

Dear Families,

Welcome to St. Peter's United Methodist Church Child Enrichment Center (C.E.C). Thank you for choosing St. Peter's C.E.C. for your child's pre-school. Our church believes that each child is a child of God and should have every opportunity to develop spiritually, socially, intellectually, emotionally, and physically to the fullest potential. It is our purpose to provide that opportunity for development through safe, nurturing care for the children and families of St. Peter's C.E.C.

We strongly believe in ongoing communication between our staff and families. We encourage questions, suggestions and participation in center activities. We will keep you informed through direct communication, newsletters and bulletins.

We are excited about this coming year and our relationship with your family. We ask God's blessings on the staff and families here at St. Peter's C.E.C.

Joyfully,

Patricia L. Banks

Administrative Director

St. Peter's Child Enrichment Center

TABLE OF CONTENTS

- I. The Mission of St. Peter’s United Methodist Church
- II. History of St. Peter’s Child Enrichment Center
- III. Philosophy and Mission of St. Peter’s Child Enrichment Center
- IV. Accreditation
- V. Policies
 - A. Admission Requirements
 - B. Educational Goals
 - C. Evaluations and Conferences
 - D. Family School Connection
 - E. Parent Staff Fellowship
 - F. Philosophy of Discipline
 - G. Policy on Dismissal
 - H. Health Policy
 - I. Medications
 - J. Financial Obligations
 - K. Late Tuition Fee Policy
 - L. Financial Assistance
 - M. Daily Schedule
 - N. VPK
 - O. Extended Day Option
 - P. Snacks and Lunches
 - Q. Clothing
 - R. Dropping Off and Picking Up Children
 - S. Late Pick-Up Policy
 - T. School Security
 - U. Student Confidentiality
 - V. Classroom Computers
 - W. Field Trips
 - X. Birthdays
 - Y. Siblings at School
 - Z. Toys from Home
 - AA. Solicitation of Business
 - BB. Notification for Emergency Situations

I. THE MISSION OF ST. PETER'S UNITED METHODIST CHURCH

The mission of St. Peter's United Methodist Church is to serve the Lord by proclaiming His Good News through our actions and by bringing others to His healing power and grace, providing for all a loving fellowship of the concerned and accepting body of Christ.

II. HISTORY OF THE CHILD ENRICHMENT CENTER (C.E.C)

St. Peter's C.E.C. began as a ministry of the church; a mom's day out program. As the Mom's Day Out ministry grew in popularity and size, new facilities were added and staff was hired to meet the needs of the program. The local communities embraced St. Peter's new outreach and as a result, it has evolved into the wonderful program we have today. Today's C.E.C. continues to serve the children of our community as a ministry of St. Peter's United Methodist Church.

III. PHILOSOPHY AND MISSION OF THE C.E.C.

"Train up a child in the way he should go, and when he is old, he will not depart from it." (Proverbs 22:6)

St. Peter's C.E.C. is a safe, nurturing Christ centered program for early childhood development. We are committed to a partnership with school, family, and community acting in collaboration to provide the highest quality learning opportunities in the following areas: spiritual, social, emotional, intellectual, and physical development.

All families of the C.E.C. are invited to participate in all St. Peter's services of worship and all other programs of education, fellowship and service, including the Parent Staff Fellowship (P.S.F.) committee. The P.S.F. operates as a parent group that supports the school in all of its activities, such as the Spring Fair, holiday programs, and other volunteering opportunities.

The C.E.C. is a non-profit, Christ-centered school with an "open door" policy. Children of any race, religion or creed are welcome.

IV. ACCREDITATION

The St. Peter's C.E.C. has been awarded the United Methodist Accreditation for Preschools (U.M.A.P.). Information about the UMAP accreditation can be found at www.umapfl.com. In addition, the C.E.C. complies with all state and local Health Department licensing requirements. Our program meets or exceeds the Florida Department of Education's standards for preschool education. Our State of Florida License number is 50-51-01303.

Each year, our staff members are screened and receive proper training in growth and development, health, nutrition, safety and first aid for the young child, CPR and identifying and reporting child abuse and neglect. Courses are taken annually by all staff members for additional in-service training.

Teachers and assistant teachers are selected on the basis of their education and experience, as well as their personality and personal faith as they relate to their love of God and children.

V. POLICIES

A) ADMISSION REQUIREMENTS

Children of any race, religion or creed are welcome to attend St. Peter's C.E.C. Children must have turned two years of age by March 1st prior to the start of the school year. In addition, all students must be completely toilet trained.

All children enrolled must have complete registration forms and health certification as required by our program and the Health Department. The following enrollment information must be on file with us, prior to your child's first day of school:

- Physical Exam and Immunization Record
- Nutritional Statement
- Philosophy of Discipline
- Know your Child Care Center Brochure
- Completed Enrollment Form
- Notarized Medical Release Form

The physical examination form must be a **STATE OF FLORIDA OR PALM BEACH COUNTY HEALTH DEPARTMENT** form, completed and signed by a **Florida Licensed Physician**.

All completed forms must be on file with us prior to your child's first day of school. **OUT OF STATE PHYSICALS WILL NOT BE ACCEPTED.**

B) EDUCATIONAL GOALS

The curriculum of the C.E.C. is aligned with the Florida Department of Education's standards for pre-school education. The program provides quality, Christ-centered care and learning experiences in regards to the spiritual, social, emotional, intellectual, and physical development of young children. All of these areas are integrated into a long-range curriculum that develops logically throughout the school year.

Curriculum objectives:

1. Teaching about the Bible, God, and the church. As a Christian Pre-school, we will teach, by precept and example, the Christian faith. A Bible Enrichment teacher meets with each class weekly. The program is also enriched with a special sanctuary time for the students.
2. Building relationships and developing social skills. Students make friends and interact with their peers in a variety of settings (centers, playground, shared circle time, etc.) throughout the day.
3. Fostering independence. Students are encouraged to make choices, attempt new things, accept consequences, and to voice opinions, needs, and desires.
4. Acquiring readiness skills in math, science, art, language arts, social studies, and multi-cultural studies. Spanish instruction is also provided for students in the 3 and 5 day programs.
5. Building positive self-images. Students are praised for their efforts, behavior, talents, and demeanor. They are treated with love and respect and their confidence grows throughout the school year.
6. Developing good physical development, health, hygiene, safety, and nutritional practices. Students are physically active each day and the importance of proper health, hygiene, safety, and nutrition are taught to the children throughout the day.

7. Developing an appreciation for music and movement. A Music and Movement teacher meets with each class once a week.

The child's day is planned to provide a balance of activities that include: quiet and active play, individual, small and large group, indoor and outdoor, staff-initiated and child-initiated, small-motor and large-motor. Activities will offer each child plenty of "hands on" experiences for exploring the five senses, learning about the world, developing critical thinking skills, and understanding concepts.

Each classroom offers clearly defined activity areas or centers. This allows the students to work in small groups or individually with the teachers, optimizing interaction and constructive activity. Classroom centers include: home living, blocks, creative art, puzzles and manipulatives, library, listening, and science discovery. Play is an integral part of a child's development. Play is a child's work!

Parents are an important part of their child's learning. Teachers will provide a monthly calendar to inform parents of classroom learning objectives. Parents are encouraged to discuss and reinforce these areas with their child.

C) EVALUATIONS AND CONFERENCES

Skills progress and the development of each child will be on-going and systematically recorded. Individual folders will be kept by the teacher and may include the following: dated compilations of the child's work, a check list of skills that will reflect the child's abilities in the five areas of child development, and any observations of the child that the teacher deems pertinent to the child's development. These evaluations will be confidential between teacher and parent and will be discussed at individual conferences.

St. Peter's C.E.C. sets aside one day each year for parent-teacher conferences so that parents may be updated on their child's needs and progress. Child care for the students is provided on the playground to allow parents to attend and speak openly with teachers. Additional conferences are always available should the need arise.

We ask that parents do not attempt to carry on discussions with staff members during drop-off and pick-up times of the day. The focus of the staff members needs to be on the immediate needs and care of the children. You may leave messages for staff members in the C.E.C. office or send a note to your child's teacher should you wish to schedule an appointment.

D) THE FAMILY SCHOOL CONNECTION

It is our hope that through our ministry, we not only assist in your child's growth and development, but that family life will be strengthened as well. Our goal is to work with you in nurturing your child during the pre-school years of growth. Our goals include:

1. Orientation for children and parents of the C.E.C. at the initial time of inquiry and prior to the opening of classes.
2. Keeping parents well informed about their preschooler's activities at school so that the parents can enhance those learning experiences.
3. Keeping parents informed about current early childhood practices including familiarity with stages of development and what is considered normal behavior for specific ages.
4. Communication between parents and staff regarding home and center child-rearing practices in order to complement each other, when needed.
5. Active parent involvement throughout the year. The Parent-Staff Fellowship (P.S.F.) group will sponsor various activities during the year. They will serve C.E.C. in a variety of ways through special activities, fund-raising, etc. **Any parent wishing to volunteer during school hours and coming into contact with the students will need to complete the state mandated level 2 background screening.**
6. Encouragement of special visitors. Traditionally our curriculum units support "Community Helper" speakers. These include, but are not limited to: the dentist and dental hygienist, doctor, pastor, firemen, policemen, farmer, etc. Parents, grandparents, and others are encouraged to present their professional experiences to the children

during designated times of the school year.

7. Parents will be informed about the C.E.C. programs through newsletters, calendars and other forms of communication.
8. If a parent has a specific grievance or complaint with a staff member and/or the preschool, the matter should first be discussed with the teacher. If it is a matter that the parent is uncomfortable discussing with the teacher it should then be discussed with the director. The grievance will be discussed with the employee and any actions that result will be documented by the director and placed in the employee's file.

E) PARENT STAFF FELLOWSHIP

The Parent Staff Fellowship (P.S.F.) organization was created to enhance the relationship between the parents and the staff of St. Peter's C.E.C. The P.S.F. exists to improve communication between the parents and the school, as well as provide regular assistance to the C.E.C staff.

The P.S.F. offers opportunities for Christian fellowship among the C.E.C. families in addition to opportunities to promote the school to our community. As a parent of a St. Peter's C.E.C. student, you are invited to become a member of the P.S.F. and are encouraged to take an active role in your child's school.

There are several ways in which parents can offer their time and talents to the P.S.F.: (1) Leadership, which consists of one chairperson or two co-chairpersons for each school year; (2) Committee Chairperson / Member, responsible for directing many of the exciting annual programs including: themed events, holiday festivities, outreach opportunities, fundraisers, decorating, hospitality and much more; and

(3) P.S.F. volunteer, which gives you the chance to serve across many different capacities in support of the P.S.F. leadership.

Whatever your time, talent and abilities, P.S.F. is a great opportunity for you to enhance your child's pre-school experience. Meetings are held periodically throughout the school year and will be communicated to parents on a regular basis. Please look for the PSF enrollment form early

in the school year!

F) PHILOSOPHY OF DISCIPLINE

St. Peter's C.E.C. is a loving, warm, nurturing, and safe place for children. The staff strives to provide love, understanding, listening, encouragement, and reassurance. We believe in and use positive reinforcement of the children's good behavior as the basis of our classroom discipline. The staff will not spank, deny food, nor name call.

Usually reasoning with a child will suffice in the case of unacceptable behavior. There may be an occasion when a child needs to be separated from the group to re-direct his or her attention: this time period is to be very limited and would allow the child to relax and then rejoin the group. A teacher or supervisor may elect to speak with the parent(s) if a follow-up is necessary. Any student who purposefully harms another will be immediately removed from the group and his or her parent or guardian will be required to pick him or her up from the CEC office.

It is the policy of the C.E.C. to involve the parents in a case of a child who exhibits a consistent or extreme disruption to his or her classroom. Teachers and other staff members will make observations of the student and document the child's behavior. Conferences will be held with the parents, the teacher, and the C.E.C. Director as needed. An action plan, to help resolve the unacceptable behavior, will be developed and implemented. We believe that this team approach is the most successful approach toward helping the child function well at the C.E.C.

G) POLICY ON DISMISSAL

The C.E.C. reserves the right to dismiss children from the program for the following reasons:

1. Failure of parents to fulfill their financial responsibilities. Any family that is 30 days delinquent in their account will result in their child's dismissal from the program.
2. Failure of parents to fulfill enrollment requirements, including physical and immunization information. These must be completed before children may participate.

3. Failure of parents to conform to drop-off and pick-up times and procedures.
4. Failure of parents to abide by other specific policies of C.E.C.
5. Inability of a child to become completely toilet trained.
6. Inability of a child to function in the program, due to consistent behavior problems, behavior not conducive to learning, and or behavior disruptive to staff and children despite interventions implemented by the teachers, staff, and parents.

The C.E.C. Board will review the case of any child that is recommended for dismissal from the program.

H) HEALTH POLICY

Children should be present every day, health permitting, and are expected to participate in all activities. The C.E.C. reserves the right to prohibit any child from attending if, in the opinion of the staff, the child exhibits signs of ill health.

Please do not bring your child if he or she has one or more of the following:

- non-clear runny nose (especially fever green or yellow discharge)
- contagious skin rashes
- earache
- diarrhea
- productive cough
- sore throat
- chills
- swollen glands
- Inflamed eyes
- parasites in stool
- rash/chicken pox
- scabies
- head lice

Children must be symptom free for 24 hours before returning to school. **If your child will not be attending school, please call us.**

We make every effort to minimize the spread of germs at the C.E.C. by providing clean, well maintained classrooms. Classroom countertops, tables, chairs, doors, and cabinet handles are cleaned and sanitized daily. Floors are mopped and carpets are vacuumed daily. Carpets are cleaned at least once every three months. Toys are wiped down or sprayed with disinfectant weekly. At least twice a year all toys are cleaned in a commercial dishwasher and air dried. In addition, all dress up clothes are washed monthly and the CEC does not allow cloth hats as part of the dress up area.

Childhood illnesses, unfortunately, cannot be completely avoided. Children do sometimes become ill at school, and we do our best to isolate and comfort them until we can reach their parents. We are not staffed or equipped, however, to care for children who are ill. There is no nurse on staff and we cannot administer any medications. If a child becomes ill at school, we will expect that he or she be picked up within one hour of notification.

Please call the Center immediately if your child contracts head lice, scabies, mumps, measles, conjunctivitis (pink eye), chicken pox, impetigo or any other communicable disease or condition.

If your child has allergies, please indicate them on the Health form. In addition, please make a point of addressing it with your child's classroom teacher.

Children must be completely toilet trained. They must be able to use the restroom (both bladder and bowel) with appropriate hygiene independently. No pull ups are allowed.

I) MEDICATIONS:

Only emergency medications will be given at C.E.C. Pain relievers, cough medicines, and antibiotics will not be administered at the C.E.C.

J) FINANCIAL OBLIGATION

The budget for the school year is the basis for establishing the tuition at the C.E.C. Tuition is used to pay staff salaries, purchase materials, and help with improvements to the C.E.C.

The school year is divided into nine equal tuition payments for the months of September through May and one prorated tuition payment for the month of August. Tuition payments are due on the first school day of the month. If a student needs to be withdrawn from the program a written, one month notice must be given.

With the exception of August, the amount of tuition due for the month is always the same, regardless of the number of school days in the month. No refund for non-attendance will be made. A calendar of school holidays is given to all parents at the beginning of each school year and it is recommended that vacation and other planned days off coincide with those days.

Parents will not be billed, but are responsible for bringing tuition checks to the C.E.C. office. Checks should be made payable to **ST. PETER'S UMC.**

In addition to the monthly tuition, there is an annual registration fee and an annual capital improvement fee. *Tuition, registration, and annual capital improvement fees are all non-refundable.* The building/capital improvement fee is tax deductible as a contribution to St. Peter's United Methodist Church.

There is a one-time activity fee for students enrolled in the pre-kindergarten classes. This fee is for all field trips and activities throughout the school year, as well as the graduation ceremony at the end of the year.

A discount is applied for families with more than one child enrolled at the C.E.C.

K) LATE TUITION FEES POLICY

Tuition for the program is due on a child's first school day of each month. Tuition paid after the 10th of the month is considered late and a late fee of \$10.00 will be charged.

After 30 days of non-payment the child will be dismissed from the program.

L) FINANCIAL ASSISTANCE

Since the C.E.C. is an outreach ministry of the church, every reasonable effort will be made not to deny any child admission due to financial need. Partial scholarships may be available. An application for scholarship funds may be obtained from the C.E.C. director and will be treated as confidential. The C.E.C. Board will review each application for scholarship and render a decision based on financial need and the availability of church funds.

M) DAILY SCHEDULE

St. Peter's Child Enrichment Center offers a variety of part time and full time programs for preschool aged children. Classes are offered M/W/F or T/TH for the 2 ½ & 3 year old classes and M/W/F or M-F for the 4 year old VPK classes. Morning and afternoon programs are offered for the 4 year old VPK classes.

A detailed daily schedule is posted in each classroom. Each teacher will also send home a monthly calendar of classroom goals and events for the parents. In addition, the C.E.C. director will provide monthly communication to C.E.C. families regarding the C.E.C school-wide news and events.

N) VPK

The C.E.C participates in the Voluntary Pre-Kindergarten (VPK) program. A wide variety of VPK programs that meet the state required 540 hours per year are offered. Parents may choose which program is best suited to their child. If parents select a program that has additional hours added to the state required hours then the parents are agreeing to pay the following fees: monthly tuition, registration fee, activity fee, and the annual classroom improvement fee.

Parents must obtain the voucher of eligibility and present it at the time of registration. Enrollment in the VPK classes, as with all other classes, is done on a first come basis. Registration is done in the spring with an earlier date for returning C.E.C. students.

O) EXTENDED DAY OPTION (LUNCH BUNCH)

We offer after school extended day options for our students.

Our afternoon extended day option is known as Lunch Bunch. Students eat lunch, make a craft or participate in a structured activity, and play on the playground. Students enrolled in the morning sessions may attend Lunch Bunch from noon to 2:30PM. The cost is \$15.00 per day. Students enrolled in the afternoon sessions of C.E.C. may attend Lunch Bunch from noon to 1:15PM. The cost is \$6.00 per day. Students participating in programs that dismiss at 1:00PM may also attend lunch bunch from 1:00PM to 2:30PM for a cost of \$9.00.

Drop-in positions for Lunch Bunch may also be arranged. Please contact the C.E.C. office one week in advance to check for availability.

Registration for students attending an extended day program on a consistent basis should be done one month in advance. There is a one-time registration fee of \$5.00 per day the student is enrolled in one of the extended care programs.

Payment for the extended care programs is due when you receive your bill at the END of the month. You may include it along with monthly tuition. You will be charged for the days you reserve.

P) SNACKS AND LUNCHES

Snacks and lunches are NOT provided by the C.E.C. Parents are responsible for ensuring that their child brings a nutritious snack and drink each day. If the child attends the Extended Day (Lunch Bunch) session a lunch and drink must also be brought from home in a separate lunch box. Lunches for students enrolled in Lunch Bunch are turned into the C.E.C office in the morning and will be refrigerated. Students enrolled in a full day program will bring their lunches directly to the classroom with them in the morning. ***Please make sure your child's snack box and lunchbox are CLEARLY marked with their name on the outside.***

Q) CLOTHING

Children are actively involved in the learning process and need to be dressed accordingly. They will experience active play and work with various media including paints and other materials which are messy. Please send your child to school in play clothes rather than his or her Sunday best. Even with a paint smock, spills may soil or stain clothing. **Closed toe shoes are required.**

The following clothing guidelines are recommended:

- Casual, comfortable, washable clothing
- Easy off- easy on clothing for trips to the restroom (avoid zippers, buttons, etc. if your child is not proficient with them)
- No slippery shoe soles (i.e. Jellies, Crocs)
- No cowboy boots
- Dress appropriately for the weather

In addition, each child needs to have a change of clothes kept at school. Please send a complete change of clothes, including socks and underwear, in a large Ziploc bag with your child's name on it. Please turn this in to your child's teacher on the first day of school.

R) DROPPING OFF AND PICKING UP CHILDREN

All children shall be escorted to their classroom by their parent or caregiver and released to the proper staff person. Parents should have their children use our restroom facilities prior to the start of the day. Parents should supervise their children outside of the classroom until the teacher or assistant opens the door and welcomes the children to a new day of learning.

During the morning drop off time the front gate to the C.E.C. will be opened. The side gate will be locked and used as an emergency exit only. After drop off time the front gate will be closed. If you enter after drop off or pick up time, please be sure to close the gate behind you for the safety of our children.

Parents will pick up their children from the classroom at the conclusion of the session. The teacher or assistant teacher will have the responsibility of knowing the parent(s) on sight in order to release a child. Staff members will only release a child to an authorized adult. Please send in written notification in advance if your child is to be released to an adult other than a parent. Anyone picking up a child for the first time will be asked to show photo identification.

Please observe extreme care and safety when in our parking lot area! Little people may get away from parents, so please drive slowly and be cautious. Your car **MUST** be parked in a parking space, your engine turned off, and keys removed. Please be sure to lock your vehicle. **DO NOT LEAVE ANY VALUABLES IN YOUR CAR (purses, wallets, etc.)** **PLEASE DO NOT PARK** in the emergency zone or on the grass at the front of the offices. Please leave handicap spaces available for those in need.

S) LATE PICK-UP POLICY

Parents will be charged a \$5.00 late fee for every 5 minutes late after the dismissal time. Late charges will not exceed \$30.00 per incident.

The emergency contact person(s) will be notified 10 minutes after dismissal time if the child has not been picked up.

We will allow two “grace” late times per year. If a parent is late more than 5 times (2 “grace” and 3 “actual”), the child will be subject to potential dismissal from the program. **If you know you will be late, please call the C.E.C. office.**

T) SCHOOL SECURITY

The school has many security procedures in place to keep the children safe. Each classroom is staffed by two adults; a teacher and a teaching assistant. Students are constantly supervised by these adults. Students are escorted to the restroom, the C.E.C. office, the Fellowship Hall, and to the playground by staff members. All staff members will wear identification badges so they can easily be recognized on campus.

The school campus has two access gates. The front gate will be opened during the morning drop off times and then secured during the school day. To enter the gates when locked, you will need to press the button to contact the office. The side gate is used as an Emergency Exit only! Parents must use the front gate to access the school.

Once students are in class the classroom doors will be locked. All staff members will have keys to the classrooms and various areas of the campus.

U) STUDENT CONFIDENTIALITY

The staff of the CEC will maintain the privacy and confidentiality of each student that attends the preschool. It is also important for parents to maintain the safety of the children with regards to social networking sites such as Facebook. Please refrain from posting comments and photos, or tags of children other than your own on any such site. The PSF maintains a Facebook page and no child’s photo will be posted without consent from their parent or guardian.

V) CLASSROOM COMPUTERS

Each classroom has a computer with internet connections to enhance the children’s learning. The children will have opportunities to use the age appropriate programs at center time. The parental controls are set and

the children will be closely monitored.

W) FIELD TRIPS

Field trips will be taken by the Pre-K children ONLY. These trips are an enhancement to our curriculum and very beneficial to the children. Parents will be notified well in advance of the date, time and destination. Signed permission forms will be required for each child's participation.

Transportation will be provided by parents in the individual classes. Family members driving on field trips must provide their driver's license and proof of insurance to be photocopied prior to the field trip. We must have enough drivers to ensure that all children are seat-belted and in booster seats for a class to be able to attend the field trip.

All chaperones are also required by the state mandate to have a Level 2 background screening on file with the preschool.

ONLY CHILDREN ENROLLED IN C.E.C. MAY ATTEND THESE SCHEDULED FIELD TRIPS. Siblings are not permitted to attend field trips in order to comply with insurance guidelines and Health Department regulations.

X) BIRTHDAYS

Birthdays may be celebrated in the classroom throughout the school year and we look forward to it! We encourage you to send in something special to mark your child's big day. Please check with your child's teacher in advance on plans for your child's birthday celebration.

The Health Department regulation stipulates that any food served at the C.E.C. for a group of children **must** be prepared in an approved kitchen. Therefore, home baked goodies may not be served. Instead, store bought items such as donut holes, cookies, ice-cream cups, brownies, or cupcakes are recommended.

Please avoid overemphasis in the classroom with other birthday items. Invitations for private birthday parties will only be distributed by staff members if all children in the class are invited.

Y) SIBLINGS AT SCHOOL

The Health Department regulation states that a center **may not co-mingle** children. By definition this means that we are not to allow children less than twenty-four months of age to share the same area with children two years of age or older. By having non-registered children in our classrooms, we could exceed the number of students permitted by the licensing guidelines. Based on these regulations we must insist that siblings not be a part of classroom activities such as field trips, birthday celebrations, or during any time a parent is volunteering in the classroom.

Z) TOYS FROM HOME

We recommend that you do not allow your child to bring toys from home. An exception to this policy may be when a teacher requests that a child bring in an item for "Show and Tell." Real or toy weapons are **NOT** allowed. **St. Peter's C.E.C. staff members are not responsible for items brought from home.**

AA) SOLICITATION OF BUSINESS

The C.E.C. prohibits the sale of products or services to the families of our program. Presentation of products, distribution of advertised materials, and posting of information *that solicits* business is not allowed. Exceptions to this policy may include sponsorships of the Spring Fair, the Book Fair, or other similar events sponsored by our parent group, the P.S.F. The P.S.F. Board of Directors, working in conjunction with the C.E.C. Board of Directors, will have the final vote on approval of such events for the purpose of fundraising for our preschool program.

BB) NOTIFICATION FOR EMERGENCY SITUATIONS

In the event of an emergency, such as a hurricane, St. Peter's C.E.C. will follow the Palm Beach County School Board's decisions for school closing. Parents should watch the local news stations for information.

We also use an alert system called "School Reach". This program calls or emails when we have information for our families. You will need to fill out a form with the phone numbers and email addresses that you wish for this program to contact you through.