

Parent Handbook

2017-2018

St. Paul's Episcopal School

Serving ages 8 weeks through Pre-k

"...Feed my Lambs." John 21:15

318 College Street

Columbus, Ms 39701

662-328-6801

662-328-6384(fax)

Monday-Friday

6:30AM-5:30PM

SCHOOL PRAYER

**ALMIGHTY GOD, HEAVENLY FATHER, WE ARE THANKFUL THAT
YOU HAVE BLESSED US AND ENTRUSTED US WITH THE CARE
OF LITTLE CHILDREN**

**BLESS OUR TEACHERS WITH THE GIFTS OF PATIENCE AND
KNOWLEDGE TO TEACH WHAT IS GOOD AND TRUE AND JUST.**

**BLESS OUR PARENTS WITH THE GIFTS OF WISDOM,
DEVOTION, AND STRENGTH TO BE EFFECTIVE EXAMPLES, IN
WORDS AND ACTIONS, OF YOUR LOVE AND GUIDANCE.**

**BLESS OUR CHILDREN WITH THE GIFT OF JOY AS THEY DAILY
EXPERIENCE THE WONDERS OF YOUR CREATION.**

**BLESS US ALL WITH THE GIFT OF TRUST IN YOUR LOVING
CARE.**

**WE ASK THESE THINGS IN THE NAME OF OUR LORD, JESUS
CHRIST.**

AMEN

St. Paul's Episcopal School Board Members

St. Paul's Episcopal School is authorized by the Vestry of St. Paul's Episcopal Church. It is governed by the SPES Board, which is responsible to the Vestry and Rector of St. Paul's Episcopal Church. The SPES Board is responsible for all major decisions and policies of the school.

The members of the 2017-2018 Board are:

Board of Directors

Rector: Rev. Anne Harris

President: Karen Clay

Vice President: Evans Dawson

Treasurer: Robert Whitaker

Secretary: Katherine Lucas

Vestry Rep: George Hazard

Brad Mauck

Mary Ellen Sumrall

The School Board meets on the first Monday of each month. Parents are welcome to attend these meetings with prior notification given to the Board Chair before the scheduled meeting.

2017-2018 School Calendar

Monday, August 7	First day
Monday, September 4	Closed – Labor Day
Thursday & Friday Nov. 22-24	Closed – Thanksgiving
Monday-Friday Dec. 25-29	Closed – Christmas (Tuition free)
Monday, Jan. 1	Closed – New Years Day
Friday, March 30	Closed – Good Friday
Monday, May 28	Closed – Memorial Day
Wednesday, July 4	Closed – Fourth of July

WEATHER CLOSINGS

We base our closings on the Columbus City Schools. If the city schools are closed due to weather, we will be closed. Please tune in to WCBI to check local weather closings.

EMERGENCY PLAN

In the event that a major event (fire, emergency or other disaster) happens during school hours, the School will relocate the children as follows:

If the facility is unsafe, we will transport the children as quickly as possible to First Methodist Church on College Street (662-328-0396). Once all children are safe we will begin to notify parents.

If the emergency involves a larger area, then the children will be moved to Columbus Christian Academy (662-328-7888) which is located at the corner of Military and Highway 12.

Parents will be notified by phone call or text message once the children are safely relocated.

Mission Statement

The primary mission of St. Paul's Episcopal School is love: love for the student, love for his value as a child of God, and love for his unique, God-given gifts. To bring meaning into our community and children's lives, we must act out of love, teach love, model love, and love one another above all else.

As an intentional ministry of St. Paul's Episcopal Church, the mission of St. Paul's Episcopal School is to maintain a diverse Christian community where the whole person is nurtured: mentally, as is developmentally appropriate; physically, by healthy play and activity; and spiritually, by instilling in young souls St. Paul's great triad of faith, hope, and love.

We, the members of St. Paul's parish, wish you to know that our school is the result is a conscious decision on the part of our parishioners to reach out to the community by responding to the needs of children. With God's help, we hope to make a difference in the lives of the children of our community.

Ideally, our school will be composed of children from a variety of backgrounds.

Philosophy

SPES stands on the pillars of faith, hope, and love. In this stead, SPES is committed to encouraging the development of each child to his fullest potential. While acquiring an academic foundation in a developmentally appropriate and religious environment, each child will learn to embrace and love himself. By experiencing the nurturing love of an attentive and dedicated staff, students will learn how to be responsive towards others and the world around them.

Objectives of St. Paul's Episcopal School

- Christian-based: In the Christian concept of love, SPES welcomes all faiths, races, cultures, and abilities
- Create a loving atmosphere in which students learn through play
- Values-oriented
- Readiness in the three "R's," plus reason and respect
- Hands-on structured learning
- Provide a resource and support system for parents and students
- Support the positive development of each child's self-esteem
- Encourage social development

SPES follows these four basic rules.

1. It is not okay to hurt yourself.
2. It is not okay to hurt others.
3. It is not okay to hurt materials.
4. There are some things we only do outside.

Curriculum

Curriculum and structured activities will be geared to the developmental ages of the children. Morning is the instructional part of the child's day, when reading, math, social studies, and science will be explored by way of a variety of developmentally appropriate materials and learning centers. Teaching will be based on a hands-on, manipulative approach, which will involve the child by way of all of his senses as well as curriculum instruction through the Itty Bitty Bookworm curriculum. Spiritual development will be enhanced by weekly chapel for our oldest students (Fours) and daily Bible lessons and stories in all classrooms.

- Nine- month academic curriculum
- Art focusing on the creative process rather than the end product
- Activities to encourage both the fine and large motor development
- Daily Bible stories, music and prayer

Enrollment

Enrollment in our program is by written application. Upon entrance in our program, there will be a \$100.00 non-refundable registration fee. This fee will confirm your child’s place at our school.

Admission priority is as follows:

- Children presently enrolled
- Children of St. Paul’s with a sibling enrolled
- Children of members of St. Paul’s Episcopal Church
- Children with a sibling enrolled
- Children of SPES staff

Classes available and class size:

Infants (6 weeks-1 year)	12	3 teachers
Crawlers	5	1 teacher
Toddler 1	9	1 teacher
Toddler 2	9	1 teacher
Younger Twos	9	1 teacher
Older Twos	12	1 teacher
Threes	12	1 teacher
Fours	12	1 teacher

Children with Special Needs

We do not make any representations that we have the facility or necessary funding to accommodate children with special needs. While we strive to accept all God’s children, we will make decisions for special needs children on a case-by-case basis. Please contact the Director if you have any questions about accommodations. SPES reserves the right not to enroll any special needs children.

Fees and Tuition

- \$100 registration fee due each February

- \$100 supply fee due by the end of each July

- \$75 Curriculum fee for all students including the infants is due by the end of July

- \$120 weekly tuition: Infants-Younger Twos

- \$110 weekly tuition: Older Twos-Fours

There is a 10% tuition discount for siblings.

PAYMENT: Please place your payment in our payment box on the wall next to the sign-in notebook or set up an automatic bank draft with the Director.

Tuition is due on Monday of each week or may be paid monthly by the 1st of the month. **Full payment is due whether the child is present or not.**

A two week written notice (with payment) must be given to the Director when a child is to be withdrawn from school.

Should the Director of the School feel that your child cannot adjust to the School's program, the School will give two week's notice before the child is expected to withdraw.

Payments by check will be subject to a returned check policy. A fee of \$36.00 will be charged on all returned checks. After 2 returned checks, it will be a cash only policy.

Non-payment can be a reason for dismissal from the program.

Form 121

A copy of the Mississippi Form 121, available upon request from the health department or your pediatrician, is required for enrollment. You are responsible for maintaining your child's shots and must give a copy to the Director after each immunization visit, so that an updated Form 121 may be kept on file at the School.

Medication Policy

The Staff at St. Paul's cannot administer medication of any kind, except under extreme circumstances, such as when a child requires a medication on an ongoing basis and a parent cannot possibly come to the school and administer the medication every day. The Director has complete discretion to determine whether medication can be administered. Distribution of medication is to be approved by the Director only after the parent provides written permission to the Director and/or teacher for distribution, as well as a written excuse from the doctor, if possible. Parents are encouraged to speak to their children's doctors about acceptable alternatives to prescribing medication dosages twice a day. *Children will need to be off antibiotics for 12 hours prior to returning to school.*

Illness Policy

Please do not bring your child to school if they are sick or has had fever, diarrhea, or vomiting within the previous 24 hours. You will notified if your child has a fever (100.5), is vomiting, has had 3 diarrhea diapers or has some other visible sign of illness. You will be expected to pick your child up within 30 minutes after being called. We need your cooperation to prevent illness from spreading rapidly in our school.

If your child has been diagnosed with a communicable disease we are to be notified at once.

Children should be able to participate in every activity of the school day-both indoors and outdoors. If your child is not well enough to go outside to play, please keep them at home or plan to pick them up during their recess time. On extremely cold and extremely hot days, we will stay outside for shorter periods of time, depending on the wind chill factor and heat index.

Incident Policy

In case of an incident or minor accident, parents will be notified in writing on an "Ouch Report." The Ouch report will explain the details of the accident. If medical attention is required If necessary, it shall be done with authority of the parents by a licensed physician. Permission to render emergency medical treatment by a licensed physician will be secured from the parent prior to enrollment. In the case of an abuse incident, we will report to the Mississippi Department of Human Services.

Insurance Coverage

St. Paul's carries general liability insurance coverage from Church Mutual.

Child Management

St. Paul's Episcopal School believes that children should be guided to manage themselves in appropriate ways. For example, if a child becomes angry, he should be able to redirect and/or express his anger in a manner that is appropriate and acceptable for his developmental age level. Teachers will work to guide and direct each child according to his developmental needs on a case by case occurrence. Methods used for children three and under will be redirection or distraction. Children three and older will be guided and directed by the ideology that actions have consequences. For instance, if a child knocks down another child's block tower, he will be asked to leave the block center. Time out will be used only as necessary. SPES is dedicated to helping children learn self-control and appropriate methods to express their feelings and emotions.

Discipline policy

St. Paul's reserves the right to ask family to remove their child from our school for extreme behavior that is beyond the norm of **age appropriate behavior**. This includes but is not limited to:

Excessive tantrums that can cause injury to himself, his classmates, or his teacher

Excessive biting that is not age appropriate

We recognize the importance of imaginative play at SPES, but discourage play that is aggressive or malicious in nature. Staff will redirect students to play in positive ways when this is observed in the classroom or on the playground. Parents will be notified if their child continues to use inappropriate language or behavior. If a pattern of concerning behavior develops, parents will be asked to meet with the teacher and director to determine the appropriate course of action.

Any questions or concerns you have related to your child, the treatment, education, or discipline of your child, etc. should be first directed to your child's teacher. If you are unsatisfied with the teacher's response, you are to speak to the Director. If you are unsatisfied with the Director's response, you are to make an appointment with the Rector and/or the School Board Chair.

Biting policy

It is inevitable that biting will occur in most of our toddler to two year old classrooms for many reasons. At this stage, children are not able to communicate how they feel, so they turn to biting to get what they want. During this time it is very important for the caregivers and parents to have good communication. Please know that we will take all necessary steps to prevent biting from occurring

at our School. Should biting happen, a teacher will intervene as soon as possible while employing the following strategies:

- Focus attention on the biter to avoid another episode
- Clean the bitten one with antiseptic and apply a bandage and/or ice if needed
- Create a record on the biter to assist staff in determining if a pattern of biting exists
- Notify both parents of the incident
- Work as a team (parent, teacher and Director) to determine an appropriate course of action, if a pattern of biting is exhibited

Any questions or concerns related to your child and the child management policies should be directed first to your child's teacher. If you are unsatisfied with the teacher's response, you are to speak to the Director. If you are still unsatisfied, you are to make an appointment to speak to the Rector and/or the Board Chairman.

Video and Camera Policy

For safety purposes, SPES classrooms, playground, hallways and some buildings are monitored by cameras. The reason these cameras have been installed is to ensure that students and teachers are safe while at school. The cameras are not continuously monitored, but may be viewed only by the Preschool Director, Rector and/or Board member who has received authorization by the School Board prior to viewing. Since these cameras have been installed for the safety of the students and teachers, they are private and shall not be available to be viewed by anyone else.

If a parent is aware of a problem or an incident has occurred involving his or her child and believes that it has been recorded by these cameras, then the parent shall immediately inform the Director both orally and in writing. After the parent has informed the Director as required, the parent must prepare a written letter to the Board and give it to the Director within two (2) days of informing the Director. This letter must include (1) a clear and concise statement of the problem or

incident; (2) the name of any and all teachers involved in the problem or incident; (3) the name of any and all children involved in the problem or incident; and (4) the date(s) the problem or incident occurred. The Director shall present the letter to the Board for its review and determination of what should be done about the problem or incident. If it is necessary to view any recorded video, then the Director, Board member and/or Rector shall (1) determine if a recording of the incident or problem exists and (2) if a recording does exist, then it will be viewed by the Director, Board member and/or Rector. An oral report to the Board of what is shown on the recorded video will be made by those who viewed it. At the proper time, the Director may contact the child's parent(s) and discuss the Board's recommendation or decision concerning the problem or incident. If a Board member's child is involved in the problem or incident being reviewed, that Board member will be excused from taking part in the recommendation or decision.

Food Policy

A nutritional lunch, approved by the MS State Department of health, will be served each day. The menu will be posted on the Parent Information bulletin board in the short hall. An afternoon snack will be provided.

Morning Snack begins being served at 8AM. No outside food is permitted in the building. Children may **not** bring any food into the building. These items must be finished outside the building. We are required to empty the contents if you send your child into their room with a cup of milk or juice. This is a state regulation.

Parents are to furnish all food items while a child is in the infant room. All bottles must be pre-made.

St. Paul's serves 3 snacks and 1 meal daily.

Morning snack is served between 8 am and 8:30 am

Lunch is served starting at 11 am and is served through 11:30 am

Afternoon snack is served between 1:30 pm and 2:15 pm

Late afternoon snack is served 4:00 pm and 5:15 pm

Birthdays

Parents are allowed to supply special refreshments during snack on their child's birthday but please let the teacher know in advance. Homemade snacks and cakes are not allowed. All food items must be store bought or bakery made. This is a state regulation.

No presents please as this can cause hurt feelings or confusion for a young child.

SPES may distribute party invitations only if every child in the class receives one.

Seasonal Parties

Signup sheets for parties will be posted outside your child's classroom door. You may be asked to help with your child's class parties by bringing refreshments. You are always welcome to attend your child's classroom parties.

Clothing

1. Children should wear washable play clothes.
2. **Sneakers or boots are the only acceptable shoe**- no flip flops or sandals.
3. A change of clothes should be kept on hand in your child's backpack.
4. All coats, jackets, and sweaters should be labeled.

Rest time

The State of Mississippi requires all children to rest after lunch. Every day from 12:00-2:00 the School will lie down to rest. Parents of Toddlers through Fours will need to provide a sleeping mat (plastic, kinder mat or roll up mat). A small blanket/pillow or stuffed animal may be brought in as a comfort during this time, but will be put up when nap time is over. Every Friday the mats/blankets will be sent home to be laundered and should be brought back the following Monday.

Please do not come for your children during rest time since it tends to disturb and upset the other children.

Toys or other materials brought from home

We appreciate and encourage your child to bring educational books and tapes that enhance the unit of study or the current season. It is important that you confer with the teacher in advance when this is to be scheduled.

Toys may be brought to school on your child's "Show and Tell" day. Please exercise good parental judgment in the items you allow your child to bring! Unique toys are encouraged, but guns and mouth toys are not allowed. After the toy or item is shared, it is put away to prevent loss or damage. Please explain this to your child so he will not expect to play with the item at school.

We do not assume responsibility for personal items and would like to avoid tears and distress, which are inevitable when a favorite toy is damaged or misplaced.

Sometimes a child is so fascinated with a small article such as a puzzle piece, block, small animal or book that is accidentally put in a pocket and gets away from school. If you find an unfamiliar object around your house, please check to see if it may belong to the School.

Arrival and Departure

SPES opens at 6:30 am and closes at 5:30 pm.

You will need to walk your child to his classroom each morning. An authorized adult must sign all children in and out of the School each day.

Children, other than infants, must arrive by **8:00** for the morning snack, or by **9:00** am if they are eating at home.

Please sign your child in when dropping off and sign him/her out when you are picking up. Students, except for infants, should arrive no later than 9:00 each morning. To maximize the benefits of concentration, focus and participation for

all of the children in the classroom, parents are expected to have their child at school by 9:00 a.m. Habitual, late attendance may result in dismissal of the child.

Your child can only be sent home with a person authorized on the enrollment form. We will only accept written permission for someone other than those listed on the enrollment form to pick up your child.

Before leaving each day, be sure to gather your child's important papers and the Today Card, if your child is in the Infant-Toddler Rooms.

Parking in Designated Spaces

Please park in the first row of parking spaces (closest to the school entrance) to prevent children from walking across the parking lot.

What to have at school

Infants:

Diapers and Wipes

Wipes

Premade bottles

Jar food

Gas drops

Written instructions/schedule

Diaper cream

Change of clothes

Backpack/Diaper Bag

Toddlers through Fours:

Backpack

Nap mat

Blanket/Stuffed toy

Change of Clothes

Pull-ups and Wipes (for toddlers, if needed)

Sunsafe

Children need to have sunscreen at school. Bug spray is optional. Bull Frog makes a 2 in 1 product that seems to work on most children. Sunscreen will be applied before going outside. Please label your sunscreen and bug spray with your child's name.

Toilet Training

Children usually show signs of readiness for toilet training between 24 to 36 months. No child should be forced into toilet training. The developmental need for every child is different and should be respected. When you feel your child is ready to train and you are ready to commit to the training please speak with the classroom teacher and complete a Potty Training Agreement form.

Moving up

Infants move up on their first birthday. **Having a birthday does not mean a room change for any other student.** All children, except Infants, move in August. Any move after August is left up to the discretion of the Director. Reasons for moving are because of the following reasons:

- Infants moving up
- A developmental need

Children are not moved because their friend moved. If space is available the director will decide if a child can move.

Social Media Policy

We ask that our teachers not discuss any work related information, especially information related to your children through any sort of social media (Facebook, Twitter, etc.) without your permission. We also ask that parents not discuss any school related information, involving other children, on social media without the other child's parent's consent. We also ask our teachers not post any pictures of

their co-workers or children on these social media sites without permission, as well. If you are aware of any social media posting of which you do not consent, please notify your child's teacher and the Director, so the posting may be removed promptly.

We also ask that our teachers not contact parents through text messages or social media during the workday, unless you have given them permission. Please discuss this issue with your child's teacher upon entering the class. Thank you so much for your consideration in this matter. Your child is our number one priority and we strive to ensure their safety and well-being at all times.

Kimberly Brown (SPES Director) can be contacted at 662.251.8433 or by email, st.paulscolumbus@yahoo.com



MISSISSIPPI STATE DEPARTMENT OF HEALTH

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The *Regulations Governing Licensure of Child Care Facilities* require that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities. You will find that information below.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain their Child Care License. You, as a parent, are entitled access to these regulations. Among the subjects covered in the Child Care Regulations are:

Licensing Requirements	Health, Hygiene, and Safety	School-Age Care
Right of Entry and Violations	Nutrition and Meals	Summer Day Camp & School-Age Programs
Facility Policies and Procedures	Discipline and Guidance	Hourly Child Care
Personnel Requirements	Transportation	Hearings, Emergency
Records	Diapering and Toileting	Suspensions, Legal Action and Penalties
Reports	Rest Periods	Release of Information
Staff Requirements	Feeding of Infants and Toddlers	
Program of Activities	Swimming and Water Activities	
Equipment, Toys, and Materials	Children with Special Needs	
Building and Grounds	Night Care	

APPENDICES

Appendix A - Child Abuse and Neglect Reporting Statutes	Appendix F - Handwashing Procedure
Appendix B - Reportable Diseases	Appendix G - Diaper Changing Procedure
Appendix C - Nutritional Standards	Appendix H - Cleaning and Disinfection Procedure
Appendix E - Dishwashing Procedure	Appendix I - Communicable Disease/Conditions and Return to Child Care Guidelines

A full copy of the Child Care regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at www.healthymms.com (from the left menu, select Regulations and Licensure, then Child Care). You may direct your questions to the local licensing official, **Jessica Davis** at **(662) 240-4013** or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility, contact the licensing official listed above or call the Child Care Licensure office, toll free, at **1-866-489-8734**.

I, Parent or Legal Guardian of

_____ ,

(Printed name(s) of Child/Children)

ACKNOWLEDGE THAT I HAVE RECEIVED AND READ A COPY OF ST. PAUL'S EPISCOPAL SCHOOL'S HANDBOOK. I UNDERSTAND THAT I AM ACCOUNTABLE FOR THE INFORMATION CONTAINED WITHIN THIS HANDBOOK.

Printed Name

Signature

Date

Printed Name

Signature

Date

PHOTO RELEASE

I grant permission to St. Paul's Episcopal School to use any photographs and/or videos taken of my child(ren) during the course of his or her participation in the SPES program for promotional purposes (i.e. brochures, news releases, websites, social media or other forms of publicity for SPES).

Parent/Guardian Name