



QUEEN OF PEACE  
Catholic School

# Prek 3 & 4 Handbook

Please read this document, sign the final page if you agree and  
bring it to the front desk

## Welcome to Queen of Peace School

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

The primary goal of Queen of Peace School is three-fold:

Transmitting of Catholic doctrine and tradition

Modeling service and community.

Excelling in educating the whole child

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

Yours in Christ,

*The Staff of Queen of Peace School*

## **Enrollment**

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

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

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

8:15—2:15 Tuesdays

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

## **Fees**

See School Application

Screenings and Assessments

Your child will meet with the teacher to do some assessments to help determine strengths and areas for growth. Assessments will continue throughout the year to document progress and to update goals. You will receive feedback from any assessments given during the year.

## **Service**

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

## **Attendance**

You will sign in your child each morning in the classroom. This is from 8:00-8:15. The children will have some morning work to do as they start each morning. You will sign your child out in the classroom each day at 11:30 (3 year-olds & 1/2 day 4 year-olds) and 3:15 (full day 4 year-olds). Tuesdays we dismiss at 2:15.

## **School Discipline Policy**

See Parent-Student Handbook

## Medical

See Parent-Student Handbook

## Open Door Policy

You are always welcome to come into our classroom! We love having help in the classroom. It is always nice to have an extra set of hands. You will be able to sign up to help at Back to School night in September. Projects can be sent home to prepare if you are unable to volunteer in the classroom. **For the Safety of our children, you must complete a background check, and the Called to Protect training before you are able to work in the classroom or volunteer on field trips.**

## Curriculum

Archdiocese of Portland Curriculum by Subject. Standards can be viewed at their link on the school website: [qpschool.org](http://qpschool.org)

## Supplies

A supply list will be e-mailed to you in June.

## Personal Belongings

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

## Meals

### **Snack:**

We have 2 nutritious small snacks a day for 4 year-olds and 1 nutritious small snack for 3 year-olds. You provide the snacks for your child. Please send two nutritious small snacks daily.

### **Lunch:**

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

**Milk:** Nonfat Chocolate or 2% milk is available for purchase from the school

## **Birthdays**

Your Child may celebrate at school with a simple treat. Please respect others when sending out invitations for home parties. They will only be sent from school if your child is inviting everyone or if it is a gender specific party.

## **Daily Routine**

Pre-Kindergarten will join the school for the morning all school assembly. Your child will be responsible for hanging up their backpacks and coats.

**Circle Time:** Calendar, read aloud and whole group instruction happens at circle time.

**Free Choice Time:** The instructional assistant and teacher will work with small groups on learning activities and the children will have free choice time to play in learning activities: blocks, dramatic play, sensory table, puzzles, and practice being a part of a group, etc.

**Show and Tell:** Each week there is a letter theme for show and tell. Your child will have a specific day of the week that will be their sharing day. You will be emailed to update you on the themes. The sharing item needs to fit into your child's backpack. This time helps your child speak in front of a group and gives the other children a chance to be an audience and ask questions about an item.

**Recess:** We will have 2-3 15-20 minute recesses a day, weather permitting. We have our own pre-k playground off the class room. The children will follow the school recess rules which we will go over in class.

**Rest Time:** Is for pre-k 4 who are in our full day program. Sleeping cots are provided for your child. The cots are sanitized each week. Your child will have the same cot each day. Rest time is 30 minutes. If your child falls asleep, they may sleep for a bit longer. Parents will be contacted if there are issues around sleep.

## **Music/P.E/Art/Library:**

Pre-Kindergarten 4 year-old Students will participate in all of these school activities. The 3 year old students and the half day Pre-K 4 students will participate as it fits into our daily schedule and the schedule of the school as a whole.

## **Mass**

We attend Mass each Wednesday morning with the school. We begin the school year by attending half of the Mass for 3 year olds and whole Mass for 4 year olds. After Spring Break the 3 year olds start to attend the full Mass .

## **Prayer**

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

## **Field Trips**

State regulations limit our potential to fieldtrips. For them to happen, each student would need to be traveling in a vehicle with their parent or one of the classroom teachers.

## **Racial Non-discrimination Policy**

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



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## Signature Page

Family Name \_\_\_\_\_

### Agreement

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS SIGNED FORM TO THE SCHOOL OFFICE**