

ST. PETER'S EPISCOPAL DAY SCHOOL

2018/2019

Celebrating over 56 Years of Continuous Service



224 South Military Highway
Norfolk, Virginia 23503

Phone: (757)466-9392

Fax: (757)466-9414

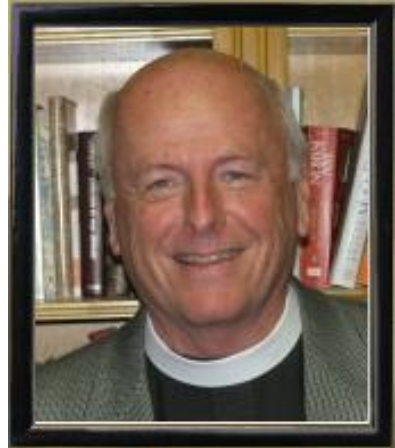
Email: vel@stpeters-norfolk.org

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

| | |
|---|-------|
| Letter of Introduction - The Rev. John M. Eidam | 1 |
| Day School Staff | 2 |
| Hours of Operation | 3 |
| Admission and Enrollment | 4 |
| Tuition and Extended Care Fees | 5 |
| Arrival at School | 6 |
| School Departure | 7 |
| Behavior and Discipline | 8 |
| Health and Safety | 9 |
| Medication Policy | 10 |
| Clothing, Playground, Snacks, Lunch | 11 |
| Parental Involvement | 12 |
| Toys, Book Bags, Singing Programs | 13 |
| Extended Care Program | 14/15 |
| Summer Camp | 16 |
| Classroom & Extended Care Supplies | 17 |
| Worship Services | 18 |

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
his/her self, home, family, church and country.



At St. Peter's, we strive to provide your child with the best possible start to his/her academic life in an environment that also teaches and reinforces appropriate social skills in a Christian environment. I am pleased to welcome you to our St. Peter's Episcopal Day School family .

The Rev. John M. Eidam M.Div, M.Ed
Day School Director

DAY SCHOOL STAFF

Director The Rev. John M. Eidam M.Div, M.Ed

Assistant Director ... Vel Shreve

The Day School staff includes six teachers, and four teacher's aides. The Extended Care staff consists of one adult per every 10 children, with a minimum of two adults at all times. Our staff is experienced in Early Childhood Education. All are physician certified to be free from any condition which would prevent them from caring for children. St. Peter's is exempt from licensure and is conducted under the auspices of a religious exempt institution.

St. Peter's Day School Staff:

Teachers:

Mrs. Connie Townsend
Mrs. Elizabeth Miller
Mrs. Janet Chauncey
Ms. Charet Thill
Mrs. Emily Klinedinst
Ms. Lauren Strain

Teacher Aides:

Mrs. Laura Kallestad
Ms. Carol O'Gara
Mrs. Libby Gray
Ms. Carolyn Banks

Extended Care Staff:

Mrs. Laura Kallestad (Supervisor)
Ms. Christine Whitfield
Ms. Patricia Pearo

HOURS OF OPERATION

St. Peter's Day School will begin the new school year on Tuesday, September 4th, 2018 and will continue through Friday, June 14th, 2019.

School for our 3, 4 year olds and Kindergarten students begins at 9:00 am on Tuesday, September 4th for our five day a week students, and 9:00 am Wednesday, September 5th, for our three day a week students. The students in our two year old program attend school year round.

Before school care for the 3, 4 and Kindergarten students is available from 7:00 am. to 9:00 am and after school care from 12 Noon to 6:00 pm. See page 13 for more information about Extended Care.

You will be given a Day School/Extended Care calendar at the beginning of the school year with all of St. Peter's holidays throughout the 2018/2019 school year. 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 3, 4 and Kindergarten students to maintain satisfactory progress with their academics.

Kindergarten students having more than 30 days absent for the year may need to repeat Kindergarten.

Tardiness is discouraged. When the student arrives late he/she misses 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 need to be alert for children getting in and out of cars. Parents are advised NOT to leave valuables in their cars.

ADMISSION AND ENROLLMENT

St. Peter's Day School has a 2, 3 and 4 year old pre-school program, and a Kindergarten program. The times are as follows:

2 year old program 7am - 6pm.
3 and 4 year old classes 9-Noon
Kindergarten 9-Noon

Extended care is offered from 7 - 9am and 12 Noon - 6pm. The 2 year old program begins at 7am and ends at 6pm.

The 2 year old classes have a maximum of 10 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 3 and 4 year old classes have a maximum of 16 students per class and meet Monday through Friday, or Monday, Wednesday and Friday, 9:00am to 12 noon.

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

Children must be 2 years of age to enter the 2 year old program.

The 3 year olds must be 3 by December 31st and be potty trained to enroll in our 3 year old program. If the child turns 3 years of age before the end of October, they will be eligible to enroll in the 4 year old program the following year. Otherwise, they are required to repeat the 3 year old class.

A child enrolling in the 4 year old program must be 4 years old by October 31st, and must be toilet trained.

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

If your child does not meet the age requirement for his/her 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 1st of each month, and no later than the 5th 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 St. Peter's 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.

FEES:

| | | | |
|--------------------------------------|---------------------|-------|------------------|
| Registration | 2, 3 and 4 year old | | \$90 |
| | Kindergarten | | \$110 |
| 2 year old (5 days) | | | \$570 per month |
| 2 year old (3 days) | | | \$365 per month |
| 2 year old (2 days) | | | \$270 per month |
| 2 year old (1/2 day 5 days per week) | | | \$310 per month |
| 2 year old (1/2 day 3 days per week) | | | \$210 per month |
| 3/4 year old | Tuition (3 days) | | \$160 per month |
| 3/4 year old | Tuition (5 days) | | \$195 per month |
| Kindergarten | Tuition | | \$195 per month |
| Extended Care (3 days) | | | \$225 per month |
| Extended Care (5 days) | | | \$305 per month |
| Hourly (up to 15 hours per week) | | | \$7.00 per hour |
| Drop-offs (no notice given) | | | \$10.00 per hour |

There is a \$20 charge for all returned checks.

ARRIVAL AT SCHOOL

The Day School opens with Extended Care at 7am. The school day begins at 9:00am for our 3, 4 and Kindergarten students. Children may play outside on the playground prior to 9am but a parent or guardian must remain with them until 8:50am when the doors to school open. School commences when the bell rings at 9:00am.

Please be punctual. It is important that your child be on time for school so that he/she will be able to participate in opening activities.

Late arrivals to school (after 9:15am), must check in at the office.

The first day of school, parents are requested to pick up their child's name tag from the office and then take their child to the church building where they meet their teachers and are escorted to their classrooms. Children in the 2 year old program or in Extended Care before school, will go directly into the school building.

Please notify the school (466-9392) if your child will not be attending, especially on Field Trip days.

SCHOOL DEPARTURE

The school bell rings at 12 noon discharging the children who are not in Extended Care or in the 2 year old class.

Each teacher brings her students to the Day School entrance where the parents pick them up. Students enrolled in the Extended Care Program will remain in their classrooms until the Extended Care staff collects them.

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 immediately. If you are later than 12:15pm, your child will be placed in the Extended Care Program, and you will be billed the 'drop off' fee of \$10 per hour.

A late fee of \$1 per minute applies to children in the Extended Care Program or the 2 year old program who are not picked up by 6:00pm.

Parents who need to pick up their children between the hours of 9am and noon 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.

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.

Totally 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 or Assistant Director will decide that morning whether or not school will be open. The staff will be notified, and they in turn will notify the parents.

HEALTH AND SAFETY

Your child's health is very important to us. If he or she becomes ill during the day, you will be called to take your child home. 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 he/she has:

1. a fever of 99.9 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).

If your child has an allergy please notify the teacher and Extended Care staff.

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 with a doctor's note.

CLOTHING

School uniforms are not required. The child's clothing should be simple clothing that is free from complicated fastenings. Children feel more comfortable 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 slacks and shoes. Shoes for both boys and girls should have rubber soles for safety. Please, no flip flops.

The 2 and 3 year old children need extra clothes to leave at school for use in the event of an accidental spill or toilet accident. Please label all your child's clothing.

LUNCHES

The children eat lunch at 1pm. 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. In the event that 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. Treats may consist of cookies, crackers, pretzels, popcorn, fruit, etc. Put your child's name on the snack so they can be properly thanked during the Blessing.

Parents of the 2 year old children will need to bring in 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 attended at all times 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.

An Open House will be held the first Monday of school at 7:30pm. This is an ideal time for parents to meet their child's teacher and learn more about the daily activities in the classroom.

Kindergarten conferences are scheduled for the last Thursday and Friday in January. Parents are scheduled to 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 two days. A scheduled time for the meeting will be sent home with your child in January.

St. Peter's Day School participates in Campbell's Labels for Education Program. Labels are collected throughout the year to help us obtain playground equipment and classroom teaching aids. We also collect Farm Fresh receipts and Box Tops. Just clip the Box Tops from various grocery items and send them to school. Thank you!

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 or herself. Books may be brought to school at any time. Please make sure your child's name is on the book.

BOOKBAGS

Book bags are required for all children. Your child will bring home his/her class work daily. Parents are encouraged to look in book bags each day for class work, teacher's notes and office memos. Please put your child's name on the book bag. On opening day of school, children need to bring a box of 8 basic color crayons. Please put your child's name on the box. A list of supplies needed is found on page 17.

FIELD TRIPS

The 3 and 4 year olds and Kindergarten children attend at least one field trip each school year. A permission form is sent home for the parent to sign. The form needs 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 our students, 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 to attend.

CHILDREN'S CHAPEL

Each Monday morning the children attend Children's Chapel in our church. They sing songs and we recognize the children who have birthdays during the month. An object lesson is presented by Papa John (our Day School Director).

EXTENDED CARE

Our Extended Care Program offers before and after school care for the 3 and 4 year olds and Kindergarten students who need it. We open at 7am and close at 6pm.

Breakfast is provided for children arriving at school before 8:30am.

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 a sandwich and the parent will be charged \$10.

Quiet time begins at 1:30pm. The children rest on small cots until 3pm.

Various snacks are provided for the children's mid-afternoon snack. 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.

If you have a question about Extended Care please contact the office or the Supervisor, Laura Kallestad at 466-9392.

EXTENDED CARE

DAYS: Monday thru Friday
Hourly (up to 15 hours per week)
Drop-offs

TIMES: 7:00 AM - 9:00 AM
12 NOON - 6:00 PM

RATES: 5 days a week \$305 per month
3 days a week \$225 per month
Hourly \$7.00 per hour
Drop-offs \$10.00 per hour

ACTIVITIES: Crafts
Games
Books and puzzles
Computers
Outdoor play

STAFF: Mrs. Laura Kallestad (Supervisor)
Ms. Chris Whitfield
Ms. Patricia Pearo

ST. PETER'S SUMMER CAMP

St. Peter's Summer Camp is a non-academic program for ages 2-6 years. It features fun events and activities, arts and crafts, computer play, special guests and water fun.

Dates: Monday, June 17th, through Friday, August 23rd, 2019

Camp hours:

Monday through Friday, 7am – 6pm

Monday, Wednesday and Friday, 7am – 6pm

Camp prices:

| | |
|---------------------------------|-----------------|
| Registration Fee: | \$65 |
| Monday – Friday | \$440 per month |
| Monday, Wednesday, Friday | \$345 per month |

Camp Supplies:

| | | |
|----------------|---------------------|--------------|
| A daily lunch | Crib sheet | A towel |
| Box of tissues | Small sheet/blanket | Bathing suit |
| Sun screen | Small pillow | Water shoes |

Camp Staff:

Mrs. Laura Kallestad (Supervisor)
Ms. Christine Whitfield
Ms Carolyn Banks
Ms. Lucy Nelson

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

Your child needs to bring a bag lunch daily. If children forget their lunch, we will provide a sandwich and the parents are charged \$10.

Notification must be given to the camp supervisor if your child is coming to camp after 12 Noon.

Please call the office for more information 466-9392.

CLASSROOM SUPPLIES

2 Year Old

| | |
|------------------------|-----------------------------------|
| Book Bag | Pacifier (if needed for nap time) |
| Diapers/Pull Ups | Baby Wipes |
| Crib Sheet and blanket | Extra clothing |
| Large crayons | Pocket folder |
| Paints | |

3 and 4 Year Old Students

Book Bag (large enough to hold a folder)
Box of 8 large basic color Crayola crayons (no pastels or fluorescent please, and not extra large)
Pocket folder (with bottom pockets)
Crayola Water Color 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 clothing (3 and 4 year olds)

Kindergarten Students

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

Extended Care Supplies

Crib sheet
Small sheet/blanket
Small pillow
Change of clothing

Please write your child's name on all items

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

St. Peter's Church welcomes all new families to the area, and invites those who are looking for a church home to worship with us. Our Sunday worship services are as follows:

| | |
|----------|------------------------------------|
| 8:00 AM | Holy Eucharist Rite I |
| 9:00 AM | Intercessory Prayer |
| 10:00 AM | Holy Eucharist Rite II |
| | Children's Chapel |
| | Children/Youth Christian Education |

The nursery is available for young children at 10:00A.M.

If you have any questions concerning the Church, the Day School or the Extended Care Program, please call the office at 466-9392 any weekday, between the hours of 7:30am and 2pm.