

# ST. PETER'S EPISCOPAL DAY SCHOOL

2020/2021

Celebrating over 59 Years of Continuous Service



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Norfolk, Virginia 23503

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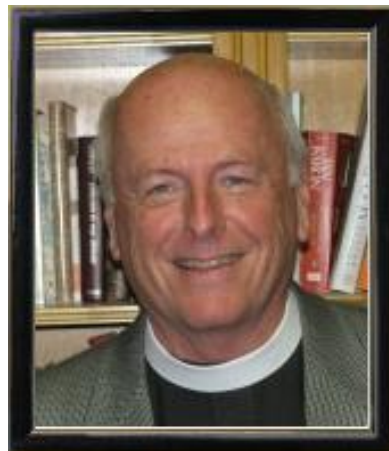
Email: [vel@stpeters-norfolk.org](mailto:vel@stpeters-norfolk.org)

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.

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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. Our capacity is 99 children.

### St. Peter's Day School Staff:

#### **Teachers:**

Mrs. Connie Townsend  
Mrs. Elizabeth Miller  
Mrs. Janet Chauncey  
Ms. Charet Thill  
Ms. Bridget Taylor  
Ms. Lauren Strain

#### **Teacher Aides:**

Mrs. Laura Kallestad  
Mrs. Libby Gray  
Ms. Carol O'Gara  
Ms. Courtney Walker

#### **Extended Care Staff:**

Mrs. Laura Kallestad (Supervisor)  
Ms. Christine Whitfield  
Ms. Courtney Walker

## HOURS OF OPERATION

St. Peter's Day School will begin the new school year on Tuesday, September 8th, 2020 and will continue through Friday, June 11th, 2021.

School for our 3/4 year olds and Kindergarten students begins at 9:00 am on Tuesday, September 8th for our five day a week students, and 9:00 am Wednesday, September 9th, 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 2020/2021 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, 7am – 12:30pm, or 12:30pm – 6pm  
3 and 4 year old classes 9am - Noon  
Kindergarten 9am - 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 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 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 toilet 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)		.....	\$580 per month
2 year old (3 days)		.....	\$380 per month
2 year old (2 days)		.....	\$280 per month
2 year old (1/2 day 5 days per week)		.....	\$320 per month
2 year old (1/2 day 3 days per week)		.....	\$220 per month
3/4 year old	Tuition (3 days)	.....	\$170 per month
3/4 year old	Tuition (5 days)	.....	\$200 per month
Kindergarten	Tuition	.....	\$205 per month
Extended Care (3 days)		.....	\$235 per month
Extended Care (5 days)		.....	\$315 per month
Hourly (up to 15 hours per week)		.....	\$10.00 per hour
Drop-offs (no notice given)		.....	\$15.00 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. Parents of 2 year olds may take their children to the side door of the classroom if they arrive after 9:15am.

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 \$15 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. School closing will be announced on Class Dojo or TV. The general rule is...if the public Schools are closed we are also.

## 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.

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

## 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.

## MEALS

A cold breakfast is served between 7am and 8:30am. The children in Extended Care 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. Only pre-packed treats are allowed. No home baked goodies.

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 the Box Tops for Education Program. Just clip the Box Tops from various grocery items and send them to school.

Thank you for your support!

## 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. 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.

## BOOK BAGS

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 two field trips 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.



## 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 offer 7am-9am and noon-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 ..... \$315 per month  
3 days a week ..... \$235 per month  
Hourly ..... \$10.00 per hour  
Drop-offs ..... \$15.00 per hour

ACTIVITIES: Crafts  
Games  
Books and puzzles  
Computers  
Outdoor play

STAFF: Mrs. Laura Kallestad (Supervisor)  
Ms. Chris Whitfield  
Mrs. Candace O’Gara

## ST. PETER'S SUMMER CAMP

St. Peter's Summer Camp is a non-academic program for ages 3-6 years. It features fun events and activities, arts and crafts, computer play, special guests and water fun.

**Dates:** Monday, June 15th, through Friday, September 4th, 2020

### **Camp hours:**

Monday through Friday, 7am – 6pm

Monday, Wednesday and Friday, 7am – 6pm

### **Camp prices:**

Registration Fee: .....	\$65
Monday – Friday .....	\$500 per month
Monday, Wednesday, Friday .....	\$390 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

Mrs. Courtney Walker

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)	Box of large crayons
Diapers/Pull Ups	Baby Wipes	Pocket folder
Crib Sheet/blanket	Extra clothing	Paints
Box of tissues	Small playdough	

### **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)	Fiskars scissors
Box of small Crayola crayons (8 count)	Shallow pencil box
Pocket folder with bottom pockets	Box of tissues
Small Elmer's White Glue	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.