

St. Peter's Episcopal School Family Handbook



Since 1969

MISSION STATEMENT

The mission of St. Peter's Episcopal School is to offer families in our community an enriched early childhood learning program with extended day options which are conducted in a Christian environment emphasizing the development of each child's potential.

HISTORY

St. Peter's Episcopal School was established in September of 1969. Mrs. Betty Smith had conducted private kindergarten classes in her home on Elm Street for almost twenty years. She was anxious to move to California, to be near her daughter. She needed a place to leave her legacy of teaching excellence. The rector of St. Peter's Church, Rev. Marvin "Red" Bond, convinced Mrs. Smith to move her kindergarten program to St. Peter's new Education Building. Within a few years, Rev. Bond added Pre-K classes for three and four year olds. Before starting St. Peter's School, he also founded an Episcopal School in Wharton, Texas. In December 2013, Rev. Bond passed away but St. Peter's School was always a source of great pride.

Over the years, St. Peter's School has expanded and changed to meet the needs of our community. Expansion became an annual affair until 1985-86 when St. Peter's School graduated its first fifth grade class. Cost factors eventually forced the School to restructure its program. Grade school classes were dropped and St. Peter's began offering classes for two-year olds through kindergarten in the 1987-1988 school year. Since then, additional programs have been added to enhance our very special early childhood program.

PURPOSE

The primary purpose of the School is to offer a developmentally appropriate program which meets the needs of its students in a Christian environment.

MINISTRY



St. Peter's School is a ministry of St. Peter's Episcopal Church and is viewed as a means of outreach into the community. The Church provides the School with facilities, assistance with maintenance and repairs at a shared cost. Groups within the Church (i.e. Men of St. Peter's, Episcopal Church Women) actively support the school's programs.

We operate as a non-profit organization. In addition to the Church, we are supported by students' tuitions, the Elene Bond Endowment, The "Best Beginnings" Legacy Program, fund raisers and donations from foundations and individuals.

SCHOOL BOARD POLICY

The basic policies of St. Peter's School are determined by the School Board. Our School Board is comprised of seven (7) members of St. Peter's Parish who have been elected by the Vestry of the Church. The School Director, Rector of the Parish and the Assistant School Director are non-voting members of the Board. Members of the School Board serve staggered, three year terms. The School Board is responsible to the elected Vestry of St. Peter's Church.

STATEMENT OF INCLUSION

St. Peter's Episcopal School does not exclude students because of race, ethnicity, sex or religion.

St. Peter's Episcopal School will make reasonable accommodations to include children with special needs/disabilities into the program. Families of children with special needs/disabilities may be asked to incur some additional fees to make needed accommodations.

ACCREDITATION/PROFESSIONAL MEMBERSHIP



St. Peter's School is accredited by the National Association for the Education of Young Children (NAEYC). To learn more about this high mark of distinction visit www.naeyc.org.



St. Peter's School is a member of the Southwest Association of Episcopal Schools (SAES) and the National Association of Episcopal Schools (NAES). To learn more about these organizations visit www.swaes.org and www.episcopalschools.org.

We are licensed by the Texas Department of Family and Protective Services. The T.D.F.P.S. "Minimum Standards" can be accessed for review at www.dfps.state.tx.us. Also, a copy is available to review in the School Office.



APPLICATION AND REGISTRATION

Registration for the ensuing fall term begins around the first day of March prior to such term. Each level of priority registration will last for one week, with open registration beginning after the two weeks of priority registration.

It is the policy of this school to give those students presently enrolled in St. Peter's School, and their siblings, first priority of enrollment for the following year.

It is the policy of this school to give certain other students next priority in registration. They are as follows:

1. Children of the Clergy and staff of St. Peter's Church and St. Peter's School and others with a past relationship with the School.
2. Children and grandchildren of communicants of St. Peter's Parish.
3. Children on the mailing list for more than one year, to be determined by date of entry on the mailing list.

In order to be enrolled in the preschool for two, three, four year olds, or the kindergarten program for five year olds, the child must have attained such age on or before September 1st on the year he/she is to begin the program. **Three year old children and older must be potty trained before school starts.**

A non-refundable supply fee must be paid upon registration for admission to St. Peter's School. The supply fee covers the cost of most educational materials, arts and craft supplies, insurance, etc. If the School denies placement to a student because of lack of space, the supply fee will be returned and the student's name will be placed on the mailing list. The Director has the discretion to make other arrangements for the payment of the supply fee.

TUITION



Families may choose to pay tuition in full for the year, by the semester or in monthly installments. When paying monthly, payments must be received by the 10th of the month.

Monthly tuition and all special service charges (Early Birds, After School Care, Kid's Day Out, Gymnastics, etc.) must be paid and kept current for a child to continue in the school. All tuition and fees must be current in order for a child to register for the ensuing year.

Tuition refunds will be made at the discretion of the School Director.

In the event school fees are not paid and the debt is turned over to an attorney for collection; all legal fees incurred shall be borne by the debtor.

CONFIDENTIALITY

All student files, records and assessment information are confidential. Student files can be accessed only by office staff and the student's teachers. Other child care regulatory organizations can access the files as part of official routine inspections. These groups include: TDFPS (child care licensing), NAEYC Accreditation and Health Department officials. All other access will be recorded in the child's file.

Other schools may request records and other information about your child as part of their enrollment process but, signed permission from a parent/guardian will be required.

All student files are confidential.

SCHOLARSHIPS

Partial scholarships for morning tuition only are available to students at St. Peter's School. Scholarship funds are limited and factors taken into consideration include:

1. Financial need
2. Religious affiliation (St. Peter's Church members are given priority)
3. St. Peter's staff

Scholarship awards are determined by the School Board in Executive Session. Application forms are available in the Director's office.

All scholarship information is confidential.



CURRICULUM AND OBJECTIVES

St. Peter's School follows NAEYC standards in providing developmentally appropriate learning activities at all levels. The school is committed to the complete development of each child. We

believe preschool children learn through play in learning centers, creative art, science, literature, finger plays, music/movement/rhythm, dramatic play, sand and water play and a diverse program of motor activities. Christian education plays an important role in our curriculum. We work on developing a positive attitude toward working cooperatively with others, thinking, problem solving and learning in general.

Kindergarten classes expand on these basic learnings and offer readiness skills for first grade as well as enrichment due to a small student/teacher ratio. The educational program is enhanced by fun activities and a variety of field trips.

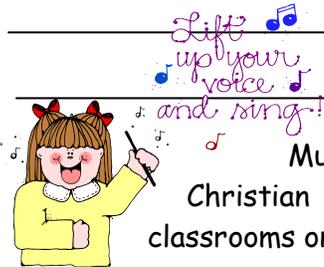
RELIGIOUS EDUCATION

Children's Chapel is held in the Church under the leadership of the Episcopal clergy of St. Peter's Church and the faculty. Parents/Guardians are always invited to join us during Chapel. Other Christian education activities are led in the classroom by our teachers to enhance the Christian theme for the week.

ART

The art curriculum at St. Peter's School is designed to give students an opportunity to enjoy as many art experiences as possible. Although most activities are individualized, social interaction and the exchange of ideas are encouraged through small group projects integrated in each classroom curriculum. Emphasis is placed on the process as opposed to the final product.

MUSIC



Music is an integral part of the preschool and kindergarten curriculum. Like Christian education, music is the thread that is woven into the curriculum of all classrooms on a daily basis.

LIBRARY

St. Peter's School is very fortunate to have a library designed for young students. Every 3's - Kindergarten student has a regular weekly time in the Library. All library books are checked out for a period of one week and must be returned on time. All lost or damaged books must be replaced. We need the cooperation of all our families, as well as students, in keeping up with library books.

MOTOR DEVELOPMENT

The Motor Development Program at St. Peter's School is progressive and unique. It has been

designed to develop motor skills, physical fitness and good sportsmanship. To accomplish these goals the program emphasizes participation by all students. Students are afforded many trials for practice and improvement. The student's fitness level is evaluated and recorded each semester, affording both parents/guardians the opportunity to better understand their child's personal growth and development.

Special attention is paid to the development of various perceptual-motor factors (locomotion skills, eye-hand and eye-foot coordination, body awareness). In addition to individual development, the students learn problem solving through team work and sharing. Some of these activities include: parachute play, maneuvering obstacle courses and more.

Good sportsmanship is an integral part of the Motor Development program at St. Peter's School. This concept is conveyed through discussions and problem solving as well as through recognition when good sportsmanship is displayed.

FIELD TRIPS



Special field trips are planned throughout the year. Students are permitted to participate only if the school has written permission from a parent/guardian. A "blanket" written permission is part of the signed enrollment form. Beyond taking all reasonable precautions for the safety of our students, the school does not assume responsibility in the event of an accident.

For your child's safety: students must wear their St. Peter's t-shirt on all off-campus activities. The School follows field trip safety guidelines set by T.D.F.P.S. minimum standards.

EXTENDED DAY OPTIONS

St. Peter's offers a variety of extended day options for our students. The Early Bird Program is held in the morning prior to the beginning of the school day. Kid's Day Out is scheduled one afternoon a week for our students in the 3 and 4 year old classes. The After School Care Program is offered Monday through Friday from 12:00 noon until 5:30 p.m.

St. Peter's School closes promptly at 5:30 p.m. If you cannot make the 5:30 p.m. deadline, please make other arrangements to have your child picked up that day.

Late fees will be charged to families that do not pick up their children by 5:30 p.m. The fee is \$1.00 per minute per child.

SCHOOL-HOME COMMUNICATION

Families can look forward to regular notes/letters from their child's teacher to communicate your child's activities. The Office will also send out email reminders about school events.

St. Peter's School has a monthly online newsletter, "The Kid Konnection". It is available the first of each month. The Newsletter, School Calendars, Tuition/Services, Enrollment Forms and Family Handbook can be accessed at www.stpeterskerrville.com. The School newsletter will feature upcoming events, Parent Association news, teacher bios, NAEYC info, photos of our students and more. Throughout the school year, various photos of students will be on our website. **If you do not want your child's photo in the "Kid Konnection" or local newspapers contact the School Director.** The Office will make arrangements to **NOT** publish your child's photograph.

CONFERENCES

The staff is available for conferences by appointment. Once each semester your child's teacher will schedule a conference. These face to face conferences are to discuss the progress of your child and to provide a time for the exchange of information between families and teachers. Checklists of progress are given out at the fall and spring conferences. The staff of St. Peter's School urges all parents/guardians to take advantage of these scheduled conference times.

OPEN HOUSE

St. Peter's School generally holds two open houses. The first one, called "Discovery Day" is held on the Thursday before school opens so the students can meet their teachers and see their classrooms.

The other Open House is scheduled during the fall semester so parents/guardians and relatives can visit the classrooms to gain an understanding of the work their child is doing.

FAMILY CONCERNS/GRIEVANCES

It is imperative when a grievance or concern is expressed the proper channels are to be followed to resolve the situation.



1. Confer with the teacher
2. If not resolved, contact the Director
3. If not resolved, the parent/guardian should contact the School Board by presenting a written statement describing the grievance prior to the scheduled

monthly Board meeting. This written request shall set forth in specific detail the nature of the concern/complaint, its factual background, and the action requested of the School Board. The School Board may refuse to hear any complaint which is not explicitly set forth in detail. After a proper request has been made, the School Board, in executive session, shall review the concern/complaint, consider such information as it deems appropriate, and render a final decision to the Director and family.

VISITS TO THE CLASSROOM

We welcome parent/guardian visits to the classrooms but request you **always** check in with the office when you come on campus.

Please do not send a visiting friend or relative with your child to spend the day at school.

ARRIVAL AND DISMISSAL

When school is in session the building is normally open from 7:30 a.m. until 5:30 p.m. Teachers will be in their rooms by 8:30 a.m. Our program begins at 8:30 a.m. so if a student is late they may miss part of the day's activities.

At the beginning of school, parents/guardians must give the school written authorization allowing their child to be picked up by specific drivers. Any variation from this routine must be communicated to the School Office in writing. A student will not be dismissed to anyone other than his parents/guardians unless there is authorization in writing or in person. A valid photo identification and license plate numbers must be verified at the time of pick up.

At dismissal time the students will be escorted, by their teachers, to the pickup area. Students will remain in a designated area until their ride arrives. By 12:10 p.m. the students remaining will be brought back inside the School and checked into the After School Program.

For children in the After School Program, the authorized parent/guardian must sign the child out daily as well as let the teacher know the child is leaving.

CANCELLATION OF SCHOOL



If it appears inclement weather will prevent the school from opening, or require early closing, we will make announcements on local radio stations. IF KISD CLOSES DUE TO WEATHER, SO WILL ST. PETER'S SCHOOL. We follow KISD's schedule for inclement weather. St. Peter's School does not have weather make up days.

DRESS CODE

Children are expected to wear comfortable, casual, wash and wear clothing to school. Tennis shoes should be worn at all times. Sandals, boots and other hard-soled shoes are not appropriate or safe for the playground. It is also recommended that clothing worn be easy for your child to get on and off by themselves.

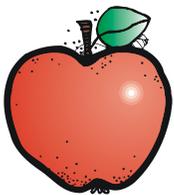
St. Peter's t-shirts will be required for all off-campus activities.

BACKPACKS

Please send your child to school with a backpack. Teachers rely heavily on the use of backpacks to send home important information via the "take home" folder. We strongly recommend a daily habit of checking your child's backpack for their work and/or important announcements. The School will need every family's primary email to communicate school-wide information. If your email address changes, contact the School Office.

SNACKS

All families take turns providing a daily mid-morning snack. Teachers will notify you when it is your child's turn. Nutritional snacks are highly recommended. The School asks that all snacks and lunches from home be labelled with date and name. Recommended snack items:



Fresh vegetables
Fresh fruit
Bagels
Quick breads
Cheese slices/cubes



Snack mix
Crackers
Muffins
Applesauce
Yogurt or pudding cups



Please do not send popcorn, hard pretzels, nuts or other small choking type snacks for the Wobblers and 2 year olds. These foods are considered high risk for choking incidents. Please avoid sending peanut butter or peanut products due to food allergies. We try our best to be a "peanut free" campus. The School provides paper products and water to drink.

During the after school care portion of the day (12:00 p.m. to 5:30 p.m.) the school will provide afternoon snacks and water to drink.

PLEASE DO NOT SEND SWEETS

BIRTHDAYS

We celebrate "Birthday Blessings" at the last Children's Chapel of the month. This blessing is a special way of remembering birthdays at St. Peter's.

We ask that you do not plan to celebrate your child's birthday at school. We need the class time and your child needs a special time and place to mark their day. Do not send invitations to private parties for distribution at school. Please do not send balloons to school. Balloons are a major choking hazard for preschoolers.

Pet Visits

All "Pet Visits" must be approved by the Director. TDFPS guidelines must be followed for safety and notice to families. Current pet vaccination records will be required. Friendly/healthy pets only and families must commit to provide high levels of supervision of their animal. Pets cannot be left at school. We must be sensitive to children's allergies and fear of some pets.

DISCIPLINE

Discipline is regarded as the ongoing process of helping children develop self-control.

Discipline and guidance of your child will be consistent and based on an understanding of their individual needs and development. No punishment of a physical nature will be used at St. Peter's School; nor will your child be humiliated or embarrassed. We will use positive reinforcement whenever possible and your child's appropriate behavior will be recognized and encouraged. If you suspect abuse contact the School Director immediately or call T.D.F.P.S. Abuse Hotline, 1-800-252-5400.

Discipline and Guidance Policy for St. Peter's Episcopal School:

- Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) Directed toward teaching the child acceptable behavior and self-control.

- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focussing only upon unacceptable behavior;

- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

HEALTH AND MEDICATION

The state of Texas requires that a health form and current immunization record be on file by the first day of school. All students four (4) years and older are required to have vision and hearing screenings. St. Peter's School will provide vision and hearing screenings each year.

Please do not bring your child to school when they are ill or exhibiting any of the following symptoms:

boo boos happen!



1. Fever within the past 24 hours
2. Coughing and sneezing
3. A cold that is less than four days old
4. Stomach upset or diarrhea
5. Sore throat or earache
6. Fussy, cranky and not normal self

Please notify the School when your child has a communicable disease. The School will notify you if your child has been exposed to any communicable disease. The child will be accepted back after such an illness only with clearance from a physician.

Medication can be administered only if the following requirements are met:

1. Prescription medication must be in the original container labelled with the child's name, the date, directions and a doctor's name.
2. Non-prescription medication must be in the original container labelled with the child's name, the date and directions.
3. A Medical Authorization Form must be completed by the parent/guardian before any medication can be administered to any child. These forms are in the School Office as well as in each classroom.
4. Never send medication in backpacks or lunch boxes. All medication must be handed over directly to a staff member.

All parents/guardians must fill out the emergency authorization information on the enrollment form. This information allows the school to contact you quickly should the need arise. Also, in the

event of a serious injury/accident, children will be transported to the nearest hospital, Sid Peterson Memorial Hospital. Please notify the School Office of changes in address or phone numbers so we are always able to reach you.

ILLNESS

If a child becomes ill during the day, the parents/guardians will be notified immediately. Arrangements should be made for the child to leave school as soon as possible. The sick child will be isolated. In cases where neither parent or guardian can be reached, the School will contact people listed on the enrollment form being authorized to pick up your child. Please be sure the people listed are willing to take your ill child if you are unavailable.

PARENT ASSOCIATION

The Parent Association of St. Peter's School (SPPA) is comprised of every parent/guardian who has a child enrolled in our program. This organization is a vital part of the school's support system. The SPPA conducts various fund raising and fun activities throughout the year as well as maintaining an active volunteer program.



All parents/guardians and grandparents can become involved. We depend on everyone as library helpers, room parents, P.E. helpers, field trip sponsors, special event helpers, and fund raising participants. Regular parent/guardian volunteers will be subject to a T.D.F.P.S. criminal background check.

There is something for everyone, no matter your schedule!

COMMUNITY SERVICE

An important part of a young child's education is caring for others. We will share this with our students by being models of Christian behavior in the classroom. In addition, we will hold a food drive in the fall and a toy drive at Christmas to help the children learn about helping others in our community.

IN-SERVICE

The teaching staff of St. Peter's is comprised of a dedicated group of professionals who strive for excellence. The State of Texas requires our teachers to participate in training each year. We believe participation in workshops and conferences will enhance the excellent program St. Peter's offers its students. (Please refer to your school calendar for in-service dates.)

CAMPUS SAFETY

St. Peter's School is a gun free, bomb free, gang free campus. Please report any concerns to the School Director immediately. The safety of our students is always our highest priority.

GATE SAFETY

We ask that all families keep the "Parent Gate" code confidential. Please do not allow any children to push the exit buttons. If students become comfortable opening the gates, they could let an unauthorized person in or leave the campus. Also, open and close the gate slowly to protect the magnetic locking device. Slamming the gate could damage the locking system.

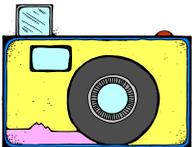
The safety of our students is our top priority at St. Peter's School.

SMOKING

St. Peter's School is a non-smoking campus. No smoking is allowed in or around the facility.



PICTURES



Individual pictures are taken each fall of the entire student body. Group and individual pictures are taken during the spring semester. Forms are sent home so families may purchase pictures (if they choose).

DONATIONS

St. Peter's School gratefully receives gifts as memorials to family members or friends. These gifts may be designated for some special purpose; scholarship program, playground maintenance, unrestricted as to their application, or may be contributions to the Elene Bond Memorial Fund (a permanent endowment for the future of St. Peter's School). The "Best Beginnings" Legacy Program has also been designed to secure the School's future. Please access our Legacy Forms on our website: www.stpeterskerrville.com.

All donations to St. Peter's School are tax deductible.

Revised July 26, 2016