

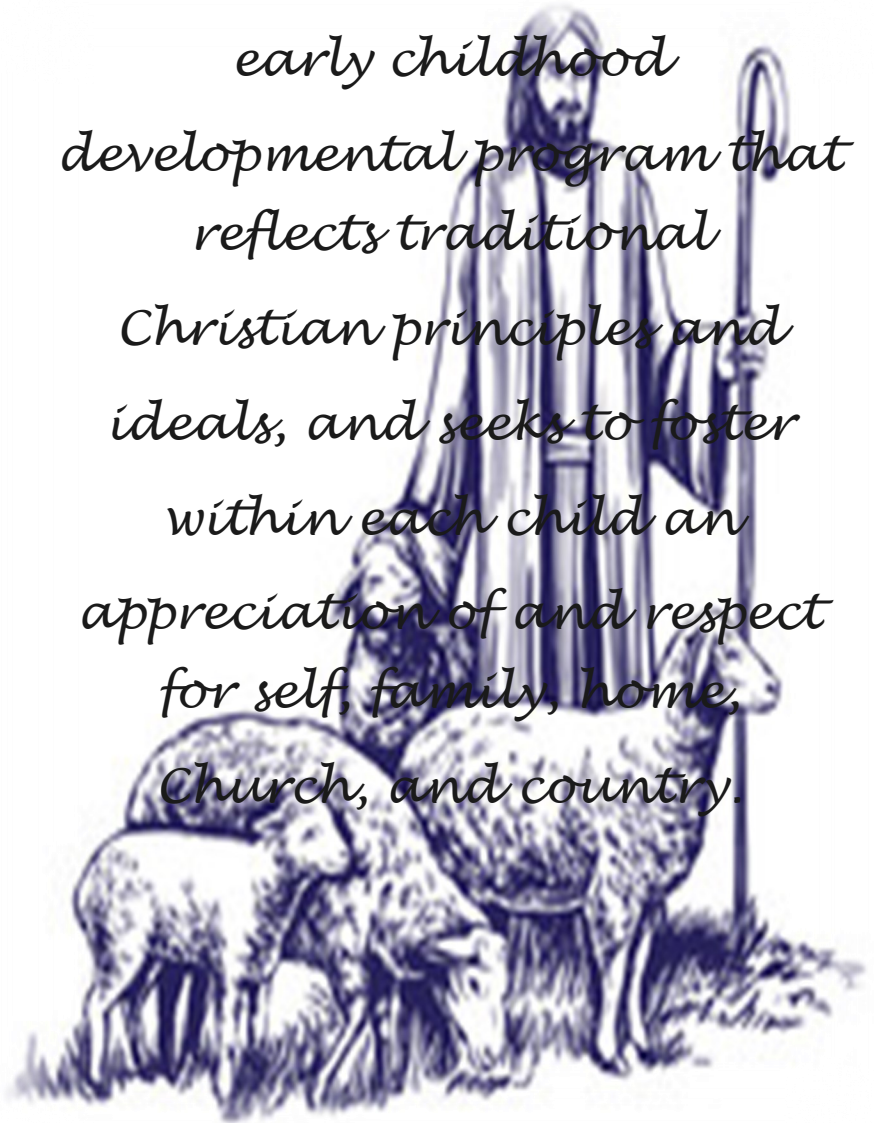
# ST. PETER'S EPISCOPAL DAY SCHOOL

Celebrating over 59 Years of Continuous Service



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*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.*



## **CONTENTS**

Hours of Operation	5
Admission and Enrollment	6
Tuition, Extended Care Fees, School Arrival	7
School Departure	8
Behavior and Discipline/Inclement Weather	9
Health and Safety	10
Medication Policy	11
Clothing, meals, snack time	12
Playground, Parent Opportunities, Toys	13
Backpacks, School Supplies, Field Trips, Singing Programs	14
Children's Chapel, Extended Care, Supply List	15
Summer Camp/Supply List	16

## **Welcome to St. Peter's Episcopal Day School**

We exist to serve the community by providing quality Christian Education in an atmosphere that is both caring and nurturing. Our excellent administrative, teaching, and support staffs all seek to minister to the spiritual as well as the physical and emotional needs of our students. This is accomplished through our comprehensive early childhood developmental program.

Our curriculum, policies, and class activities reflect Christian principles and ideals and seek to foster within each child an appreciation of and respect for their self, home, family, church, and country.

At St. Peter's, we strive to provide your child with the best possible start to their academic life wherein we teach and reinforce appropriate social skills in a Christian environment. We are pleased to welcome you to our St. Peter's Episcopal Day School family.

## **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-2 program attend year-round. Older children can register to join our summer camp when school ends.

Before school care for students is available from 7:00 A.M. to 9:00 A.M. and after school care from 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 with their academics. Kindergarten students absent more than 30 days during the year will need to repeat Kindergarten – Department of Education requirements.

Tardiness is discouraged. When the student arrives late, they miss important instruction time, so 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. St. Peter's is not liable for any items that may disappear.

## **ADMISSION AND ENROLLMENT**

The Pre-K2 classes have a maximum of 12 students per class and meet Monday through Friday, from 7am to 6pm, or any 3 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 A.M. to 12:00 P.M.

The Kindergarten class has a maximum of 20 students and meets Monday through Friday from 9:00 A.M. to 12:00 P.M.

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

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

The state of Virginia requires a child be at least 5 years of age by September 30<sup>th</sup> for enrollment in Kindergarten.

If your child does not meet the age requirement for their class, it will be necessary for the child to repeat that particular class level before advancing to the next class level.

A birth certificate and a record of immunization is required for all children and must be presented when registering your child. The children entering the Kindergarten class are required to have a physical examination. A copy of the completed physical examination form must also be presented to the office before the child starts school.

## **TUITION AND EXTENDED CARE FEES**

Tuition fees are due to be paid by the 1<sup>st</sup> of each month, and no later than the 15<sup>th</sup> 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. 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 sickness, vacations, 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 in 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 open. 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 again 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 to school (after 9:15 A.M.), must check in at the office. Parents of 2-year-olds may take their children to the side 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, especially on Field Trip days.

## **SCHOOL DEPARTURE**

The school bell rings at 12:00 P.M. discharging the children who go home daily. 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; 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-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 ½ 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 and sign their child out. The office 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, we are also.

## **HEALTH AND SAFETY**

Your 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.

PLEASE 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 for 24 hours)
2. a cold that is less than a day old
3. a heavy nasal discharge
4. a constant cough
5. symptoms of a communicable condition, (e.g., sniffles, sore throat, headache, reddened eyes, tummy ache, vomiting, head lice, diarrhea, or unknown rash).

Balloons are considered a hazard and are **not allowed** at any time.

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 parent **MUST** sign a Written Medication Consent form. One form for each medication. A medication consent form must be signed by the doctor if the medication is long term.
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 hand the medication to the teacher, Extended Care employee, or it must be taken to the office.
4. Over-the-counter medications will only be administered when accompanied by a parent consent form.

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.

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**

A cold breakfast is served between 7:30 A.M. and 8:00 A.M. The children in Extended Care eat lunch between 12:30 P.M. and 1:00 P.M.. Parents should pack a lunch daily for their child. Place an ice pack in the lunch box to keep contents cooler and safer. Be sure to write your child's name on his/her lunch box. If a child has no lunch, we will provide one at a cost of \$10.

## **SNACK TIME**

Snacks are served mid-morning. 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 Pre-K-2 children will need to bring in two (2) snacks and lunch daily for their child.

## **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**

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

Kindergarten conferences are scheduled in January. Parents/Guardians will meet with the teacher and discuss their child's progress. Report cards are issued at this time. There will be no school for Kindergarten students (only) these days. A scheduled time for the meeting will be sent home with your child well before so you can plan for this meeting.

## **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 him/herself. 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, Pre-K-4 and Kindergarten 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) has 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.

## **SINGING PROGRAMS**

St. Peter's Day School has two singing programs each year: A Christmas program and an End of the Year/Graduation Program. Dates of the programs will be announced later. All 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, Pre-K-4 and Kindergarten students from 7:00 A.M. to 9:00 A.M. and 12:00 P.M. to 6:00 P.M.

Breakfast is provided for children arriving at the Day School before 8:00 A.M. Children are required to bring a bag lunch daily (no candy, soda, or sports drinks allowed). Items may be heated, if necessary. 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.

Various snacks are provided for the children after quiet time. Parents with children who have food allergies are asked to provide alternative snacks for their child.

Children in Extended Care play with games, puzzles, books, computers, and, if the weather permits, they play outside.

## **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 A.M. to 6:00 P.M.

**Camp prices:** Change yearly; please call the office.

### **Camp Supplies:**

### **On Water Day Only:**

A daily lunch	Crib sheet	<b>A towel</b>
Box of tissues	Small sheet/blanket	<b>Bathing suit</b>
Monthly Snack	Small pillow	<b>Water shoes</b>

2 sets of extra  
clothes

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 need 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.



## CLASSROOM SUPPLIES

### Pre-K-2 Students:

Book Bag	Pacifier (if needed)	Box of large crayons
Diapers/Pull Ups	Baby Wipes	Pocket folder
Crib Sheet/blanket	<b>Several</b> extra sets of clothing	Paints
Box of tissues	Small playdough	

### Pre-K-3 and Pre-K-4 Students\*\*:

Book Bag (large enough to hold a folder)  
Box of 8 large basic color **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 can of **Playdough** (any color)  
**Fiskars** scissors  
Shallow pencil box  
A box of tissues  
Snack (once a month, enough for each child in the class)  
Change of clothes (2 sets)

### Kindergarten Students\*\*:

Book Bag (large enough to hold a folder)	<b>Fiskars</b> scissors
Box of small <b>Crayola crayons</b> (8 count)	Shallow pencil box
Pocket folder with bottom pockets	Box of tissues
Small <b>Elmer's</b> White Glue	Monthly snack
Primary Composition Book - <b>Draw/Write/Learn</b> (found in office supply stores or online.)	

**\*\*BRAND NAMES ARE PREFERRED. IN 50+ YEARS OF EXPERIENCE, WE HAVE LEARNED THEY PRODUCE CONSISTENTLY THE BEST RESULTS SO PLEASE, MAKE EVERY ATTEMPT TO PURCHASE AS LISTED.**

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

St. Peter's Episcopal Church welcomes all families new to the area, and/or those who are looking for a new church home to come worship with us. Try us out with absolutely no obligation; we would love to see 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 8:00 A.M. and 3:00 P.M. during the school year and 9:00 A.M. until 3:00 P.M. during the summer months.



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.*

