

# St. Paul's Episcopal Preschool

2009 - 2010

## POLICY INFORMATION

### I. CLASS STRUCTURE

#### Tiny Tots

Classes meet Monday through Friday; limited to 2/3 mornings per week per child

#### **Infants**

Babies four months of age and older may attend.

Maximum class size is 6 infants : 2 teachers.

#### **Toddlers**

Children who will reach their first birthday by August 31<sup>st</sup> may attend.

Maximum class size is 8/9 toddlers : 2 teachers (2 classes).

#### Two-year-olds

Two-day classes: Monday/Wednesday (1 class); Tuesday/Thursday (2 classes).

Three-day classes: Monday/Wednesday/Friday (1 class); Tuesday/Thursday/Friday (1 class)

Maximum class size is 10/11 children : 2 teachers.

[Parents desiring more than 2 or 3 days/week for 2-year-olds may sign up for 2 separate classes, if space is available. The cost will be the combined tuition for both classes.]

#### Three-year-olds

One class meets on Monday/Wednesday/Friday.

One class meets on Tuesday/Wednesday/Thursday, with Friday as an optional day.

One class meets Monday – Thursday, with Friday as an optional day.

Maximum class size is 14/15 children : 2 teachers.

#### Four-year-olds and Five-year-olds

One class of 4-year-olds meets Monday – Thursday, with Friday as an optional day.

One class of 4-year-olds meets Monday - Friday.

A readiness class meets Monday - Friday.\*

\*For 4½ and 5-year-olds who are preparing to enter kindergarten the following year

\*Children must be 4½ years old by August 31<sup>st</sup> to qualify for this class

Maximum class size is 16/18 children : 2 teachers.

### II. SPECIAL OPPORTUNITIES FOR LEARNING:

LunchBunch meets every day (with a few exceptions noted on the school calendar) from 12:00 noon until 1:00 PM. Children should bring a lunch from home and plan to eat and play for the extra hour. This is available for children in 3-year-old classes and above on a daily basis. Children in two-year-old classes may stay for LunchBunch on Mondays and Tuesdays, adding Wednesdays and Thursdays beginning in January. There is no LunchBunch for children in Tiny Tots classes. Advance registration is not required. The cost is \$4.00/day. Children who are not picked up from LunchBunch promptly at 1:00 PM will be assessed an overtime charge of \$4.00 for each 5 minutes of tardiness.

Shop classes are presented as enrichment activities for 4- and 5-year-olds. The teacher in these classes works with small groups of children at a time with both clay and wood.

Music is enjoyed everyday in the individual classrooms. A music teacher works with the two-, three-, four-, and five-year classes each week. In addition to songs, the children experience rhythms, instruments, and movement. A Spring Musical is traditionally presented by the 4-year-old and readiness children for parents and other visitors.

**Chapel services** are held each Wednesday at 9:30 AM for the 4/5-year-old classes. The services are conducted in the preschool chapel by St. Paul's clergy and include songs, Bible verses, prayers, and a Bible story. Three-year-olds attend chapel beginning in January.

**Summer Fun** is a summertime program where children get involved in a variety of activities. It meets in the morning, usually for three or four weeks in the summer. Parents may select one or more weeks for their children to attend. (Registration takes place in the spring.)

**Extra-curricular classes** presented after school may include such programs as gymnastics, art, dance, Spanish, and computer instruction for 3-, 4-, and 5-year-olds. These programs are generally taught by outside groups and St. Paul's is responsible only for providing the space for them to operate. All arrangements, payments, etc. must be conducted with the individual provider—SPP does not handle these details.

### III. **ENROLLMENT**

Registration for the following year takes place in February. A point system has been devised to give active parishioners of St. Paul's Episcopal Church priority registration. Non-parishioner children currently enrolled, new parishioners, and siblings or children of alumni also receive points. Applications with point totals may be turned in during February, prior to registration opening to the public near the end of the month. Currently enrolled children are guaranteed a space (not necessarily their first choice) the following year if registered before the public opening; others are on a space-available basis, with points determining positions.

To be eligible for a class, a child must be the designated age on or before August 31<sup>st</sup> of the year for which application is being made. [Note: This cut-off date changed in 2009 and children enrolled at SPP prior to the 2009/10 school year may be "grandfathered" with current classmates.]

The enrollment application must be completed and returned with the registration fee of \$100.00 (\$200.00 maximum registration fee per family). The child is accepted into the program upon receipt of the application form and fees, provided space is available. In waiting list situations, no advance payment will be required. The registration fee is non-refundable, except to persons moving out of town prior to August 1<sup>st</sup>. The first month's tuition is due no later than May 15<sup>th</sup> (or upon registration after this date) in order to guarantee a place in the class.

Any changes in the information provided on the application form should be given immediately to the director in writing (change of address, email, home and mobile phone numbers, etc.).

A physical examination form, completed by a doctor, is required by the first day of school. It must indicate that the child is in good physical condition and has received all immunizations required by the public schools. An examination by the doctor within the past year is mandatory. Sick children should not be sent to school. Teachers should be notified of any contagious illness. Both parents must sign a "Medical Release" form that will remain on file in the preschool office.

Children will receive a notice from the preschool in the summer pertaining to class assignment, teachers' names, room numbers, etc. A gradual orientation will be conducted in an attempt to make each child feel comfortable in his/her new surroundings.

It is encouraged that children in the 3-year classes and above be toilet-trained before attending preschool.

St. Paul's Preschool is not equipped physically or staff-wise to deal with children with profound handicaps. Mainstreaming of children with some limitations (physical, mental, or emotional) will be attempted in accordance with Americans with Disabilities Act guidelines. Shadows are welcome to accompany children with special needs.

IV. **FINANCES**

Monthly tuition is due by the 15<sup>th</sup> of each month, one month in advance. Envelopes will be sent home with children the first of each month. Checks should be returned to SPP in these envelopes.

Checks should be made payable to *St. Paul's Preschool*, 520 Summit Street, Winston-Salem, NC 27101. Tuition may be paid by the month, quarterly, semi-annually, or annually in advance. The check should state the child's name and any extra fees included (such as LunchBunch).

A fee of \$10.00 will be charged for checks returned by the bank for "non-sufficient funds."

Accounts of over three months NOT PAID will be considered delinquent, and parents will be asked to withdraw the child from St. Paul's Preschool. A statement will be mailed regarding delinquent accounts. All accounts must be current by May 1. A child will not be allowed to continue to attend school until such account is current.

A bill will be sent at the end of each month for any LunchBunch time used during that month. This extra fee may be included in the tuition check for the following month.

Current tuition charges are as follows:

1-day classes (infants )	\$110.00/month
2-day classes	150.00/month
3-day classes	185.00/month
4-day classes	215.00/month
5-day classes	240.00/month
4-day twos pay for two classes	300.00/month
5-day twos pay for two classes	335.00/month

V. **TRANSPORTATION**

Parents should make their own arrangements for transporting children to and from school. Carpooling is allowed and each child (2-years-old and older) will be assigned a family ID# for use in carpooling. When carpooling with another family, both numbers will be given out.

Children should not be brought to the school prior to 9:00 AM. They should be escorted to their classrooms, if a teacher is not at the door (after 9:15 AM). The west entrance (from the back parking lot) should be used at all times. Children should be picked up promptly at the end of class (12:00 noon). Children not picked up by 12:15 PM will be placed with those who are staying for LunchBunch and charged accordingly.

Streetside parking is not allowed. Parents are encouraged to park in the church parking lot and enter the building through the west entrance (see above). A carpool lane has been established along the edge of the walk under the covered drive-thru area. No parking is permitted in this lane. Parents of infants and toddlers only may park briefly in spaces under the covered area.

A list of persons who have permission to pick up the child from school, signed by both parents, must be on file when school begins each year. Teachers must receive a note when a child is to go home with a friend, leave early, or be picked up by someone not listed. Carpool drivers should also be informed.

Fieldtrips may be arranged by individual teachers with parents providing supervision as they accompany the class. All children participating in fieldtrips must have a permission form and "Liability Release" on file, signed by both parents. Destinations will generally be limited to those within walking distance of the preschool. Trips by car will be planned only with all parents being responsible for their own child's transportation.

## VI. GENERAL INFORMATION

The school year generally begins around Labor Day and ends in mid- to late May, with 165 school days scheduled.

Accident insurance is provided for each child enrolled at St. Paul's Preschool. It covers the time the child is actually attending school, as well as traveling to and from school.

Conferences with teachers may be scheduled at any time during the year, at the request of parent or teacher. Organized conferences are held in January each year. Conferences will be scheduled on conference days or before 1:00 PM whenever possible. Children (including siblings) are not allowed to attend conferences.

St. Paul's Preschool has an open-door policy to parents and visitors at all times. Teachers are prepared to welcome parents and visitors into the classrooms at any time without prior notice. Frequent communication via email, classnotes, personal notes, telephone calls, etc. is to be expected. Visitors should check in at the office before going to classrooms. Locked doors and security cameras provide the safest possible environment for SPP.

Radio and television notices of public school closing due to inclement weather conditions will also apply to St. Paul's Preschool. We follow the Winston-Salem/Forsyth County Public School system's decisions concerning bad weather. If public schools are closed, St. Paul's Preschool will be closed also. If public schools open one or two hours late, St. Paul's Preschool will open one hour late. As a general rule, **NO SPECIFIC NOTICES FOR ST. PAUL'S PRESCHOOL WILL APPEAR ON RADIO/TV**. An attempt will be made to notify parents by email in the event of school closure or delay.

After a child has arrived at school, if both teachers concur that he/she is sick, the teachers shall have the prerogative to contact the parent to recommend that the child return home. All cases shall be documented and filed with the director. Parents will contact the director if there is a difference of opinion. The Director shall make the final decision in any disputed cases and may request a doctor's diagnosis at her discretion.

## VII. DISCIPLINE POLICY

We believe that each child has the right to be in a situation conducive to learning within the scope of the classroom and to feel comfortable and secure at school. The goal of effective discipline is to teach the child self-control and how to live usefully and happily with him/herself and others. In accordance with this philosophy, the following guidelines will be followed:

1. We endorse positive methods of dealing with negative behavior of children, such as:
  - A. Redirecting the child to another activity.
  - B. Praising the child for appropriate behavior, ignoring the inappropriate.
  - C. Providing alternatives where the child can express his/her frustration in a positive manner.
  - D. Removing the child from the group to a "timeout" chair or place within the direct supervision area of the teacher.
  - E. If the problem persists, the child may be removed to the Director's office where the director will continue to deal with the negative behavior.
  - F. Parents may be called to come in for a consultation or to pick-up a child.
2. Discipline shall in no way be related to food, rest, or toileting.
3. No child shall be subjected to any form of corporal punishment or other humiliating or frightening disciplinary techniques by the school's staff\*.

\* [For the purpose of this rule, "staff" shall include any administrator, regular or substitute teacher, volunteer, and any auxiliary personnel, such as secretaries, janitors, etc.]