

ST. PETER'S EPISCOPAL DAY SCHOOL

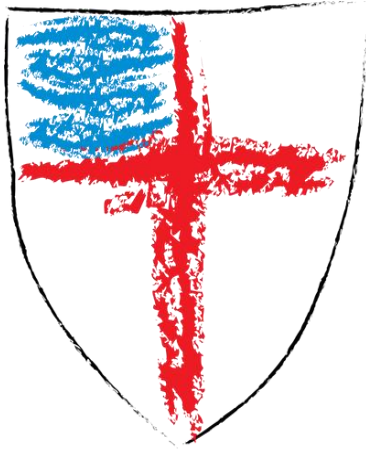
Celebrating over 60 Years of Continuous Service



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Episcopal schools
strive for justice and
peace among all
people and to respect
the dignity of every
human being.

The National Association of Episcopal Schools, Excellence through Association.



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HOURS OF OPERATION

School for our students begins at 9:00 A.M. on the first Tuesday following Labor Day. The children in our Pre-K-Toddler and Pre-K-2 programs attend year-round. Older children can register to join our summer camp when school ends.

Before and after school care for students is available from 7:00 A.M. to 9:00 A.M. and 12:00 P.M. to 6:00 P.M.

You will be given a Day School calendar at the beginning of the school year with a list of all our holidays. The School and Extended Care will be closed for national, and religious holidays, and inclement weather days. These days are not made up.

Regular and prompt attendance is necessary and critical for our students to maintain satisfactory progress. When the student arrives late, they miss, and/or disrupt important instruction time. Please make every effort to have your child in school on time.

The speed limit in the parking lot is < 5 MPH. Drivers must be alert for children getting into and out of cars. Parents are advised NOT to leave valuables in their cars or leave your car running and unlocked. St. Peter's is not liable for any items that may disappear.

The area inside the chains is restricted for fire and safety measures. We ask that you do not park directly beside these chains either. Please park in an outlined parking space when dropping off or picking up.

ADMISSION AND ENROLLMENT

The Pre-K-Toddlers have a maximum of 8 students per class and meet Monday through Friday, from 7:00 AM to 6:00 PM or any 3 or 2 days during the week. Half days are also available.

Pre-K2 classes have a maximum of 12 students per class and meet Monday through Friday, from 7:00 AM to 6:00 PM, or any 3 or 2 days during the week. Half days are also available.

The Pre-K3 and Pre-K4 classes have a maximum of 16 students per class and meet Monday through Friday, or, for our three-day children, Monday, Wednesday, and Friday, 9:00 AM to 12:00 PM

Children must be 18 months to 2 years of age and walking to enter our Pre-K-Toddler program.

Children must be 2 to 2.5 years of age to enter the Pre-K2 program.

The Pre-K3/Pre-K4 students must turn 3/4 by September 30th and be potty-trained to enroll in our Pre-K3/Pre-K4 programs.

Exceptions may be made by the Administration on a case-by-case basis.

A birth certificate and a record of immunization is required for all children and must be presented when registering your child.

TUITION AND EXTENDED CARE FEES

Tuition fees are due to be paid by the 1st of each month, and no later than the 15th of the month or a \$10 late fee will be charged. Payment in full must be made by the last day of the month or the child will not be allowed to attend school until payment is made. We accept cash, money orders of any kind and checks. Checks should be made payable to St. Peter's Day School and may be mailed to the school, delivered to the office, or given to your child's teacher.

No refunds are given for holidays, sickness, vacation, or inclement weather days.

When 2 children from the same family attend St. Peter's Day School, there is a 10% discount on the youngest child's tuition.

Any returned check will incur a \$25.00 bank fee, and subsequent payments will need to be cash only.

ARRIVAL AT SCHOOL

The Day School opens with Extended Care at 7:00 A.M. The school day begins at 9:00 A.M. Children may play outside on the playground prior to 9:00 A.M. but a parent or guardian must remain with them until 8:50 A.M. when the doors to school are unlocked. Please bring your child INTO the school in the morning. School commences when the bell rings at 9:00 A.M. The front doors to the school are locked at 9:15 A.M.

Please be punctual. It is important that your child be on time for school so that they will be able to participate in opening activities. Late arrivals (after 9:15 A.M.), must check in at the office. Parents of toddlers or 2-year-olds may take their children to the outside door of the classroom if they arrive after 9:15 A.M. Please notify the school (757-466-9392) if your child will not be attending.

SCHOOL DEPARTURE

The school bell rings at 12:00 P.M. discharging the children who leave at that time. Each teacher brings their students to the Day School entrance where the parents pick them up. We usually go in order of youngest to oldest so please make every effort to be visible to the teacher of your child. They **will not** dismiss a child until they are sure a parent or guardian is there.

Please be prompt in picking up your child. Children get very upset when parents are late. If you know you are going to be late, please notify the school by 12:00 P.M. If you are later than 12:15 P.M. without calling, your child will be placed in the Extended Care Program, and you will be billed the drop-off fee of \$25 per hour.

A late fee of \$5 per minute applies to children in the Extended Care Program or the Pre-K-Toddler or Pre-K-2 program **who are not** picked up by 6:00 P.M. We will make every effort to contact you or your listed Emergency Contact at 6:00 P.M. If, after 1/2 an hour we have **still** not heard from anyone, Norfolk Police and the Department of Social Services will be called.

Parents who need to pick up their children between the hours of 9:00 A.M. and 12:00 P.M. must stop by the office. The office, teacher and Extended Care Supervisor must be notified (preferably in writing) if a child is being picked up by someone other than the usual person or persons listed on the registration form. They must bring an identification card with them to show the staff.

BEHAVIOR AND DISCIPLINE

Unacceptable behavior will be determined by the child's teacher on an individual basis. Discipline may include diversion, separating children, removal to a special "time out" chair, or loss of privileges.

Completely unacceptable behavior from any child, (i.e. biting, scratching, spitting or any intent to do harm), will warrant notifying the parents. If the behavior continues, it may be necessary for parents to remove the child from the school that day. Recurrence of such behavior is reason for permanent dismissal from the School and Extended Care.

INCLEMENT WEATHER DAYS

On inclement weather days (i.e., snow, ice, or storm conditions), the Director will decide that morning whether school will be open.

School closing will be announced on Class Dojo or you will be called. The general rule is...if the area public schools are closed *or delayed*, we will be closed.

HEALTH AND SAFETY

Every child's health is very important to us. If they become ill during the day, you will be called to pick up your child. If we are unable to reach you, we will contact the person you named as your emergency contact on the registration form.

Keep your child at home if they have:

1. A fever of 99° or more (the child may return to school when free of a fever without medication for 24 hours)
2. Symptoms of a communicable condition, (e.g. **sinus congestion, sore throat, headache, reddened eyes, stomach ache, vomiting, lice, diarrhea or an unknown rash**).
3. A cold that is less than a day old
4. A heavy nasal discharge
5. A constant cough

Balloons are considered a hazard and are **not allowed**.

For health reasons, hand-washing is encouraged throughout the day, before eating, following bathroom breaks and at regular intervals.

All children in St. Peter's Day School are insured while in our care.

Please make every effort to keep the school current on phone numbers, emergency numbers, change of address or other pertinent information.

St. Peter's Day School is covered by liability insurance.

MEDICATION POLICY

If your child is under the care of a doctor, and needs to take a medication during school or extended care hours, the following rules apply:

1. Medicines prescribed by a doctor must be in the original container with the child's name and dosage clearly visible on the label. The doctor and parent **MUST** sign a completed Medication Consent form. One form for each Medication. A medication consent form must be signed by the doctor if the medication is over-the-counter for a long term (over 10 days) or by prescription.
2. A Medication Log will be used by the staff to document when and by whom the medication was given.
3. Medication must not be sent to school in a child's book bag. The parent or adult must personally deliver the medication to the teacher, Extended Care employee, or taken to the office.
4. Short-term (less than 10 days) over-the-counter medications will be administered when accompanied by a signed parent consent form. Less than 10 days does not require a doctor's authorization.

If your child has an allergy of any kind, it must be reported to your child's teacher and written on the registration form.

CLOTHING

School uniforms are not required. Children's clothing should be simple, free from complicated fastenings. Children feel more successful when they don't have to ask for help with their clothing at bathroom breaks.

Our playgrounds are used daily, weather permitting. Sturdy clothing is appropriate. Girls can play better and more safely wearing pants/shorts and tennis shoes. Shoes for both boys and girls should have rubber soles for safety. Please, no flip flops.

All children need an extra set of clothes to leave at school for use in the event of an accidental spill or toilet accident. Please label all your child's clothing.

MEALS

The children in Extended Care eat lunch between 12:30 P.M. and 1:00 P.M. Parents should pack a lunch with an afternoon snack daily for their child. Place an ice pack in the lunch box to keep the contents cooler and safer. Be sure to write your child's name on their lunch box. If a child has no lunch, we will provide one at a cost of \$10.

SNACK TIME

In Class: Snacks are served mid-morning in the classrooms. In the Pre-K-3 and Pre-K-4 classes, parents are asked to send a bag of 'treats' to school once or twice a month, enough for the whole class. Snacks must be store-bought and must be sealed. Treats may consist of cookies, crackers, pretzels, fruit snacks, etc. Put your child's name on the snack so they can be properly thanked during the Blessing.

Parents of the full-time children will need to bring in two (2) snacks and lunch daily for their child. ½ day children only need to bring a morning snack.

PLAYGROUND

Our school has two play areas. Both are safe areas for children to play. The children are always attended by two or more adults. The playgrounds are used for recess if the weather permits.

PARENT OPPORTUNITIES

Birthday parties are held during snack time. Check with your child's teacher for rules, times and special treats you may want to bring. Only pre-packed treats are allowed. No home-baked goodies.

TOYS

Toys may be brought to school **only** on Show'n'Tell days. The teacher will notify you of the day. Toys must be small enough for the child to carry independently. Please do not send valuable or irreplaceable toys to school. We cannot be held responsible for damaged or lost toys. Books may be brought to school at any time. Please make sure your child's name is on the book.

BACKPACKS

Backpacks are required for all children. Your child will bring their class work home daily in their folder which should fit in the backpack without folding. Parents are to check the folder daily for class work, teacher's notes, and office memos. Please put your child's name on the backpack.

SCHOOL SUPPLIES

We encourage you to bring your children's school supplies to the school the final week of our Summer Camp, which is the last week of August. They will be put safely in the classroom your child will be attending. If you cannot do that, then please, make sure to bring all supplies on opening day of school. Always put your child's name on everything – those first days can be chaotic. **A list of supplies can be found on page 17.**

FIELD TRIPS

The Pre-K-3 and Pre-K-4 attend one or two field trips each school year. A permission form is sent home for the parent to sign and return with cash payment. The form and payment (in cash) have to be returned to school as soon as possible. Parents are encouraged to attend the field trip and are allowed to ride on the school bus if space is available. Children who are not students in our school are **not** allowed to ride on the bus.

PROGRAMS

St. Peter's Day School has two singing programs each year: A Christmas program and an End of the Year program. Dates of the programs can be found on our school calendar. Pre-K-3 and Pre-K-4 classes participate in the singing programs. Parents, friends, and relatives are invited and encouraged to attend.

CHILDREN'S CHAPEL

Each week, the children attend “Children's Chapel” in our church. They sing songs and learn to stand on the steps to perform as they will in the programs listed above. The Rector/Pastor of our church also talks with the children on “level-based” topics such as sharing, listening, and following directions, using the words “Please” and “Thank-you”, etc.

EXTENDED CARE

Our Extended Care Program offers before and after school care for the Pre-K-3 and Pre-K-4 students from 7:00 A.M. to 9:00 A.M. and 12:00 P.M. to 6:00 P.M.

Children are required to bring a bag lunch daily (no candy, soda, or sports drinks please). Items may be heated, if necessary – PLEASE – NO GLASS CONTAINERS. If children forget to bring their lunch, we will provide lunch and the parent will be charged \$10.

Quiet time begins between 1:00 P.M. and 1:30 P.M. The children rest on small cots until 3:30 P.M.

Children in Extended Care play outside, weather permitting, or inside with games, puzzles, books, and toys.

Extended Care Supply List

Please write your child's name on all items.

Crib sheet

Small sheet/blanket

Small pillow (Not the Standard Size)

2 additional sets of extra clothes

ST. PETER'S SUMMER CAMP

St. Peter's Summer Camp is a non-academic program for children from 3 years old (and potty trained) to children just finishing Kindergarten (ages 6 or 7). It features fun events and activities, arts and crafts, limited computer play, special guests, and water fun.

Dates: We open summer camp after our regular school has ended, and we continue until the last week in August. Dates will vary year-to-year. Call for more information.

Camp hours:

Monday through Friday, 7:00 AM – 6:00 PM

Camp prices: Changes yearly; please call the office.

Camp Supplies:

On Water Day Only:

A daily lunch/snacks	Crib sheet	A towel
Box of tissues	Small sheet/blanket	Bathing suit
2 sets of extra clothes	Small pillow	Water shoes

A copy of your child's birth certificate and immunization record is required.

Your child should bring a lunch daily in a labeled lunchbox or bag. We do not have room to refrigerate lunch boxes. You should include a child-friendly ice pack to keep the lunch fresh if needed. Place names on all plasticware that needs to be returned home.

NO GLASS CONTAINERS. We can re-heat any items if needed. If children forget their lunch, we will provide lunch and the parents are charged \$10.

Notification must be given to the camp supervisor if your child is coming to camp after 12:00 P.M.

Please call the office for more information 757-466-9392.

CLASSROOM SUPPLIES

Pre-K-Toddlers/Pre-K-2 Students:

Backpack	Ointment	Box of large basic 8 Crayola® crayons
Diapers/Pull Ups	Baby Wipes	Pocket folder
Crib Sheet/ blanket	Several extra sets of clothing	
Box of tissues	Small Play-Doh® <i>PreK-2 Only</i>	Crayola® Paints <i>PreK-2 Only</i>

Pre-K-3 and Pre-K-4 Students **

Backpack (large enough to hold a folder)

Box of 8 large basic colors **Crayola®** crayons (no pastels or fluorescent please, and please, **not** extra-large)

Pocket folder (with bottom pockets)

Crayola® Watercolor paint set (8 colors)

Small **Elmer's®** White Glue

One regular can of **Play-Doh®** (any color)

Fiskars® scissors

Shallow pencil box your child can easily open and close

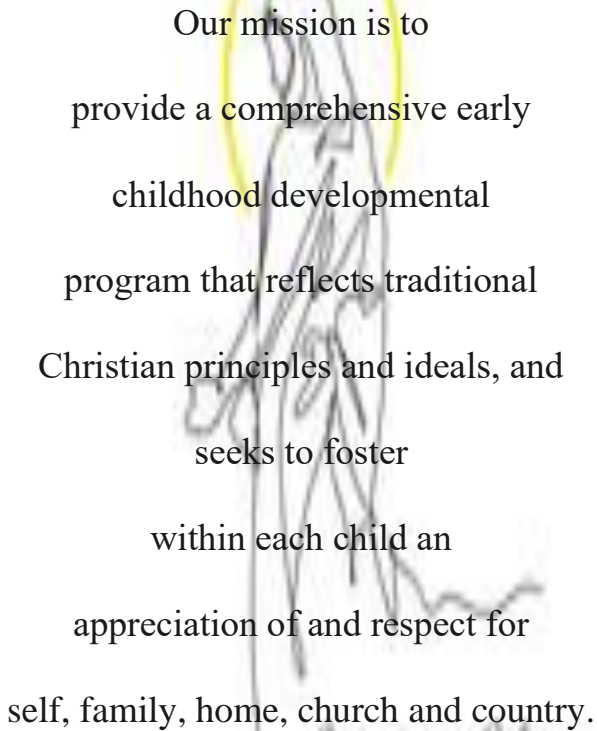
A box of tissues

Snack (once or twice a month, enough for each child in the class)

Change of clothes (2 sets)

****BRAND NAMES ARE PREFERRED. IN 60+ YEARS OF EXPERIENCE, WE HAVE LEARNED THEY PRODUCE THE BEST RESULTS CONSISTENTLY, SO PLEASE, MAKE EVERY ATTEMPT TO PURCHASE AS LISTED.**

Please write your child's name on all items

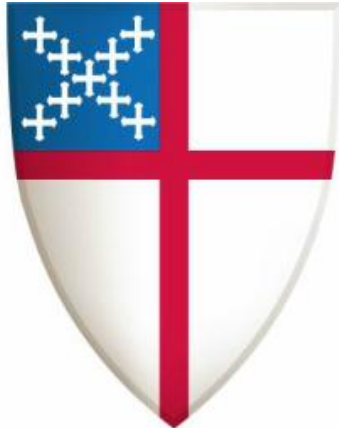


Our mission is to
provide a comprehensive early
childhood developmental
program that reflects traditional
Christian principles and ideals, and
seeks to foster
within each child an
appreciation of and respect for
self, family, home, church and country.

**WORSHIP SERVICES
AT
ST. PETER'S CHURCH**

St. Peter's Episcopal Church welcomes all families new to the area, and those who are looking for a new church home. Come worship with us. Visit any time with absolutely no obligation. We would love to see you. 8:00 A.M. or 10:00 A.M. every Sunday. Our Sunday School/Youth Group/Nursery is open and in session during the 10:00 A.M. service.

THE
Episcopal
CHURCH



welcomes you

If you have any questions concerning the Church, the Day School, the Extended Care Program, or Summer Camp, please call the office. We can be reached at 757-466-9392 Monday – Friday, between the hours of 9:00 A.M. and 4:00 P.M.

