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## **Credo of St. Peter's Lutheran School**

St. Peter's Lutheran School of Prairietown established and continues to maintain a Christian day school in order to carry on the command of Jesus: "Teaching them to observe all things whatsoever I have commanded you." (Matthew 28:20)

We believe this agency to be essential in carrying out God's command regarding the Christian training of children. We want to receive for ourselves and our children the blessing God has promised to those who give their children a Christian training.

We believe that Christian religion should be taught not merely as a subject, but as a foundation and fountain of true knowledge and wisdom so that it becomes a permeating influence in all learning and in all disciplinary and administrative matters.

We believe that a child can best learn to live his faith when religion is interwoven into every day and hour of his whole life.

We believe that a child is not prepared for life in this world until he knows God's plan of salvation and sees himself as part of that plan. Only then will he have the proper motivation and incentive to prepare himself for an active and useful life of service to God and his fellow men.

We believe as Solomon writes in Proverbs 22:6 "Train up a child in the way he should go; and when he is old, he will not depart from it."

## **Objectives of St. Peter's Lutheran School**

The philosophy of Christian education is based on the Bible. In the book of Proverbs 22:6, God tells us: "Train up a child in the way that he should go; and when he is old he will not depart from it." Again in the book of Deuteronomy 6:7 He says: "These words which I command thee this day shall be in your heart, and you shall teach them diligently to your children." This is a command of God directed to every Christian whether they are parents or not. To fulfill its obligation to God, to the child, and to the parents our school lists the following fundamental objectives:

1. Diligent teaching of God's Word and Christian Doctrine in obedience to divine command. "Go ye therefore and teach all nations baptizing them in the name of the Father, and the Son, and the Holy Ghost." (Matthew 28:19)
2. Provide for spiritual, intellectual, physical, and emotional welfare of the child by means of an integrated Christian education.
3. Daily Christian fellowship as one of the most powerful factors in building character and training for Christian living.
4. A rich devotional life as a source of spiritual strength.
5. Support of Christian parenthood and home life for the purpose of strengthening the family in human society.
6. The dedication of time, talents, and treasures to God in a life of faithful stewardship.
7. Christian citizenship grounded in obedience to God and His Word -- living for Christ's second coming.

## **Curriculum**

Guidelines for the basic curriculum are found in The Course of Study for Lutheran Schools and set up by the Illinois public school system. Courses are offered in:

- Religion: Includes a well-planned study of the Bible, church history, memorization of the chief parts of Christian doctrine, selected Bible verses, prayers and hymns.
- Language Arts: Includes reading, language, grammar, spelling, creative writing, handwriting, and phonics.
- Mathematics: Use of materials or text covering the basic skills and substantial drill work.
- Social Studies: Includes history, geography, Illinois history and geography, current events and United States government.
- Science: Includes discovery and demonstration of principles of chemistry, biology, health, and physics.
- Physical Education: Includes instruction to equip the child physically, mentally, and socially.
- Fine Arts: Includes music and art.
- Computer Lab: a study of hardware and software applications including Microsoft Word, Excel, PowerPoint.

The curriculum is also supplemented by use of library resources from the public library, videos, recordings, guest speakers, and computers.

Field trips are scheduled at various times throughout the year to add to the students' learning experiences. Permits for these are sent home with each child before such an occasion.

## **Extra-Curricular Activities**

A pupil activity program is carried on at St. Peter's. Included in these activities are a sports program, choir, band, math and religion trivia teams, and spelling teams.

The sports program consists of interscholastic competition for boys in basketball, softball, and track while girls may compete in volleyball, basketball, and track. A policy list is also provided in this booklet. It may also be obtained, upon request, from the school office.

Participation in Extra-Curricular activities is dependent on the student's academic achievement. Students will be expected to keep up their grades.

## **Absences, Excuses, and Medications**

Parents should not fail to provide the teacher with a written excuse (or phone call) each time a child is absent from school sessions. The reason for the absence must always be stated. If the absence is foreknown, arrangements should be made with the teacher to have the work made up in advance of the absence. If a child misses more than thirty (30) days of school he/she is subject to be retained in that grade. Vacations, doctor's appointments, etc. should not be scheduled during school sessions, if possible.

The teacher should receive a written excuse if a child is not to participate in physical education or to remain indoors at recess.

Any medication sent to the school with the child must be accompanied with a note signed by a parent instructing the teacher as to the purpose of the medication, the time it is to be given, and the amount to be dispensed.

## **Administration and Financial Support**

St. Peter's Lutheran School is an integral part of St. Peter's Lutheran Church. Its policies and activities are determined by that body. Supervision of the school is in the hands of the Board of Christian Education, consisting of five laypersons, the principal, the pastor, and the teachers. Our school is financially maintained by the church and its members as well as the families of children who are enrolled.

Administration of our educational programs is headed by the principal, and assisted by the faculty. The teachers carry out the directives of the Board as well as make suggestions for improvement of its educational programs. Parents are always welcome to attend Board meetings to lend their input to the proceedings.

## **Admissions and Enrollment**

Admission and enrollment of a child of any member of the congregation will not be denied because of a failure of that member to financially contribute to the congregation in excess of the tuition charged for admission of that child to the school. Admission policies and preferences will be based on such factors as membership in the operating congregation, payment of tuition and other fees charged to the student, academic qualification, prior disciplinary record or history of the child, and the school's ability to provide an appropriate educational program for the child.

## **Birthday Favors**

Should your child be celebrating a birthday and you would like to treat the group to a small favor, please make arrangements with the teacher several days ahead of time.

## **Bus Service**

The Edwardsville School District No. 7 provides bus transportation for our children who meet the bussing authority requirements. You must go through the same procedures as do public school students to obtain this service at no cost to you.

## **Chapel**

Children's chapel services are held each Wednesday morning at 8:30 a.m. during the school year. These services are also open to parents and friends who are welcome to attend. All of these services are held in church.

## **Church and Sunday School Attendance**

Children will be taught that Christians view the Lord's Day as His, and regular worship in church and Sunday School is desired. This, of course, is the parent's responsibility. Since you have enrolled your child in a Christian school, we assume that you are concerned with the child's total spiritual welfare. One method of translating this concern into action is by regular public worship of the entire family. Church and Sunday School attendance will be taken in all classrooms each Monday morning for the previous Sunday.

If you and your children are not attending church regularly, you are invited to attend the services at St. Peter's. Worship services are held each Sunday at 10:00 A.M., and every 2<sup>nd</sup> and 4<sup>th</sup> Saturday at 5:30 P.M. Lenten services are held on Wednesday night at 7:00 P.M. You may also participate in Sunday School and Adult Bible Classes at 9:00 A.M. on Sundays.

## **Class Schedule**

School Begins	8:15 A.M.
Half Day Preschool Dismissal	11:30 A.M.
Lunch and Recess	11:45 - 12:40 P.M. (K-8)
Afternoon Break	1:55 P.M. - 2:05 P.M. (PreK-5)
School Ends	3:00 P.M.

## **Code of Conduct**

*“Let your light so shine before men, that they may see your good works and glorify your Father who is in heaven.”*  
Matthew 5:16

The Board of Education, administration, faculty, staff and parents have high expectations of all St. Peter’s students. Therefore, students are expected to conduct themselves in a manner that gives glory to our Lord.

Enrollment at St. Peter’s is by choice. Therefore, students make a commitment to special expectations and rules that affect them within the school and within the community. As representatives of our Lord and of our school, all students need to behave in a manner that reflects integrity upon themselves, upon any school activity, and upon the school itself.

The purpose of applied discipline is to assist each student in developing the self-control necessary to function appropriately in all personal and social relationships. Our standards and policies are based on commonly accepted social behaviors and the Word of God. Students are subject to the supervision and discipline of all school personnel at school and at all school activities (on or off campus) as set forth in school policies and expectations. Students will also be held accountable for their behavior outside of school as we are all God’s children whenever & wherever we go.

Consequences are warranted when students repeatedly and/or willfully disregard school guidelines/rules or otherwise bring discredit to their Lord, their school or themselves.

***Examples of behaviors subject to a detention:***

Disrespect  
Loitering  
Use of inappropriate language  
Insubordination  
Dishonesty  
Disrupting class  
Tardiness

***Examples of behaviors that warrant suspension, probation and possible recommendation for expulsion:***

Vandalism (will include mandatory restitution)  
Possession of a weapon or look-alike weapon  
Fighting or other acts of violence  
Verbal, written, or visual threats of physical harm  
Harassment of a student or staff member  
Possession of smoking or chewing tobacco substances  
Dishonesty and/or misrepresentation in regard to these and other types of discipline incidents

When the administration becomes aware of a student’s behavior that is in contradiction with the Biblical morals promoted by St. Peter’s, the administration shall meet with the student, parent/guardian of the student, and the Pastor of the family. If the student recognizes and repents of the misconduct, St. Peter’s will make every effort to provide uninterrupted education to the student as well as appropriate counseling and support. In situations of continued rebellion against God, the student’s status as a student at St. Peter’s will be re-evaluated. The school will deal with each situation on a case-by-case basis and will consider what is best for all concerned. St. Peter’s seeks to continue to minister to all students and families involved with such situations.

## **Discipline**

Every attempt is made to maintain a cheerful Christian discipline at all times. The teachers do their best to treat all children fairly in accordance with God's Word. If a pupil insists on disobeying they will be counseled with at school and if necessary the parent will also be contacted.

Should a pupil persist in willful disregard of the principles and aims of the school, then the Board of Christian Education, together with the staff, reserves the right to curtail extra-curricular activities, and/or to suspend or expel the pupil.

Detention – Students may be detained before school, after school, and/or at other various times by teachers or administrators for a specified period. Students may also be required to carry out specific work service activities during a detention. Detentions are issued for a variety of inappropriate behaviors. Detentions will be issued at the discretion of the faculty, staff and/or the administration.

Detentions are 20, or 30 minutes in length. The actual length of the detentions is dependent upon the offense and is at the discretion of the teacher or administrator assigning the detention. A student that has been assigned a detention will have three school days, including the day that the detention was issued, to serve the amount of time assigned.

## **Dress Code**

In order to assist our students in presenting a positive self-image, we encourage them to be the best they can be in all areas, including the area of dress and appearance.

Students are expected to demonstrate by their dress a concern for Christian witness to fellow students and the community around them. Neatness, cleanliness, and modesty with dress and personal grooming are always consistent with Christian principles and are basic to St. Peter's dress code. These guidelines should be followed for all school activities unless otherwise specified.

Halters, tank tops, anything low cut, muscle shirts, mesh shirts, torn or frayed clothing, clothing resulting in bare midriffs, tight fitting, or revealing are not to be worn to class. For safety purposes and floor protection, shoes which leave black marks on the floor, flip-flops, or any open-toe footwear, may not be worn to school. Hats are not to be worn in the building (except on Hat Day). Clothing which lacks modesty, advertises alcohol, tobacco, or rock groups, or on which obscene, double meaning, or suggestive sayings are found are not allowed. Jeans are allowed, if they are not frayed and are reasonably maintained. Shorts (not cut-offs) have been included in the acceptable dress code primarily to provide relief from periodic high temperatures. Keep in mind the weather and possible outside activities and dress accordingly.

Boys may not wear earrings at school or at school functions.

The school principal and staff reserve the right to determine what is appropriate regarding pupil appearance. Any student not adhering to the dress code will not be allowed to participate in class until suitable clothing is obtained.



## **Enrollment**

It is the policy of St. Peter Lutheran School to admit students of any race, color, national, or ethnic origin to all rights, privileges, programs and activities generally accorded to students of the school. It does not discriminate on any of the aforementioned in the administration, policies, admissions, athletic, and other school administered programs.

St. Peter Lutheran Church and School do not practice discrimination in the hiring or employment of full time or part time personnel on the basis of race, color, national or ethnic origin, gender (unless it conflicts with LCMS religious beliefs and principles), or physical limitations provided the person can perform the duties and functions assigned. St. Peter's Lutheran Church does give preference to graduates of Lutheran Church-Missouri Synod colleges and seminaries, and to LCMS congregational members in its hiring and employment practices.

## **Fees**

A book fee of \$160.00 and \$40.00 preschool is assessed for each child at the beginning of the school term. This covers the cost of workbooks, art supplies, and other consumable items needed throughout the year. This fee is non-refundable.

The school is supported through tuition and contributions to the general budget of the church. All solicitations of contributions for the benefit of the school shall be made generally to the entire church membership and not, at any time, solely to those parents of children enrolled in the school. The voters' assembly of St. Peter's Lutheran Church in a regularly scheduled meeting has set the following tuition for students: Preschool tuition is \$2,000 for a full day and \$1,200 for half day. For those students of members it is \$1,800 for the first child and \$900 for each additional child in the family. For students of non-members it is \$2,400 for the first child and \$1,400 for each additional child. Payments are to be made to St. Peter's Lutheran Church and can be brought to the school office at any time during the school term. Receipts for such payments will be provided for your benefit.

Tuition and fees must be paid in full before registering for the next year of school.

## **Funerals**

In the event of a funeral at St. Peter's Lutheran Church during the school day, class schedules will be altered. School will remain in session if it is small funeral. School cancellations may occur if the funeral is a large one.

## **General Rules**

1. On approaching school, students are requested to use the sidewalks and not cut across the parking lot.
2. No athletic equipment owned by students should be brought to school unless they first receive the teacher's approval.
3. On days when there is a funeral at church, the playground will be off-limits out of consideration for the grieving family.
4. There will be no running in school at any time.
5. All children must be under an adult's supervision at all school functions. While the child is involved in an athletic contest, the child is under the supervision of the appointed coach. Upon the conclusion of the sporting event in which the child is participating, the responsibility becomes that of the parent. Any child who is not supervised will be sent home immediately. This supervision must be arranged by the parent prior to the event, and it will not be the obligation of the staff of the school.

## **Grievance Procedure**

It is natural that at one time or another a difference of opinion or concern may arise between parent and teacher. As Christians it is necessary that we follow the guidelines established by our Lord and Savior concerning differences between each other. Matthew 18: 15-17 states, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church."

Therefore, when a difference arises personal contact should be made in the following order:

1. Parent and Teacher
2. Parent and Principal
3. Parent, Teacher, and Principal
4. Parent and Board of Christian Education
5. Parent, Teacher, Principal, and Board of Christian Education

## **Harassment Policy**

It shall be the responsibility of all members of the St. Peter's family (faculty, staff, students and parents) to respect the rights, feelings, and sensitivities of others. All parties should accept one another as equal in the sight of God in the spirit of Christian love, even as Jesus Christ first loved us and gave His life for the sins of all mankind.

St. Peter's will not tolerate any harassment of any individual relating to the person's sex, race, color, religion, age, disability or physical appearance. The term harassment includes but is not limited to slurs, jokes, unwanted touching as well as any other verbal, graphic, physical conduct, or posted/sent computer content relating to a person's sex, race, color, religion, age, disability, or physical appearance.

Any individual who believes that he or she has been a victim of any type of harassment or discrimination should immediately report the incident (s) in confidence to any administrator, counselor, teacher or coach. Following an investigation of the incident, which may include supervised confrontation, appropriate action will be taken. Those deemed to be guilty of harassment will meet with appropriate sanctions that may include suspension, expulsion, termination and/or prosecution by civil authorities.

## **Inclement Weather**

If the necessity arises that classes must be canceled because of inclement weather, tune in to television station (Channel 2 or 4) for announcements of cancellation of school, or if this is not possible we will contact you by phone. These announcements are usually made during the early morning newscasts and will appear as "St. Peter's Lutheran - Dorsey".

If Edwardsville District 7 has cancelled school, we will also cancel school.

## **Lunch and Milk Programs**

A Class "A" type lunch is provided for those interested students each full day of school. Money for lunches is collected at the end of the month by the school lunch treasurer. Checks for lunch money should be made payable to St. Peter's Lunch Program. Lunch is \$3.00, reduced lunch .40 and snack milk .40.

It is assumed that all children will drink milk with their purchased noon meal. If a student is to drink anything else, a note needs to be sent to school indicating that. For those bringing their lunch, soda should not be sent as the child's beverage. The soda machine is not available for use during school hours.

Anti-bacterial soap products should not be brought to school to replace normal hand washing procedures. Hot water and soap are still the most effective way to clean hands properly.

NSLP-forms available for those who qualify for reduced or free lunches.

## **Medical Examinations**

The regulations of the State of Illinois require all children entering their first year of school, either kindergarten or first grade, and sixth grade to receive a complete medical examinations before entering school in the fall. Students in Kindergarten, second, and sixth grade must complete a dental examination and students in grade K need a thorough eye exam. Forms for these exams are available at the school office. The completed forms should be returned to school at the earliest possible date after school starts.

## **Nuisances**

Comic books, magazines, matches, knives, water guns, chewing gum, candy, dolls, toys and the like should be left at home. Such items, if brought to school, will be confiscated by the teachers, since such items have no place on school property during hours at school.

## **Report Cards and Consultations**

Report cards are issued quarterly for grades PreK-8 and are supplemented by written and oral reports as the situation requires.

Parents wishing to consult with the principal or teacher may do so after school hours, before school, and preferably by appointment. Parent-teacher conferences are scheduled after the first quarter of the school year.

The grading scale for St. Peter's is as follows:

A= 100-90	There is, however, some flexibility in certain areas and levels.
B= 89-80	
C= 79-70	
D= 69-60	
F= 59 and below	

## **School Grounds**

Pupils should not appear at the school before 7:30 a.m. **unless arrangements have been made with the school.** No child will be permitted to leave the school grounds during the school day without the teacher's & parent's consent. Pupils will be dismissed at 3:00 p.m. Students are expected to leave the school grounds upon dismissal. If a student is not picked up by 3:15 p.m. the parent must provide supervision for that child. If this is not arranged and the school has not been contacted, a fee may be charged for after-school supervision. This is not applicable for those involved in a school-sponsored activity.

## **School Security & Emergency Drills**

St. Peter's School's doors will be locked every day from 8:30 A.M. – 3:00P.M. If you need access please report to the church/school office on the north side of the road. The church office phone number is 888-2250. If you need access to the south side school complex call 888-2252.

Crises, Fire, tornado, and earthquake procedures are held on a regular basis at least once each semester. Teachers review emergency drills with the class and these are also posted in each classroom.

## **School Work and Assignments**

If the children properly utilize their time in school during the day, they should have most of their assignments completed before the close of school that evening. If a child seems to bring home a large amount of homework every day, parents should arrange to discuss this problem with the teacher.

Parents should show an interest and concern in the child's work by frequently checking and discussing of it with the child. This does not mean to do it for them. Children should be urged to prepare their work neatly and accurately and submit their assignments on time.

## **Telephone**

The school telephone is not for general use by the children. To use the telephone they must get permission from the teacher. If parents must call their children, this should be done during morning or afternoon recesses or during the noon lunch hour. Students will not be allowed to have cell phones between the hours of 8:15 a.m. and 3:00 p.m. They will be kept in their locker and can retrieve messages after those hours.

## **Testing Program**

In addition to regular subject matter testing, standardized tests are given to the children in school. During the second semester, standardized achievement tests are given. These results are graphed on a profile sheet which may be used by the teacher in discussing the strengths and weaknesses of the child with the parent.

## Parent-Teacher League

St. Peter's has a regular parent and teacher organization known as the P.T.L. Every parent having a child in school is automatically a member of this organization. All members are encouraged to attend the first meeting held at the end of August at 6:30 in the school cafeteria. Our PTL is essential to our school. The PTL fundraisers include Fall Pizza sales and February Silent Auction and Trivia Night. Room moms host a school Fall Party and student Christmas Party. Families also volunteer to help with the Easter Breakfast.

This organization is for the purpose of achieving better and closer cooperation between school and home for proper training of the child.

Linking Church, School, and Home



## Sports Policies

### **I. Boys' Softball**

- A. Duration - 15 season games
- B. Participants - Grades 6-8 boys; if necessary, lower grades may be taken
- C. Participation level - each participant should play an average minimum of 2 innings per game

### **II. Girls' Volleyball**

- A. Duration - 14 season games and 3 tournaments
- B. Participants - Grades 3-8 girls
  - 1. A-team - Grades 6-8
  - 2. C-team - Grades 3-6
- C. Participation level - each participant should play an average of at least one half game per match.

### **III. A-Team Basketball (Boys and Girls)**

- A. Duration - 14 season game and 3 tournaments
- B. Participants - Grades 6 - 8
- C. Participation level - each participant should play an average of at least 1 full quarter per game.

**IV. B-Team or C-Team Basketball (Boys and Girls)**

- A. Duration - 14 season games and 3 tournaments
- B. Participants - Grades 3-6
- C. Participation level - each participant should play an average of at least 1 full quarter per game.

**V. Track**

- A. Duration - 6 meets
- B. Participants - Grades 3-8, but primarily grades 5-8

**VI. General Guidelines**

- A. No participants can be involved on more than two teams at one time. Team determinations are decided upon between player, or parents, and coach.
- B. Any participant absent any part of the school day will not be allowed to participate in competitions being held that day.

**VII. Participation**

No interscholastic competitions will be held when school sessions have been cancelled with the exception of tournaments.

- A. Player participation levels do not have to be met under these circumstances:
  - 1. Academic minimums are not being met as determined by school policy. (Parent, Player, and Coaches to be informed.) Academic standards = no "F's", not more than 1 "D"
  - 2. Participant does not attend scheduled practices regularly.
  - 3. Participant does not apply himself/herself during practice sessions. (Player and Parents to be consulted by coach.)
- B. All athletic competitions must be arranged through athletic director
- C. Every participant (player or coach) is a Christian witness and should therefore frequent the House of God.

**VIII. Spectator Conduct**

Christian witness is expected at all times, especially in regard to:

- A. Use of language
  - B. Respect for referee's decisions
  - C. Decisions of Coaches
  - D. The purpose of the games is Christian sportsmanship and fellowship.
- Failure to comply will result in expulsion from the contest.

**IX. ↔Coaches Conduct**

Christian witness is expected at all times, especially in regard to:

- A. Use of Language
- B. Respect for referee's decisions
- C. The purpose of the game (See Above)
- D. The treatment of children as children
- E. Unnecessarily running score up on any opponents
- F. Their own attendance in the House of God

**X. Grievance Procedures**

Infractions of these policies are to be dealt with by the disciplinary board. All problems are to be reported to this board in writing.

The disciplinary board is to consist of the principal and the Board of Education.

## **COMMITTEES**

### **FOOD STAND**

All school families are asked to work at our concession stand for an evening or two during the sports' seasons. The committee will set up the work schedules and distribute them.

### **RECYCLING COMMITTEE**

Box Tops for Education, Computer Cartridges, eye glasses and cell phones... The ongoing committee gathers UPC symbols, box top coupons, and printer cartridges and processes them for shipment. They provide separate boxes in the school entrance in which our school families and congregation can deposit these items.

### **ROOM MOTHERS**

A group of volunteers plan and host parties throughout the school year for the students and assist with the school trip at the end of the year.

### **SCRIP PROGRAM**

This ongoing committee gathers coordinates the purchasing and ordering of grocery and non-grocery gift certificates throughout the year. Many retailer's certificates are kept on hand in the new addition and may be purchased through a check-out system. Special orders may be placed by filling out an order form, or after worship on Sundays. P.T.L. receives a percentage of the profit from each order.

### **PTL MEETING**

August

Our PTL meeting at the beginning of the school year is when we hold elections, sign up for committees, learn about this years events and sign up to be Room Moms or Dads ☺.

### **FALL TJ'S PIZZA SALES**



All school families will have an opportunity to sell from the TJ's order forms. The committee coordinates the date, selling, prize incentives, and collection of money.

### **TRIVIA NIGHT and SILENT AUCTION**

February

A registration fee is collected for each player. Teams of up to 10 players answer 10 questions from 10 trivia categories. The team that answers the most questions correctly is the winner. Prizes are awarded to the top teams. P.T.L. members are encouraged to gather a team to compete and collect donations from area businesses for prizes and items for silent auction.

### **EASTER BREAKFAST**

Easter Sunday

The P.T.L. members from St. Peter's provide a breakfast after the Easter Sunrise service. Any P.T.L. member who wishes may donate coffee cakes. This is not a fundraiser for our P.T.L., but rather a service to those attending this worship service.

### **APPRECIATION WEEK**

First Week in May

This week is celebrated to show our thanks and appreciation for the work of our teachers. Committee members help organize activities/gifts of appreciation throughout the week.

### **PreK and K Graduation / 8<sup>TH</sup> GRADE GRADUATION**

May

### **St. Peter's Potty Training Policy**

Children enrolled in St. Peter's must be potty trained before attending preschool. Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered potty trained. Please note that wearing pull ups isn't considered being potty trained.

We do understand that even potty trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A potty trained child is a child who can do the following:

1. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet.
5. Get on/off the toilet by him/herself.

6. Wash and dry hands.
7. Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.
8. Awaken during nap time should they need to use the bathroom.

We certainly will ask your child many times throughout the day and always before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.

If your child is not completely potty trained as described above when preschool starts, the following options are available:

1. You may withdraw your child from preschool and place their name at the top of our waiting list. Registration and supply fees are non-refundable; however, if your child is re-enrolled in our program at a later date during the same school year, you will not need to pay these fees again. If you choose this option, we cannot guarantee that a space will be available.
2. You may pay 1/2 tuition to hold your child's spot (for up to two months) until potty training has been completed.

A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents (excluding nap time accidents) after the first 4 weeks of school.

After the first 4 weeks of school, the following policies will be in place for children who have accidents outside of nap time.

1. If one or two accidents occur in one week, the parent will be notified with the understanding that the issue needs to be addressed and corrected.
2. If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue isn't corrected by the end of the second week, the child will have to stay home at least one week or longer until he/she is completely potty-trained. Tuition will not be pro-rated during this time. Parents should contact the director to facilitate the child's return to school.
3. If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will have to stay home at least one week or longer until he/she is completely potty-trained. Tuition will not be pro-rated during this time. Parents should contact the director to facilitate the child's return to school.

We will work with parents whose children have habitual nap time accidents on an individual basis.