



Preschool Handbook 2023-2024

Mary Queen of Peace School
680 W. Lockwood
Webster Groves, Missouri 63119
Phone: 314-961-2891

Table of Contents

1. Introduction and Welcome
2. Childcare and Teaching Philosophies
3. Drop-Off and Pick-Up Procedures
4. Sample Daily Schedule
5. Supplies and Snacks
6. Uniforms
7. Codes of Conduct and Discipline Procedures
8. Health and Safety Regulations
9. Parent Conferences and Communications
10. Inclusion
11. Additional Information

Dear Parents,

This handbook supplements the MQP Family Handbook and is meant to highlight the policies, rules, and practices specific to preschool. These policies align with the school policies and may be changed in accordance with those policies.

Please sign the attached colored sheet, to show that you have received a copy of the Mary Queen of Peace Preschool Handbook.

We, the Preschool Team, are looking forward to a great and productive year.

Sincerely,
Preschool Team

Mary Queen of Peace Preschool is part of the Mary Queen of Peace Parish and School and is located within the school building.

Mary Queen of Peace offers two separate Preschool classes:

The PK3 program for three- and four-year-old children (must be 3 years of age by August 1), preparing them for the pre-kindergarten program the following academic year.

A PK4 program for four- and five-year-old children (children who are 4 years of age by August 1), preparing them for kindergarten the following academic year.

For each level, homeroom sizes will not exceed 20 students, and a student/teacher ratio of no more than 10:1 will be maintained. All students must be toilet-trained.

2. Childcare and Teaching Philosophies

MQP SCHOOL MISSION STATEMENT

Mary Queen of Peace Parish School is an Archdiocesan Catholic elementary school that finds its center in the life and teachings of Jesus Christ. As a faith community, our mission is to create an environment that encourages each student's spiritual, moral and academic growth with a commitment to stewardship.

MQP PRESCHOOL PHILOSOPHY

The Mary Queen of Peace Preschool will prepare children for the kindergarten experience through both learning and play. Because young children learn and grow through firsthand experience, students will participate in age-appropriate creative learning activities, music, art, physical education and play with a focus on kindergarten readiness. Under the patient guidance of our experienced teachers, we will help each child develop a positive self-image, be proud of his or her achievements, and accept new challenges with confidence. Our goal is to provide a nurturing, Catholic environment to foster each child's intellectual, social, and spiritual growth.

3. Drop-off and Pick-up Procedures

PRESCHOOL DROP-OFF

Use the driveway between the church and school. Proceed to the orange cones behind school (on the right) and stop at the farthest cone available before letting your child out of the car. To keep the flow of traffic going, make sure your child is ready to unbuckle and exit the car after you stop. Please do not allow your child to get out of the car before you get to the drop off area. Your child should exit the car on the passenger side. Parents and students may not walk in between cars. Please walk along the fence behind the cones (not between the cars).

If your child needs assistance, or if you need to get out of your car for any reason, please park your car in an open space behind the church and walk your child to the school building along the fence behind the cones (not between the cars).

Once the students are clear of traffic, proceed along the cones and out of the parking lot. Please watch and stop for parents and students walking to/from the parking lot. Exit along the east side of the rectory. (see maps on last page)

You may drop-off your child as early as 7:30 a.m. If you arrive after 7:50 a.m., please park in the designated spaces in front of the school office and walk your children to the office to check them in. Students who arrive after 7:50 a.m. will receive a late slip from the office. Please do not drop your student off in the back lot after 7:50 a.m.

PRESCHOOL PICK-UP

Half day preschoolers may be picked up in front of the school at 11:30 a.m. Full day preschoolers line up against the wall in between the two southwest doors. If the school has noon dismissal, half day preschoolers follow the full day pick-up procedure at noon with the entire student body.

4. Daily Schedule/Curriculum

RELIGION/CATECHESIS OF THE GOOD SHEPHERD

Students will participate in prayers, and show reverence in worship. They will recognize stories of Jesus and the Holy Family. They will learn about Advent, Christmas, Lent, and Easter. Once a week, the children will go to the atrium where they will participate in a program called, The Catechesis of the Good Shepherd. This is a Montessori-based religion program that includes hands-on space, where children ponder and celebrate the Word of God. Each morning the children begin their day in prayer where special intentions are voiced.

Catechesis of the Good Shepherd is an important part of the core curriculum. Catechesis of the Good Shepherd is a Montessori based religion program that includes a hands-on space where children hear, ponder and celebrate the word of God. As part of this religious formation, the children gather in an "atrium," a room which contains simple yet beautiful materials including things such as sculpted apostles around the Last Supper Table and a small altar that helps them learn about the Eucharist.

LANGUAGE ARTS

Students will identify the letters of the alphabet and their corresponding sounds, trace and write manuscript letters and words, using correct letter formation, listen attentively to stories, sequence, and retell stories, understand and follow one and two step spoken directions, speak in complete sentences, identify and write names, and recite poems and songs.

MATH

Students will identify, count, write, compare and order numbers from 1 - 20, copy and create patterns with colors and shapes, recognize geometric shapes, count by tens to 100.

SOCIAL STUDIES

Students will identify the rules in the classroom and the school, identify family members, celebrate diversity, discuss community helpers and how they serve the community, discuss holidays, symbols, and USA traditions, identify the sequence of the days of the week, identify land/water, and the seven continents.

SCIENCE

Students will identify and explore their environment by using the five senses, recognize good nutrition, study and identify seasons and weather patterns, show an appreciation for animals,

recognize basic dental health practices, identify properties of magnets, identify floating and sinking properties by using the sensory table.

ART

All preschool students will attend art class once a week. They will also be given the opportunity to experiment with paints, Play-Doh, markers, colored pencils, glue, dabbers, and glitter. They will draw about personal and imaginary experiences, cooperate in group work, and learn how to use materials in a safe and responsible way. They will also learn how to clean up after completing a project.

MUSIC

Our days in preschool are filled with music and song. Students will sing songs at calendar time, and throughout the day as part of our daily curriculum. Students will attend music class once a week where they will demonstrate an appreciation for and curiosity about music through listening and movement. They will initiate both independent and collaborative play with musical instruments and the SmartBoard

PHYSICAL EDUCATION

Students will attend physical education classes, each week, demonstrate hand/ eye coordination, demonstrate positive, personal, and social skills, learn about fair play and good sportsmanship, and will show appreciation and respect for individual differences.

REST TIME/QUIET TIME

Preschool children will rest each day after lunch for 45 minutes. Students that are unable to fall asleep will be able to rest their bodies with quiet activities.

Preschool 3:

Individual mats are provided; children are to bring in a small blanket and one small lovey. The small blanket will be sent home as needed to be laundered.

Preschool 4:

Individual rest mats are provided; children are to bring in a small blanket and one small lovey. Blankets will be sent home as needed to be laundered.

5. Supplies and Snacks

SUPPLY LISTS

See supply lists attached

SNACKS

Students are asked to bring a healthy snack from home each day.

6. Uniforms

Archdiocesan Policy 4303.6: Dress and Grooming

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual

innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.

UNIFORMS

The Uniform Code promotes modesty and school spirit. All students should be neat, clean and in full uniform. Each student, with the assistance of parents, is responsible for abiding by the Uniform Code. The administration makes final decisions regarding the appropriateness of school attire. Parental written communication is required for any exceptions not addressed in the uniform code.

All students will be in uniform starting the first day of school.

PRESCHOOL UNIFORM

Boys:

Shirt: **PK4:** navy with collar and no writing or logo

PK3: light blue with collar and no writing or logo

Slacks: khaki or navy dress slacks (no cargo pants)

Sweater: navy crew or v-neck pullover

Sweatshirt: navy crew neck with no writing or logo

Fleece: half zip navy fleece with no writing or logo other than "Mary Queen of Peace School" available through Just Me Apparel

Shoes: PE-ready rubber soled sports shoes. Shoes must be entirely enclosed including full back and have ties or Velcro, which must be securely fastened at all times. Shoes shall be no more than ankle high. Clogs, sandals, boots, etc. are not acceptable.

Socks: any type are acceptable

Boys follow the same uniform code as above with the option of wearing logo T-shirt available through Just Me Apparel instead of the collared shirt. Note: T-shirts are long or short sleeved, white or navy, and have the MQP Preschool logo silk-screened on the front.

Girls:

Shirt: white with collar and no writing or logo

Girls will wear a *navy jumper* with MQP logo available through Just Me Apparel.

Another option is a solid-colored *navy skort* from Just Me Apparel.

Slacks: khaki or navy dress slacks (no cargo pants, capris, etc.)

Sweater: navy cardigan, crew or v-neck pullover

Sweatshirt: navy crew neck with no writing or logo

Fleece: half zip navy fleece with no writing or logo other than "Mary Queen of Peace School" available through Just Me Apparel

Shoes: PE-ready rubber soled sports shoes. Shoes must be entirely enclosed including full back and have ties or Velcro, which must be securely fastened at all times. Shoes shall be no more than ankle high. Clogs, sandals, boots, etc. are not acceptable.

Socks: any type are acceptable

Tights: navy footed tights may be worn

Leggings: navy ankle-length leggings with no lace or adornment (optionally, leggings with MQP stencil available through Just Me Apparel)

Girls may also choose the logo T-shirt option instead of the collared shirt. It is recommended that girls wear shorts under jumpers when not wearing tights or leggings. Note: T-shirts are long or short sleeved, white or navy, and have the MQP Preschool logo silk-screened on the front.

PK3, JK4 AND KINDERGARTEN UNIFORM NOTES:

Please label all clothing and personal school supplies with your child's name. On days when students are scheduled for Physical Education class, please dress your child in the appropriate clothes and shoes for fitness and motor skill development activities. A note will be sent home with the PE schedule.

In cold weather, please dress your child appropriately. This should include hats and gloves. Your child should be able to button and zip his/her coat. We will have a short recess on cold days.

7. Codes of Conduct and Discipline Procedures

8. Health and Safety Regulations

HEAD LICE

Students with head lice will be excluded from school until free of nits. Before a student may be re-admitted the school nurse must check for any remaining nits or lice. If it is determined that a student has contracted head lice then the school nurse will examine all siblings of the infected student and send home a letter (outlining general procedures) to the appropriate classroom(s). Mary Queen of Peace will not be responsible for bringing in an outside company to check for lice.

RESTROOM AND BATHROOM

Preschool students must be able to use the restroom independently, with no assistance. "Pull-ups" are not permitted. In case of accidents, all students are required to keep a spare pair of clothes at school. At the beginning of the year, students bring in a spare outfit (including underwear and socks) in a sealed plastic bag (Ziploc) labeled with their name.

A student who has accidents habitually may be determined unable to use the restroom independently and not ready for admission to preschool.

Accidents are considered habitual when:

5-day students - 4 accidents in a two-week period

3-day students - 4 accidents in a two-week period

2-day students - 3 accidents in a three-week period

If a student begins a pattern of habitual accidents, parents will be notified by the teacher/nurse/principal and the child will be put on a two-week probation period and will be required to stay home until they are fully potty trained.

9. Parent Conferences and Communications

Students, Parents and School Staff all contribute to each student's academic, social and spiritual growth. While students communicate daily with both parents and adults at school, opportunities for such frequent communication between adults are less available. It is important, then, that parents contact school staff members whenever they have a comment or concern and that the school contacts parents in a timely manner. Mary Queen of Peace School uses parent conferences, phone calls, notes home, the school website Fast Direct, and email are used to communicate with parents and the larger parish and civic community. Each is useful when used appropriately.

Parent Conferences are scheduled for all parents in the fall. These conferences are meant to be a brief update of a student's progress at the end of first quarter. Parents needing to discuss matters in greater depth should schedule a separate conference at that time or any time they need to discuss their child's progress. Second semester conferences will also be available. These will be scheduled by requests from either the teacher or the parent and will provide an opportunity for review of progress or the addressing of any new concerns.

Phone calls: Both parents and teachers are asked to make phone calls to discuss any matters of importance or complex issues—written correspondence (either on paper or electronic) is often misinterpreted because tone, inflection and body language are missing. Fast Direct may be used to arrange such phone calls.

Notes may be used by parents or teachers to report on details of the day (such as carpool change), but should not be used for significant issues. Teachers may also use notes to inform all parents of a coming event, project, etc.

School Website: (www.mqpwg.org/school) provides documents for download, information about the school and its events, including a link to Fast Direct. Mary Queen of Peace School does not make available on the school website any information that enables students to be identified individually by name. Individually recognizable photographs shall be used only with parental consent and student names will not be used.

Flocknotes and Fast Direct Bulletin Board: Parents will receive an email blast weekly which will contain school and parish news items and information about upcoming events. These emails will often have attachments of flyers and downloadable forms. Many of these flyers and forms will also be available on a FastDirect under the LINKS tab in the top toolbar.

Fast Direct is the most commonly used means of communication for many families for a variety of reasons and needs. Further, parents can send and receive messages to teachers and each other using the communication tool provided. The advantage of this system over e-mail is that it is a closed system with users given only the access that they need. We ask that families check Fast Direct regularly for messages from teachers, information about school events, etc. Each week you will receive a letter on Fast Direct from the principal. Please read this carefully to remain current on upcoming events and school issues. With all of this information available, such technology can be a two-edged sword. While we ask that you regularly check for new

information, it is important to resist the temptation to “micro-manage” your child’s progress in class by checking grades too often. Finally, communication on Fast Direct is for the benefit of the school community only and not to be distributed outside of the school family.

Email: Each staff member has a conventional email account for those times that they need to send documents or communicate outside of the school family that has access to Fast Direct.

School Messenger- used to notify parents of important events in a very short period of time. School Messenger is a phone notification system we use to call families at home and/or parent cell phones. One main use is notification of school closing for weather. In such events we will call home before 10:00 p.m. or after 6:00 a.m. with details about the closing or late start. In the event that we need to close during the school day (such as a power outage), we will notify parents using both home and cell numbers. Because we use this service only for important and time sensitive notifications, it is important that the phone numbers we have on file are accurate. Please update your contact information in Fast Direct whenever you change home, work or cell phone numbers, as we regularly update our files from Fast Direct.

Any of these means of communication is effective only if each of us in the school family uses them when needed. Please stay in touch with school on matters of importance to you. Barring extenuating circumstances (i.e., absence from school, etc.), school staff should respond to messages within two school days.

10. Inclusion Program

MISSION STATEMENT

In an environment of love and acceptance, the inclusion program at MQP strives to ensure that students with disabilities are offered a challenging, faith-based education with high expectations of academic, social, and spiritual growth. Through continuing education and training, Mary Queen of Peace supports the dynamic capability of our staff to teach children with a wide range of abilities and gifts. We embrace the reciprocal benefits that inclusive education brings to our families, our school, and our parish community, as it follows the teachings of Jesus Christ who said, “Let the children come to Me,” and “For whatever you did for the least of these, you did for Me.”

ADMISSIONS GUIDELINES

The Mary Queen of Peace inclusion program welcomes children with disabilities of registered parishioners, to the extent that we are able to provide appropriate support, resources, and accessibility. Each student/family requesting admission to the inclusion program at Mary Queen of Peace will participate in an evaluation process to determine if the support and resources available within Mary Queen of Peace are in the best educational interest of the child, family, and learning community. This process may include parent interviews, diagnostic evaluations, reports from previous schools, observations conducted by the Mary Queen of Peace staff, and assessment of school capabilities.

11. Additional Information

SPORTS

T-BALL/BASEBALL/SOFTBALL-These are spring/summer sports offered for Preschool 4. Preschool 4 children are in T-ball with the St. Peters Parish located in Kirkwood. Registration begins in January.

SOCCKER- Soccer is a summer/fall sport offered for Preschool 4. Registration begins in April.

VOLUNTEERS- PREVENT AND PROTECT

In order to protect the safety of all children and vulnerable adults, the U. S. Conference of Catholic Bishops (USCCB) has mandated compliance with the Protecting God's Children Program by all employees and volunteers who work with children and vulnerable adults in any way. Therefore, if you have any contact with children and vulnerable adults at Mary Queen of Peace Parish, whether it be through the school or any organization, you must comply with this Program. Detailed information regarding the Program may be viewed at

<https://www.preventandprotectstl.org/> or see the attachment.

MARY QUEEN OF PEACE SCHOOL
SCHOOL SUPPLY LIST 2023-2024
PRESCHOOL 3

2 Crayola thick washable classic markers (8 ct.)
Crayola fine tip washable classic markers (10 ct)
Crayola colored pencils (12 ct)
2 Elmer's glue sticks (small)
2 two-pocket folders – Green
1 two pocket folder – Purple
4 packages of your favorite stickers (ex: Happy Faces, Stars, Spring, Christmas, Easter)
Pick 1 of the following: Floam, Kinetic Sand, water beads, or pack of small pompoms
1 spiral wide ruled notebook
2 each of paper towels and Clorox wipes
Unscented and alcohol-free baby wipes
Big beads to string on pipe cleaners
Water bottle with name
Lunch box (if staying for lunch)
Play Doh
Dot markers
Photo of Child
Photo of Family
*No backpack -- Book bag/tote will be provided

MARY QUEEN OF PEACE SCHOOL
SCHOOL SUPPLY LIST 2023-2024
PRESCHOOL 4

- 2 Crayola crayons (24 ct.)
- 2 colored pencils (24 ct.)
- 3 Crayola thick washable classic markers (10 ct.)
- 8 Elmer's glue sticks (large size)
- Washable Elmer's school glue (4 oz)
- Dry erase marker (4 ct)
- 2 green poly two-pocket folders
- 1 spiral wide ruled notebook
- 4 packages of your favorite stickers (ex: Happy Faces, Stars, Spring, Christmas, Easter, etc.)
- Water bottle with name
- 1 box Ziploc gallon bags
- 2 Kleenex
- 3 each of Clorox wipes and paper towels
- Lunch box (if staying all day)
- *No backpack -- Book bag/tote will be provided



ARCHDIOCESE OF ST. LOUIS
Office of Child and Youth Protection

NOVEMBER 2019

SAFE ENVIRONMENT USER REGISTRATION

Got to <https://www.preventandprotectstl.org>

Click "Register" below the LOG IN button (image at right).

Enter the passcode [stlprotect](#) when prompted.

Select the type of location where you are a volunteer or employee

- Parish or Parish School

Select the specific location by name

- Mary, Queen of Peace Parish and School

Click the roles associated with your employment/service at the parish.

If you are active at only one location, this will be your "primary" location.

If you are active at more than one location, click the ADD PARISH/LOCATION button and repeat the steps above. With more than one location, please click the "This is my main/primary location" circle to indicate where you are employed or, if you are a volunteer, where most of your ministry or service is performed.

Complete your personal information. Please enter your **legal first name** for the purposes of the background screening.

Create a username, password and password clue.

Agree to the Terms of Use and click SUBMIT.

You will then be prompted to submit information for a background screening, register for a Protecting God's Children workshop*, view two online training modules, and agree to the Code of Ethical Conduct.

*If you have previously attended a PGC workshop, the system will find and/or ask you to confirm your previous record of attendance. You will not be prompted to register for an upcoming workshop. If, for some reason, it does not match your previous training to this account and you are prompted to register for a class, please register for "PREVIOUSLY ATTENDED-DATE NOT LISTED" and send an email to the address below. We will apply the correct training record to your account.

You may use the links in your approval checklist to access these requirements. These steps may be completed all at once or may be completed separately at your convenience. You will receive an automated email weekly to remind you which requirements are outstanding. When all compliance requirements have been completed, your account will be approved and you will be clear to work with minors and vulnerable adults.

LOG IN

Username

Password

☐ Remember this account

LOG IN

[Forgot Password](#) [Register](#)

- ☒ Register onto the site
- ☐ [Submit New Background Check](#)
- ☐ Complete ["Protecting God's Children"](#) training
- ☐ Complete ["Mandated Reporter"](#) training
- ☐ Complete ["Code of Conduct"](#) training
- ☐ Sign ["Code of Conduct"](#)

Should you need any assistance, please contact ocyp@archstl.org



