and teachers at drop off and pick up times. Each teacher sends home a class note to inform parents of activities; however, teachers are unable to provide written individual child progress reports on a daily basis. Teachers will often seek parent's specific ideas for working with their child. When deemed necessary, teachers will initiate special conferences with parents. Parents are also invited to request conferences with their child's teacher and/or director. For obvious reasons, we request that appointments for conferences be made in advance. We respectfully request that teachers not be contacted at home. Phone conferences can be arranged through the Pre-School office for the convenience of everyone. Formal conferences between parents and teachers will be held during the school day in November and March.

Parent Participation

Parents are welcome to be a part of their child's school experience. We provide many opportunities for parents to meet one another and our staff. Room parents may schedule a social hour during the school session. Our Open House is held in the fall, holiday Parties for the children and guests in December, and the Prince of Peace Art Show and Portfolio Hours in the spring.

Parents are welcome to arrange visits in the classroom while school is in session. Please, however, make prior arrangements with the classroom teacher to make this a special time. We also welcome parents to share special talents, stories, hobbies, interests or professions with their child's class or the entire school.

Room Parents

During the school year there are opportunities for parents to assist with party planning, making phone calls, setting up an email list, hosting coffee hours during school sessions for parents, organizing a teacher appreciation event, or assisting the teachers with classroom projects. At the beginning of the year, we ask for volunteers for room parents. If you are interested in being a room parent for your child's class, you may indicate your desire on the Parent Involvement Questionnaire which is provided in the Student Information Form sent in August.

Available Resources

A list of community services and resources is available for reference in the Pre-School entry. Consumer product recall information can be found on the preschool website.

Open Door Policy

Parents may visit their child in our Pre-School any time they wish. Please ring the doorbell located outside the front entrance of the school. We do ask parents who plan to visit their children to follow the classroom routine, to avoid disturbing classroom schedules and activities. If you wish to meet with the Director or a staff member, please make an appointment so that arrangements for classroom coverage can be made.

Birthdays

Birthdays are very special days, and are celebrated in school with a birthday crown and song. "Unbirthdays" are fun too, for the child whose birthday happens to fall during the summertime or during a school vacation period. A date for any celebration should be scheduled with the child's teacher well in advance to avoid conflicts in scheduling. We respectfully request **NO** food or goodie bags.

Special Events & End of the Year Activities

Each year Prince of Peace Pre-School has several special events and celebrations. In September/October we host an Open house during the evening for parents to meet the teachers and learn about our curriculum. In December we invite families to our holiday celebration during the school day. In April/May we host our annual Art Show and Portfolio Days. Every child has art projects and work samples displayed and families are invited for this special event. During May/June the 4-year-old classes take a bus trip to Brookfield's Elementary Public School to visit a kindergarten class. In June, 3's and 4's classes have end of year celebrations.

Our pre-school is also an important part of the community. During the school year we collect food/supplies for area food banks and the Animal Welfare Society, and mittens/gloves/socks for Brookfield Social Services. Each year, volunteers from the Brookfield Volunteer Fire Department visit the pre-school and informally speak with the children about fire safety. Our Dental Consultant visits to speak with the children about dental health, and the Brookfield Lions Club provides vision screening. These and other activities are planned as developmentally appropriate opportunities for our children, so they feel they are a part of and a support to their community. We welcome any suggestions and ideas from our families as we continue our mission of community involvement.

Health and Personal Habits

All children must be toilet trained and able to assist themselves in the bathroom. All staff and children will follow the NAEYC guideline 5A.09 for hand washing, which includes washing upon first arrival to the school. The complete Hand Washing Policy can be found on the bulletin board across from the pre-school office.

The State of Connecticut (statutes sections 19a-7f and 10-204a) requires the school to have a current health certificate which includes proof of immunization* and is properly completed and signed by a licensed physician, in our files for every student prior to the first official day of school. Extra copies of the Health Record Form are available on our website. **Health Certificates are good for a**

period of one year from the date of examination.

** Children without required immunizations will not be able to attend school during a vaccine-preventable disease outbreak in the school. Children excluded from school for this reason will not be able to return to school until (1) the danger of the outbreak has passed as determined by public health officials, (2) the child becomes ill with the disease and completely recovers, or (3) the child is immunized.*

Prior to the start of each school year, student required medication must be provided to the Pre-School Office along with written orders from an authorized prescriber and all required documentation. Doctor orders and medications are reviewed by all relevant staff members and logged prior to safe storage. Emergent first line of defense student medications, with corresponding directions for use, are out of reach of students yet stay with the student throughout the building during the school day. All other student medications not deemed first line of defense medications are stored in a locked container in the Pre-School Office or refrigerator, inaccessible to children. Student allergies will be posted in the student's classroom, the pre-school office and school kitchen, with parent permission.

Please do not send your child to school with a fever, sore throat, or other suspicious symptom. If your child develops a contagious disease, please inform our office immediately, so that other children in his/her class and throughout the school can be watched for symptoms. **We request that you call the office if your child will not be attending school, for any reason.**

Return to School After Illness

<u>If your child has had:</u>	<u>He/She may return to school:</u>
Chicken Pox	...when blisters crust and are dry
Fever	...fever free (<100F) for 24 hours without the aide of medication
Pink Eye	...24 hours on medication
Strep Throat	...24 hours on medication
Flu or Cold	...3 days after last symptoms
Diarrhea, vomiting	...24 hours after last episode
Covid	... Refer to current Covid protocols

Safety

All staff are fully trained every 2 years in Infant/Child CPR and First Aid as required by CT Early Childhood licensing. In addition, staff are trained in the Administration of Medication annually. We will work closely with families of children with allergies or special needs to establish an Individual Plan of Care. Our medical consultant meets 3 times per year to review our policies and procedures and to tour the school for appropriate suggestions and necessary changes. Whenever possible we utilize green compliant fragrance free cleaning supplies.

Snacks

A snack is provided daily, consisting of water and two food groups such as assorted crackers, fruit and cheese, and vegetables and dip. At times the classes will bake or prepare their own snack as part of the lesson plan for the day. It is important that your child's teacher be informed of any allergies which your son/daughter may have to certain foods and drinks. The complete Snack menu can be read on the bulletin board across from the pre-school office. **Daily snack records are posted in each classroom for parents to view. Food served in the pre-school are PEANUT AND TREENUT FREE.** Lunches are refrigerated as part of our safe food plan.

Outdoor Playground Policy

Whenever weather conditions permit, students will have an outdoor play period. Therefore, please dress your child appropriately for the weather. Our Cold Weather Policy is: if the temperature feels like **20** degrees or higher prior to playground time (using the weatherbug app) the children will be going outside. Please be sure to send outdoor clothing **each day** (i.e. hats, mittens, coat, snow pants and snow boots, if applicable). **Rubber soled closed toe shoes** are a must on the playground. In warm weather please apply sunscreen to your child prior to coming to school, as we will not apply sunscreen in school. We encourage you to send your child to school with a hat and sunglasses for their comfort on the playground. Due to liability reasons, our playground must be **CLOSED** before and after school hours.

Clothing and Personal Effects

Children should be dressed comfortably at all times and in clothing they can manage easily and independently. Sweaters, coats, hats, mittens, rainwear and boots should be **clearly marked with the child's name** before they are worn to school. For safety reasons "flip flops" or "croc's" are not permitted in school. Children wearing either foot attire will not be allowed to use the outdoor playground equipment or to participate in indoor gym activities.

Children's Well Being - Child Abuse Policy

Child abuse in whatever form is a subject that no one likes to consider, but nonetheless cannot be ignored. The administration and teaching staff of our school share with parents a deep concern for every child's health, well-being, and peace of mind. To this end, we support state legislation which will reinforce currently practiced screening procedures in the hiring of staff. As early childhood professionals we are mandated by law to report **any suspicion** that a child is being abused, neglected or at risk. The director and staff shall report actual or suspected child abuse or neglect, or the imminent risk of serious harm of any child to the Department of Children and Families as mandated by section 17a-101 to section 17a-101e, inclusive, of the Connecticut General Statutes. We ask that parents and staff do not hesitate to bring concerns about child abuse, physical or sexual, to the attention of the Director.

Confidentiality

It is contrary to the interest of the school and those we serve to give out information regarding children and their parents. Such information will be held in strict confidence, and will not be discussed with anyone outside of the school without prior written permission from the parent or guardian but is immediately available upon request to administrators and teaching staff who have consent from a parent or legal guardian to access the records, the child's parents or legal guardians, and regulatory authorities. Within the school, such information may be discussed only when it will benefit the care and education offered to the children and the parents. Discussion of any information relating to a student or their family will be limited to those professional in direct contact with the child

or their family including: the director, assistant director, teachers, teacher assistants and the pre-school committee. Refer any inquiries on children, their performance, and/or parents to the Director and/or Pre-School Committee. All records for the children are kept in the main office in locked file cabinets. Always keep in mind that gossip can be very damaging to the staff, parents, and children, as well as the school. Another consideration is that gossip breaks the law, the "Law of Confidentiality"

Discipline Policy

The goal of discipline is to help the child develop inner controls so that he/she may move toward appropriate social behavior.

Developmentally appropriate methods for resolving conflicts are:

- the use of positive guidance
- redirection
- setting clear limits that encourage children to develop self control, self discipline and positive self esteem
- encourage children to use their words
- continuous supervision by staff during any disciplinary action
- prohibiting physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people

Staff may never use:

- physical punishment: shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for a long period of time
- psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection, seclusion
- coercion: rough handling (shoving, pulling, pushing, grasping any body part); physical restraint (forcing a child to sit down, lie down, or stay down) except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up)

The steps above are used by our teachers within the classroom whenever negative behavior is observed. When disputes arise among children or between a child and teacher, positive guidance will be provided and the teacher will encourage a talking out process among those involved. The goal of this talking out process will be to acknowledge feelings and find solutions using children's ideas whenever possible. If the negative behavior persists, the child is removed from the situation. Staff will continuously supervise children during disciplinary actions. Should the behavior continue, the parents are then contacted for a conference to agree upon a course of action. Teaching staff never use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion. Teaching staff never use threats or derogatory remarks and neither withhold nor threaten to withhold food as a form of discipline. Staff will use least restrictive methods, as appropriate, to protect the health and safety of the child or other people. Prince of Peace Pre-School reserves the right to remove an individual from the school should all above measures be ineffective. Teachers will verbally review this policy as part of the "Get Acquainted Day" agenda

Assessment

Assessment of the children begins with the Ages & Stages Questionnaires (ASQ-3) screening system which is designed to be completed by parents or other primary caregivers to a child between 1 month and 5 1/2 years of age. The results from this screening will provide the teachers with information about your child's strengths and weaknesses as they create a curriculum to meet your child's needs. Each family will need to complete the screening at home prior to the child beginning in September. Teachers will assess the children throughout the school year through varied assessment tools and update families in writing during Teacher/Parent Conferences in November and March. During the November (first) conference, families will be provided with detailed information on all the types of assessments performed. Teachers will work closely with children on Individualized Education Plans (IEP's) in order to provide an

appropriate education pre-school experience. Questions on assessment methods can be informally discussed with staff during daily interactions, forwarded to the school via phone or email or discussed during Parent/Teacher conferences.

Resources for Families

Referrals for diagnostic services or evaluation are recommended to families after the following procedures: Classroom observation of child by teachers/director, teacher/teacher conference, teacher/parent conference, director may be included in the conference/meeting. Parent is provided with the list of Early Childhood Professionals (either private or within the school district) to contact for an observation or an evaluation. Prince of Peace Pre-School teachers are not qualified to administer evaluation testing unless they hold an appropriate special education certification or degree. Permission is provided by the parent allowing Pre-School staff to share information with the Pre-School Intervention specialists. Initial differentiating between Board of Education referrals and child guidance/mental/behavioral health is determined at the time of the teacher/parent conference. A list of suggested early childhood specialists can be provided by the pre-school (suggested specialists are not necessarily endorsed by the pre-school) or the pre-school's Social Service Consultant. Teachers of children transitioning to kindergarten programs may be required to complete assessment forms to allow for a smooth transition between Pre-school and Kindergarten.

EMERGENCY PLANS

Weather Related Closings

In the event of severely inclement weather whenever the Brookfield Schools are closed for the day, Prince of Peace Pre-School will automatically be closed for the day as well. If the Brookfield Schools are delayed, we will be open at 10:00 am. Should we determine a need to close earlier than the usual time of dismissal due to sudden weather emergency, parents will be called by telephone and so informed. In such an event, however, school

personnel always remain until the last child has been picked up. One week of missed classes (*) due to weather related school closings will be permitted and tuition will be collected. Days beyond one week per each classroom's weekly schedule will be made up at the end of the school year up to June 30th. *One week of missed classes is defined by each classes weekly schedule (T,TH classes = 2 days; M,W,F classes = 3 days; M-F classes = 5 days). Should the Pre-School be forced to shelter in place for a weather related emergency the staff will accompany the children to a deemed safe location in the building (basement church youth room or inner room in the Pre-School). Drinking water, food, flashlights and cell phone charging power banks will be included in the resources available to the children and staff.

Medical

In case of a medical emergency, a certified staff member will attend to first aid as needed. Another staff member would notify the family of the child. The individuals authorized access to the child's health information would be the Pre-School Directors and the child's teachers. For extreme emergencies, 911 will be called. An ambulance will take the child and an authorized staff member to the Danbury Hospital. The child's health and release forms will accompany the child. Another staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional staff will be called in if necessary to maintain required ratios.

In the event a child becomes ill while at school, parents will be notified and the child will be moved to the Office, with a rest area available. A staff person will remain with the child at all times.

Fire

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the nearest fire exit. The class will walk to their designated safe location, safely away from the building, and line up for attendance. The staff will immediately take attendance. The Director, Assistant Director, or

person in charge will be responsible for taking the portable first aid kit, cell phone and emergency files with them. Should it not be possible to return to the building, staff will walk the children through the parking lots to the First Assembly of God/Christian Life Academy building. Parents will be notified via cell phones to pick up their children.

Evacuation

In the event the school must evacuate, the children will walk to the First Assembly of God/Christian Life Academy building through the lower parking lot pathway. If that facility is not safe busses will take the children to Candlewood Lake Elementary School or Brookfield High School. Advanced contact has been made with the town's Civil Preparedness unit, adding the school to their list for emergencies. Notes will be posted to alert parents of the location of the children. Parents will also be notified by cell phone to pick up their children. Ratios will be maintained at all times and two staff members will remain with the children until all children are picked up.

Privacy Notice

The Prince of Pre-School Committee acknowledges the importance of a student's rights to privacy. The school may disclose any of the items listed as "Student Information" without prior written consent, unless notified in writing to the contrary by the parent, guardian, or person having legal custody. "Student Information" includes one or more of the following items: student's name, address, telephone number, photograph of the student in the school setting, and student work displayed at the discretion of the teacher. A "Denial of Permission to Release Certain Student Information without Prior Written Consent" form can be obtained in the Pre-School Office. Only parents having legal custody or legal guardians of a student shall be eligible to deny permission for disclosure. Nothing in this policy shall be construed so as to prevent law enforcement officers, representatives of a court or representatives of the Department of Children and Families from obtaining the names and addresses of students, provided such officers or representatives do so in the official performance of their duties.

Presentation of proper identification of such officers and representatives shall be required before any information may be released. Lists of students or teachers shall not be made available to any individual, agency or establishment for commercial purposes or any other purpose contrary to the best interest of the individual.

Parents shall be notified of this policy annually and at the time of registration.

Policy

PRINCE OF PEACE PRE-SCHOOL

Adopted: 4/5/05

Brookfield, Connecticut

Thank you
for choosing
Prince of Peace
Preschool
as your child's
first school
experience.

