



ST. PAUL'S

day school & kindergarten

"loving and guiding children as they grow"

Family Guide

Revised March 2022

ST. PAUL'S DAY SCHOOL & KINDERGARTEN

FAMILY GUIDE

INTRODUCTION

Hello and welcome to the St. Paul's Day School & Kindergarten family! Our early childhood program serves children ages two through five in a nurturing, stimulating, secure environment. Every child is given the opportunity to grow at a developmentally appropriate level. Our greatest endeavor is to meet the individual needs of our students and help them reach their full potential in a manner that enhances self-esteem, builds self-confidence, and establishes a positive foundation for future learning.

MISSION STATEMENT

We seek to provide a loving environment that instills Christian values, stimulates creative learning, and nurtures children in a diverse community.

PHILOSOPHY

Every child deserves the opportunity to develop in a nurturing, stimulating, secure environment. Day School provides this opportunity to the two, three, four, and five-year-olds that join our school family. The needs of children are met in a manner that enhances the development of each child's self-esteem and demonstrates respect for the individual. Children are natural learners; they learn by playing. Appropriate play experiences are provided that contribute to the building of self-confidence and lay the foundation for future reading skills and other academic endeavors.

GOALS

1. Create a Christian learning environment.
2. Promote development of spiritual, social, physical, emotional, and cognitive skills of children in a setting that offers a variety of meaningful play opportunities.
3. Provide an age-appropriate values education throughout the curriculum and especially in the chapel program where love, compassion, honesty, justice, and respect are encouraged. Affirm God's love for all people and foster respect for each other's differences and similarities.
4. Join with families in a mutual concern for the welfare of the child and the family.
5. Provide a kindergarten program that embodies all the skill activities mandated by the State of Tennessee to prepare a child for successful entry into the first-grade public school program.
6. Serve the community by meeting the need for an early care and education facility.

ST. PAUL'S DAY SCHOOL CURRICULUM PHILOSOPHY

The preschool years are the most important formative years in a young child's life. Lifetime attitudes and values are being molded during this period.

Our approach to early childhood education is realizing that young children love to learn, to accomplish, and to feel successful. Learning activities presented at their level of development and within their interest and attention span are both enjoyed and absorbed by preschoolers. Yet, we believe, the most important single aspect of education for the preschool child is to be allowed the freedom to develop at his/her own rate of growth. There is a great variance in developmental skills at this age. One cannot build a house without the proper foundation; neither can a child read, write, understand, express ideas, or compute and solve problems without the proper foundation.

Our school is devoted to these "readiness" and developmental skills. We cannot emphasize enough the importance of social interaction, cutting, pasting, art activities, letter games, number games, sound games, and other language activities in preparing the child for the more formal aspects of education. For example, at the end of our kindergarten year, some of our five- and six-year-old children will be reading and writing, but perhaps not all of them. Some will not be ready to read or to write. By setting the standard that all four-, five-, and six-year-old children should be accomplishing the same skills at the same time for his/her age level, we would destroy the freedom to learn and the enthusiasm for learning which we feel to be so important.

We feel that the young child learns best in an environment rich with concrete opportunities for children to learn by interacting with a variety of materials and with people they can trust. Teachers create the environment that encourages children to feel secure and successful as they explore, investigate, and experiment productively.

ORGANIZATIONAL STRUCTURE

I. The Day School Board shall consist of the following:

PERMANENT MEMBERS

Rector — Ex-officio
Day School Director — Ex-officio

VESTRY MEMBERS — Term on Board = Vestry Term

Board Chairman — *See Note a below.*
Board Vice Chairman

FAMILY REPRESENTATIVES — Child must be enrolled, not necessarily a church member. Term is for one year. Director appointed. Kindergarten family and preschool family, if possible.

TREASURER — No specified term but must be church member.

SECRETARY — 3-year maximum, may be filled by family representative or at-large member.

AT-LARGE CHURCH MEMBER — Serve at least 2 years, maximum of 3 years, appointed by Rector.

TEACHER REPRESENTATIVE — Rotate annually at Director's discretion.

[NOTES]:

- a. Chairman may serve remainder of school year following Vestry term expiration.
- b. There may be occasions to have visitors to the Board for special purposes such as budget approval, rate approval, but no requirement for membership.
- c. All Board nominations approved by the Rector.

II. The program director is responsible for the overall operation of the Day School. The program director directly supervises all team personnel.

III. The assistant director will be acting director during the director's absence.

IV. A lead teacher will be designated each year for the afternoon care hours.

OPERATING HOURS: June through May, **7:30am-5:30pm**, childcare provided Monday-Friday.

ADMISSIONS AND REGISTRATION

ADMITTANCE POLICY

Children ages two through five are accepted for enrollment at St. Paul's Day School & Kindergarten without regard to gender, ethnic background, or religion. Children with physical or cognitive challenges may be enrolled when their needs can be met by our team and facility. We must be informed of any professionally diagnosed physical or cognitive condition which requires special attention or care.

CONFIDENTIALITY

All records (both children and team) are confidential, except as State law requires inspection by specific authorities. Disclosure of information regarding a child's developmental progress, physical or cognitive condition, or family circumstance are treated carefully and confidentially, and are shared only with individuals who have a need to know to provide care for the child.

REGISTRATION REQUIREMENTS

1. Age

Children registering for the two, three, and four-year-old classes must be that age by August 15.

Students registering for kindergarten must be five years old by August 15. In accordance with State regulations, all children who enter public school first grade must reach age six by August 15, including children who have completed a year of Kindergarten at St. Paul's. Some schools may require children who have completed Kindergarten at St. Paul's and are entering first grade to undergo a screening test.

2. Health Exam/Immunizations

A health examination is required annually and is the responsibility of the family.

Each child shall be immunized according to the current Department of Health guidelines prior to a child's first entrance into school and the "Tennessee Department of Health Certificate of Immunization" must be on file in the Day School office BEFORE the child can begin school. Returning students must keep immunizations up-to-date and provide updated Certificate of Immunization. Children who fail to comply with Department of Health immunization guidelines in a timely manner will be dis-enrolled.

3. Forms

The Day School will not admit a child into care until the family/caregiver has supplied a completed application, immunization certificate, and all other forms as requested by the program.

4. Registration Fee

An annual, non-refundable registration fee is required with the application for St. Paul's Day School & Kindergarten.

To stabilize our Kindergarten class enrollment, we ask that August tuition also be paid at the time of kindergarten registration. This money is non-refundable.

DAY SCHOOL PROGRAMS

OPERATING HOURS

Monday-Friday, 7:30am-5:30pm

School Year=August-May

Summer Camp=May-August

DAY CARE

St. Paul's Day School & Kindergarten offers a full day childcare service to a limited number of 2-, 3-, 4-, and 5-year-old children. Children enrolled in full day childcare may arrive as early as 7:30am. They attend day school classes from 9:00am-12:00pm, or Kindergarten from 8:30am-12:30pm, then remain for a hot lunch, rest, and afternoon activities. Childcare ends at 5:30pm.

DAY SCHOOL

St. Paul's Day School & Kindergarten offers the option of attending only the 9:00am-12:00pm day school classes 2, 3, or 5 days a week.

CASUAL CARE

Occasionally a child enrolled in the 9:00am-12:00pm day school program may need to be dropped-off early or picked-up later. As a convenience for families, we take a few extra children each day in our afternoon program. If a child needs to arrive earlier than 8:45am, inform the program director.

ARRIVAL & DISMISSAL

ARRIVAL

Families will bring children arriving early directly to the "Big Room" where a teacher will greet them. Children will go to their classrooms beginning at 8:00am. Children who arrive between 8:00-9:00am will go directly to their classrooms.

For safety reasons, the school door will always be locked. Families and other adults authorized to pick-up or drop-off children will use the keyless entry. A code will be assigned prior to the first day of school.

All families/caregivers must sign-in their child at drop-off, and sign-out at pick-up. The sign-in/out is touchless with your Brightwheel app on your cell phone. Or on the tablet in the school's front office.

DISMISSAL

The 9:00am-12:00pm day school program dismisses at 12:00pm, Kindergarten dismisses at 12:30pm from the day school lobby entrance. Please drive around the driveway, with the passenger side door facing the school's entrance and obey the following safety rules:

- *Children enter car from the passenger side
- *Driver set the emergency brake before getting out to assist children

If someone other than those listed on the transportation permission form picks-up a child, families must notify the child's teacher or program director, so that person can be added to the permission form. Proof of identification is required, and he/she must sign-out the child. It is most important that we know of any changes or special instructions.

In accordance with State regulations, "Children should not be released to anyone whose behavior, as deemed by a responsible person, may place the child(ren) in imminent risk. A school representative must immediately call 911, the local law enforcement agency or other emergency services number prior to the release of children to a family member. If the person, displaying risky behavior, is not a family member, the program shall not release the child and the family shall be called immediately" (Rule 0520-12-01-.05-12c).

If a child's family situation involves a non-custodial family, the school must be provided a copy of the custody orders. The school and all representatives will abide by the official court custody orders. If a non-custodial family member attempts to gain access to his/her child, a school representative will immediately call 911, the local law enforcement agency or other emergency services number, and then call the custodial family member.

DIS-ENROLLMENT

The following infractions may result in a child being dis-enrolled from St. Paul's Day School & Kindergarten:

1. Children who fail to comply with Department of Health immunization guidelines in a timely manner
2. Failure to pay fees
3. Child(ren) or family(s)/caregivers exhibiting behavior determined to pose a threat to other children or team members

If it is determined one of these infractions has occurred, the child's family(s) will be notified, a conference with the child's family, teacher and/or program director will be held to determine a timeline and plan of corrective action. If the matter is not resolved, the child will be dis-enrolled.

FINANCIAL ARRANGEMENTS

TUITION

Tuition payments are due the first day of each month. Billing statements are sent out on Brightwheel each month. Payment may be made electronically via Brightwheel. If you wish to pay by check, you may bring your payment to the front office of the day school.

Day care tuition is considered a commitment for the *entire* school year. Fee reductions will not be granted in situations when a family does not utilize the day care program. No allowance is made for absences or holidays.

LATE CHARGES

If tuition payment is not received by the 15th of each month, a \$10.00 late charge may be applied to all outstanding accounts. Failure to pay fees within two weeks will result in losing your child's position at St. Paul's Day School & Kindergarten. If you wish to pay bimonthly, or need to make other arrangements, please contact the program director.

CASUAL CARE FEES

Notices for casual care fees are sent at the end of each month. Notices are sent via Brightwheel. Casual care fees may be included with your regular tuition check.

LATE PICKUP

Occasionally, a child is picked-up late (after 5:30pm) due to a family emergency or mix-up. There is no charge for the first incident. Thereafter, a late pickup charge will be administered as follows:

\$10.00 for 15 minutes

\$20.00 for 30 minutes

\$30.00 for 45 minutes

\$40.00 for 60 minutes

WITHDRAWALS

Each child is enrolled for the entire school year or the balance of the school year. If you wish to withdraw your child from school prior to April 30, we must receive notice in writing by the 15th on the month PRIOR to withdrawal or the following month's tuition will be charged. Any child in school as of April 30 will be charged the full tuition through the end of the academic school year.

SCHOLARSHIPS

A scholarship application is available for anyone who might need assistance with tuition fees. A request for this fund may be made by submitting a written request to the program director. Scholarships are awarded as funds are made available to the school through the scholarship fund.

TAX INFORMATION

St. Paul's Day School & Kindergarten tax ID number is 62-6002074, for use when filing your income taxes. A tax receipt will be furnished upon timely request submitted to the program director.

POLICIES AND PROCEDURES

ATTENDANCE

The school day begins promptly at 9:00am for the day school program and 8:30am for kindergarten. Children enrolled in the day care program may arrive as early as 7:30m. Upon entering the building, please bring children to a team member. Notify the school if your child will be absent for any reason. If your child will be late and will be staying for lunch, please call the school by **9:30am**, so that he/she can be added to the lunch count. Regular and consistent attendance is a critical component to school success. Children must arrive by **11:00am** to allow ample time to acclimate before the transition to lunch and nap

BIRTHDAYS AND HOLIDAYS

Birthdays are very special and may be celebrated at school. Please notify the teacher of the day you would like to have the party. Special treats are also welcome on holidays but talk with your child's teacher if you plan to send a snack to avoid having several treats brought the same day. Suggestions for appropriate food include muffins, cookies, dried or fresh fruit, vegetable tidbits, etc.

CHAPEL

Chapel is conducted weekly, in the morning for 3-5-year-old children. Through songs, stories, role-play, Godly Play, and conversation we share the awareness of God's love for each of us, just as we are. During Chapel, children are exposed to Christian ideals, values, attitudes, and the fundamental bible stories. Families are encouraged to attend Chapel with their child anytime.

Godly Play is a Montessori-related approach to learning which enables children to experience the presence of a loving God and discover how to "speak the language" of their biblical faith. It is a discovery method of learning which enables young children to encounter God by using both of their critical "gates" of knowing the world: play and language. Its intent is not so much to talk about God as it is to invite children to experience God's presence as real and gracious.

CLOTHING AND PERSONAL BELONGINGS

School is a busy, active, and sometimes messy place where casual, comfortable clothes are a necessity. Everyone is happier if children come dressed appropriately to participate freely and safely in all school activities, both indoors and out. Unless it is raining, below 32°F, or above 95°F, we take full advantage of our playground and outdoor equipment. Please, follow these suggestions when preparing your child for school:

- *Comfortable, casual clothes, appropriate for weather conditions.
- *Keep in mind the difficulty your child may have managing clothes in the bathroom. Jumpsuits, certain fasteners, and belts sometimes contribute to bathroom accidents.
- *Closed-toe shoes are best for play at school. Cowboy boots and sandals can inhibit mobility and pose a safety hazard.
- *No fragile jewelry, including watches.
- *Please send extra clothing for your child. Ask your child's teacher how she would like to store the clothing. Soiled clothing will be sent home and a fresh set of extra clothes will need to be sent back to school. Remember to change out clothes with the changing seasons and temperatures.

Nap items should include a small blanket and/or a small pillow to be kept in the nap area and taken home on Fridays to be laundered. A small tote bag or small backpack is encouraged (nothing bulky).

COMMUNICATION

Early school experiences will greatly shape your child's habits and attitudes toward school and future educational growth. We recognize the importance of these formative years and are eager to help guide your child through this critical time. Communication between the school and home is a vital tool to ensure your child's success. Here are some of the ways we will communicate with you:

- **Meet Your Teacher Visits**-To ease the transition from home to school, our classroom teachers schedule "Meet Your Teacher" visits before school begins to meet the children, answer questions, and talk about some of the experiences they will have at school. During these informal visits, children may want to only see the teacher from a distance or may want the teacher's full attention. In either instance, the teacher's primary goal will have been accomplished. Your own attitude toward this first school experience will greatly influence your child, your enthusiasm and interest are greatly appreciated.
- **Open House**-We host an Open House before school begins to give children an opportunity to see their teacher again, to meet other team members, and to see their classroom with some of the activities available to them at St. Paul's.
- **Conferences**-Scheduled family/teacher conferences are held in the fall and again in the spring. However, a family member or teacher may request a conference at any time to discuss a child's progress and development.
- **Newsletters & Menus**-Monthly newsletters and menus are sent via Brightwheel to pass along general information, important dates and reminders, and specific news about classroom activities
- **TV Announcements**-School closings due to inclement weather will be announced between 7:00am and 9:00am on WCYB, the local NBC affiliate. We will be listed as St. Paul's Day School. If Kingsport City is closed, we will be closed. However, if conditions prevent team from safely driving or we do not have utilities, we will be closed regardless of the City's schedule. If we determine that we must close early, all families will be notified by phone. Please call us if conditions are questionable!

DISCIPLINE

In a very real sense, discipline is the growing sense of control and restraint exercised by the individual child upon him/herself. Respect for authority, consideration for the rights of others, and the ability to assume responsibilities are examples of the types of discipline our school seeks to foster in each child. Usually, the most effective approach involves redirecting a child from a situation. Should the teacher feel other measures are necessary, the family and teacher will work together to develop a strategy to help the child resolve a problem. The focus of St. Paul's discipline policy is on the teacher supporting the child in retaining his/her self-control. Children's appropriate expressions of feelings and moods are encouraged.

We:

- make sure children understand our expectations
- keep a positive attitude and expect the best
- maintain consistency in our expectations
- give children choices when appropriate
- involve children in problem solving
- use redirection techniques
- encourage consideration of other's feelings
- separate a child from the group or activity when appropriate
- look for opportunities to praise and build self-esteem.

We do not:

- humiliate
- spank
- deny food
- frighten.

FIELD TRIPS

Field trips are incorporated into units of study to provide a more extensive and enriching experience for your child. Children need permission to go on these excursions, and we always need help with transportation. We ask that a family member or guardian accompany each child on our field trips.

FOOD

A mid-morning snack is served to all classes and may consist of milk or 100% juice, fruit, crackers, finger foods, or special treats. Classes sometimes make their own snack as a learning experience. We should be informed of any food allergies or food limitations your child might have. Hot lunch is offered for children who stay after 12:00pm, or children may bring their own lunch.

SAFETY

St. Paul's Day School & Kindergarten is an asbestos free building* and our program is licensed by the State of Tennessee Department of Education. To achieve this licensure, certain standards must be met. Annual fire inspections are made, and we are required to conduct monthly fire drills. In addition to the fire drill, we plan personal safety programs throughout the school year, including a personal safety curriculum, "Talking About Touch." An accident insurance policy is carried on each child enrolled to supplement any policy carried by the families. The school absorbs the cost of this policy.

(*The AHERA Management Plan is on file in the day school office. If anyone is interested in reading it, please contact the program director.)

SHARING

Sharing time is an important part of the learning day. Children develop language and listening skills, poise, and a growing respect for the rights and opinions of others. Your child's teacher will let you know how and when sharing time is incorporated into the class. Please, do not allow your child to bring toy guns, toy knives, candy, gum, money, or action figures to school. Pets may be brought to school but require prior arrangement with your child's teacher.

SICK CHILDREN

We sometimes receive a request that a child not be allowed to play outside. If your child is unable to participate in any of the day's activities due to illness, your child should not attend school. Children showing signs of cold, sore throat, or fever should not be sent to school. If a child has been sick or vomited during the night, the child should remain home the following day. A child who shows symptoms of diarrhea should not attend school until the cause is identified, treatment has begun, and/or is symptom-free. A child who has been diagnosed with Impetigo or Strep cannot attend school until treatment has been instituted for 24 hours. Families/caregivers must comply with all physicians' orders regarding the return of a child to school after an illness. Please notify the school if your child contracts any contagious disease during the school year. If a child becomes sick while at school, the family will be notified and asked to pick-up their child. On the child's medical permission form there is a statement to be signed by families which gives our team permission to call the child's physician and/or 911 in the event of a medical emergency.

St. Paul's Day School & Kindergarten has a nit and lice free policy. Should a student be found positive for nits or head lice the student shall be sent home with information regarding lice and nit treatment and the following protocol will be utilized.

Return to School:

1. To be readmitted to school 24 hours after detection, the student must have been treated with proof of treatment provided (empty box or receipt of purchase of lice removal products).
2. Student must be free of head lice and nits.
3. School team member may clear students to return to school. It is preferable that the child be brought to school by the family to be cleared. If the family is not present, the child will be checked, and if head lice or nits are found again, the child will be sent to the office for office personnel to notify the child's family or guardian.
4. Their private physician can also clear students for head lice and nits. Physician's note must be provided.

GOLD SNEAKER POLICIES

- **Policy 1.1:** Children ages 12 months or older attending a full day program shall be offered at least 60 minutes of *physical activity* per day, either indoors or outdoors. Children attending less than a full day program shall be offered a proportional amount of such activities. For children ages three and older, this physical activity must be a balance of free play, teacher-directed activities, and music and movement.
- **Policy 1.2:** Viewing of television, videos and other visual recordings shall be limited to no more than 60 minutes per day of educational programs or programs that actively engage child movement. Children attending less than a full day program shall be limited to a proportionate amount of such viewing.
- **Policy 1.3:** Children shall not be allowed to *remain sedentary or to sit passively* for more than 60 minutes continuously, except for scheduled rest or naptime.
- **Policy 1.4:** Childcare facilities must ensure physical activity is a positive experience for children and is never used negatively or to control behavior.
- **Policy 1.5:** Ensure appropriate infant and child feeding patterns, including breastfeeding. Team will be sensitive to breastfeeding mothers and infants, and their eating patterns. Each infant will have a feeding plan on file, which is completed by the family/families and facility as a team to address their unique feeding patterns.
- **Policy 1.6:** Ensure appropriate infant and child feeding patterns, including adequate time for meal consumption. Adequate time for meals and snacks will be allowed for all children and will be included in classroom schedules.
- **Policy 1.7:** Ensure appropriate infant and child feeding patterns, including appropriate portion sizes. Appropriate portion sizes will be assured through team training and adherence to portion sizes as found in childcare licensing regulations.
- **Policy 1.8:** All eating opportunities should consist of a respect for the child and promoting a positive attitude toward food. Food shall never be used as rewards for children.
- **Policy 1.9:** Childcare facility campus shall be tobacco free.

The most effective way to help children adopt healthy behaviors is to provide consistent nutrition, physical activity, and health messages from different sources: at home, in school, and through the community. The motivation and opportunities to establish healthy habits begin at home and in childcare settings. Together we can provide the best possible environment for the health and well-being of the children.

OPEN DOOR/PROBLEM RESOLUTION

St. Paul's Day School & Kindergarten recognizes that its families are a valuable source of suggestions and recommendations for improvement of policies and practices and encourages all families to voice their ideas and concerns. Also, St. Paul's Day School is sincerely interested in your personal welfare and always makes every effort to be fair and considerate. However, if you believe you have a situation which you need to discuss and seek resolution, these are the steps which all families should follow:

1. Call the school and arrange a meeting with your child's teacher when she is not assigned to a group of children.
2. Meet with your child's teacher at the designated time and present your concern.
3. Work with your child's teacher to resolve your concern.
4. If you do not believe that your efforts or the efforts of your child's teacher are effective, call and arrange a meeting with the program director.
5. Work with the program director and your child's teacher to resolve your concern.
6. If you do not believe that your efforts, the efforts of the program director or your child's teacher are effective, call and arrange a meeting with the Rector of St. Paul's Episcopal Church.
7. Work with the Rector, program director, and teacher to resolve your concern.
8. If you do not believe that your efforts, the efforts of the Rector, program director, or teacher are effective, you may need to meet with all parties again and reconsider if the program philosophy and practices are truly in line with the needs of your family.

*We do not conduct informal meetings when the teacher is assigned to a group of children. Teachers are at no time to be distracted from their duties in the classroom or on the playground.

*We do have an open-door policy; however, consider how your child will respond to a surprise visit and then being left again. It is in the best interest of your child to make your visit a pleasant time and then plan to take your child with you at the end of your visit.

*Idle gossip is harmful to you, your child, and the reputation of whom one is speaking. It is in the best interest of everyone to treat others as you wish to be treated. There are no problems which cannot be addressed, except for those problems which arise out of idle, unfounded, and unfair gossip.

EMPLOYEE/VOLUNTEER CANDIDATE POLICY

All persons applying for work with children at a childcare center as a volunteer¹ or paid employee, must be screened through the registry maintained by the Tennessee Bureau of Investigation (TBI) as established by T.C.A. § 37-1-408. While the screening process is being completed, the person applying for work at the childcare center may work only on a provisional basis pending the results of the TBI screening process. A person identified on such registry must not work as a caregiver of children or otherwise have access to or contact with children in the childcare center.

¹ Volunteer is defined as any person who through their involvement with the childcare center is directly, independently responsible for the care of any child/children. Such volunteer must comply with all team policies including TBI screening.

STUDENT OBSERVER POLICY

Students assigned by a professor, at an accredited college or university, to complete a clinical observation at St. Paul's Day School & Kindergarten will be required to comply with the following protocols:

1. Arrange an agreeable observation schedule with the Program Director and Mentor Teacher, beginning with an introductory orientation to tour the school, meet the team, and receive/review all Day School policies and procedures.
2. Follow all applicable Day School policies and procedures, as if employed by the program.
3. Remain under the direct supervision of assigned mentor teacher.
4. Assume no responsibility for the care of the children.
5. Consult Program Director to resolve any question and/or situation that may arise during the observation.

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