



ST. PAUL'S CHRISTIAN SCHOOL

Rev: 08/18/2022 b

Student/Parent Handbook 2022-2023

Prepared by
Kelly Hall, *Director* St. Paul's Christian School



ST. PAUL'S CHRISTIAN SCHOOL

Student/Parent Handbook 2022-2023

Table of Contents

Click on a topic to go directly to that page.

Philosophy -- 1	Daily Schedule -- 4
Student Discipline Policy -- 1	Lunch Buddies -- 4
Board Of Directors -- 1	Parking/Security -- 5
Registration Fee -- 1	Parent-Teacher Responsibilities -- 5
Tuition -- 2	Withdrawal Policy -- 5
Tuition Scholarships -- 2	Parent Complaint Procedure -- 5
Class Age Requirements -- 2	Parties -- 6
Fund Raisers -- 2	Emergency Procedures -- 6
Curriculum & Christian Education -- 3	Child Abuse or Neglect -- 6
Health -- 3	Privacy Policy -- 6
Parent/Teacher Conferences -- 4	

Appendix-Forms

Click on a form to view or download.

2022-2023 School Calendar
Authorization Form for Automatic Tuition Withdrawal
Fee Schedule for New Students
Food Related Lunch Policies
Student Withdrawal from St. Paul's Christian School
Know Your Child Care Facility Brochure



ST. PAUL'S CHRISTIAN SCHOOL

Student/Parent Handbook 2022-2023 **TABLE OF CONTENTS**

St. Paul's Christian School is a non-profit ministry of St. Paul's UMC dedicated to providing a quality preschool education and to introducing children to Christian values and attitudes.

PHILOSOPHY

St. Paul's Christian School, accredited by FUMAP, First United Methodist Association of Preschools, which is committed to the developmental needs of children, and encourages growth in all areas: physical, emotional, intellectual, and spiritual- in a continuous and interrelated process, and in a caring manner. Since play is the work of children and the foundation of a good school, we recognize its value for children.

Our school is a happy environment where a child will learn to live and play with other children of his/her own age. Our classes stress learning through play and socialization through a wealth of "hands on" activities. Time for art, music, outdoor play, story time, and group activities are part of each day's program.

Individual attention is a real concern of our teachers and is motivated by Christian love in an intimate small school atmosphere. We strive to provide each child with a foundation which furthers learning and where a maturing faith can grow.

STUDENT DISCIPLINE POLICY

Discipline will always be administered to our students with love. In general, corrective discipline is firm, fair, and consistent. It is designed to correct an unacceptable behavior pattern and is administered in such a way as to preserve the child's dignity. Discipline is not associated with food or toileting. Corporal punishment is never used. Procedures such as "time out" or sitting in a "thinking chair" may be used. Time out will never be longer than one minute per year of age of the child.

We recognize that each child is different and needs to be disciplined according to his/her personality and character.

We will strive to cooperate with parents concerning problems that are chronic. If all efforts fail, and a child still requires a disproportionate amount of the teacher's attention and/or is a disruption to the class, the parent may be asked to withdraw the child.

BOARD OF DIRECTORS

The policies and rules of the school are established by the Board of Directors (BOD). The BOD meets monthly during the school year. BOD meetings are open to all parents of the school and members of St. Paul's UMC. BOD meetings are normally held on the 2nd Thursday of the month at 8:45 on the office porch.

REGISTRATION FEE

A **NON-REFUNDABLE** registration fee for each class will be set by the School Board of Directors each year. This fee will accompany each application and will be payable to St. Paul's Christian School. Class assignments will be made by random selection. *Parental requests will not be accepted.*

TUITION

Tuition for each class will be set by the School Board of Directors each year. The first tuition payment is due at the time of registration and is non-refundable after the first day of school. The last tuition payment will be due April 1st.

Tuition is due on the first (1st) of each month. Here at St Paul's, we utilize an automated withdrawal system to deduct your monthly tuition obligation directly from your banking institution. *You are required to provide your banking institutions routing number and your personal account number along with your authorization to deduct from your account.* The deductions will take place on the first (1st) of every month. If the 1st lands on a weekend day or holiday, the deduction will take place the following business day. If your payment is declined by your banking institution for any reason, you are responsible for all fees incurred by St Paul's Christian School.

TUITION SCHOLARSHIPS

Partial tuition scholarships may be available. Application information may be obtained from the school director. The Tuition Scholarship Committee makes all decisions regarding scholarship applications. Applications are strictly confidential. The committee may adjust the amount of the scholarship if circumstances warrant.

CLASS AGE REQUIREMENTS

- **Kindergarten:** Director's discretion
- **ADVANCED K-4 CLASS:** Your child must be five (5) by December 31st of the year in which he/she is to attend.
- **ALL FOUR-YEAR OLD CLASSES:** Your child must be four (4) on or before September 1st of the year in which he/she is to attend.
- **ALL THREE-YEAR OLD CLASSES:** Your child must be three (3) on or before September 1st of the year in which he/she is to attend.
- **ALL YOUNG THREE-YEAR OLD CLASSES:** Your child must be three (3) after September 1st and before March 1st of the year in which he/she is to attend.
- **ALL TWO-YEAR OLD CLASSES:** Your child must be two (2) before December 31st of the year in which he/she is to attend

FUND-RAISERS

Several fund-raisers are conducted each year. Each family is asked to participate in at least one of these major events as it is the fund-raisers that help us to keep tuition costs down. Also, we believe it is important for families to be involved in their child's educational experience here at St. Paul's.

CURRICULUM & CHRISTIAN EDUCATION

The Christian Curriculum will be included in the regular classroom program and Christian education themes will be interwoven into the curriculum in all classes. This curriculum will be enhanced through the music curriculum, the teacher's use of flannel board, craft, and story activities, and a weekly chapel experience for threes and fours.

All classrooms will include centers. These centers include dramatic play, blocks, puzzles and manipulatives, books, art and sand/water play. The school philosophy and curriculum, *Beyond Centers and Circle Time* will be maintained and enriched using **age-appropriate** centers.

HEALTH

We pray that your sweet preschoolers will all be well during the school year, but as you know sickness does occur. If your preschooler is experiencing any of the following things listed below, we ask that you keep him/her home for at least 24 hours. For example: If your child vomits at 9:00 am and again at 11:00 am- the 24 hours would begin from 11:00 am.

- Green nasal discharge (not allergy related) Widespread Rash
- Toothache Nausea/vomiting Fever over 100 F Diarrhea
- Severe or uncontrollable coughing
- Head Lice Earache Headache Impetigo Sore throat
- Pink Eye or conjunctivitis Ringworm
- Hand, Foot, and Mouth (Please keep your child home until their sores are scabbed over and not weeping).
- Any communicable disease including COVID-please follow CDC guidelines and the direction of your primary pediatrician. In some cases, an excuse note from your doctor may be required.

If your child exhibits any of the above symptoms at any point throughout the school day, we will call you and you can pick your child up in the school office. He/she is not allowed to return to school the following day. They can return when they are symptom free for 24 hours without the use of medication.

If your physician diagnoses your child with a communicable disease, please let the front office know and we will handle it in a confidential manner with the teacher and classroom. Our classrooms are disinfected each day as well as our toys. We love partnering with you to the school healthy! Thank you for all you do.

PARENT/TEACHER CONFERENCES

Conferences will be held at the request of the teacher or parents, and/or on the two scheduled conference days during the year. The first six weeks is an adjustment period.

During this time the teacher may recommend to the Board withdrawal of a child if the child is not adjusting to school, or if the child is not fully potty trained. Potty training issue refers only to children in the older 3-year-old classes and up.

DAILY SCHEDULE

Preschool classes are scheduled from 8:30 am to 11:45 am. Advanced K-4 class is scheduled from 8:30 am to 1:00 pm. Kindergarten is scheduled from 8:15-1:30p.m.

Please walk your child to his/her classroom and wait for the school bell. Parents should not bring their children into the classroom earlier as this is the teacher's planning and preparation time. **Dismissal is at 11:45/1:00/1:30. PLEASE BE PROMPT.** All children will be picked up at their classrooms. Please wait until you hear the dismissal bell.

Children who are not picked up by 11:45 am will join "Lunch Buddies" and a fee of \$10.00 will be charged.

Children will NOT be allowed to leave school with anyone except their parent, carpool drivers, or persons designated by a signed, written note to the teacher. A verbal message from your child *will NOT be accepted*. Teachers will check identification of persons picking up children.

LUNCH BUDDIES operates from 11:45 am until 1:30 pm daily

- Children are welcome to join Lunch Buddies after school until 1:30 pm daily.
- Children will need to bring a lunch and something to drink.
- **Parents must sign the child up for both Lunch Buddies AND Early Care via the school website at <http://stpaulschristianschool.org> and click on the PARENT INFO tab.** The office will draft your account for each service you sign up for each day. *You must cancel your **Lunch Buddies** reservation through the same online process by 9:30 am each day if you will not be using it. Otherwise, you will be charged \$10 for the service. You may cancel your **Early Care** reservation online by 7:50 am to avoid being charged the \$3.00 fee for that day.* All students signed up for the day will be charged for that day.
- The fee for Lunch Buddies is \$10/day, *to be paid by cash or check in advance or before the child is left for the day. **We will not bill you later.*** Please designate on the check "extended day" and pay at the school office.
- The Lunch Buddies fee for children in the Advanced K-4 Class is \$3.00 per day.
- **Parents are expected to pick up their child promptly at 1:30 pm** as all our staff will be leaving campus at that time to pick up our own children at school.
- **Starting at 1:35 pm, parents will be charged \$1 per minute until arrival.** The late fee must be paid before the child may return to Lunch Buddies.
- If any family has been late 3 times, the child will no longer be permitted to stay for Lunch Buddies. Be sure to impress this policy on family, friends, etc. who may be responsible for picking up children as we will strictly enforce the Lunch Buddies policy.
- There will be no Lunch Buddies on early release days as specified on the calendar. The policy above for late Lunch Buddies pick-up applies to children not picked up on time on these early-release days.

PARKING/SECURITY

Parents should park on the North side of the building when dropping off or picking up children. Please do not drive any closer to the buildings as it endangers students and younger siblings. Please only park in the handicap spot if you have a handicap sticker. When pulling into the parking lot please be mindful of all children, as some run and play at pick-up time.

The security fence surrounding the school property is there to protect all children.

The gates will be open between 8:00-8:45 am for drop-off purposes. In the afternoon, the gates will be open from 11:30-12:00, and then again at 12:50-1:30 pm. If you need to pick your child up at a time that the gates are closed, you will need to call the front office at #352-694-4219. Please be sure not to disrupt the classrooms by knocking on a window or a back door to be let in. The administration and staff will be happy to let you in at the gates.

PARENT-TEACHER RESPONSIBILITIES

- In order to facilitate a smooth transition for your child, please bring your child to the classroom door and leave **PROMPTLY**.
- Each child will bring his/her own snack and drink each day in a lunch box. **No carbonated drinks.**
- Teachers may from time to time ask for a specific snack or food item to coordinate with class activities. Snack time at school is a time for social interaction while providing the child a new source of energy. We encourage healthy snacks.
- Please dress your children in clothing that will allow them to participate in all types of activities comfortably. We recommend shorts/pants, shirts, and sneakers.
- Parents are responsible for making sure that all the child's belongings are labeled with his/her name. Students should not bring toys from home unless the teacher has specified that certain items may be brought for special events.

WITHDRAWAL POLICY

Withdrawal from St. Paul's Christian School requires a minimum one-month notice. Failure to provide this notice will result in a responsibility of the whole month's tuition. Families wishing to withdraw must complete a written Withdrawal Form indicating the last date of attendance, the reason for withdrawal, and whether they are interested in returning in the future. Withdrawing families give up all rights to their child's spot and the spot will become available to waitlist families and/or the community.

PARENT COMPLAINT PROCEDURE

Issues involving a class or teacher should be discussed with the teacher first. Make an appointment with or call the teacher after hours. Do not try to discuss the issue when picking up or dropping off your child. If the issue is not resolved, contact the Director. If still not resolved, contact the Personnel Committee Chairperson.

Issues involving the Director should be discussed with the Director first. If the issue is not resolved, contact the Personnel Committee Chairperson.

PARTIES

Each child's birthday is recognized. You will have the opportunity to provide refreshments on your child's birthday. Because individual party gift bags are discouraged, a parent-if they would like-may present a gift to the classroom. Your child's teacher will have a wish list.

Parents will be given the opportunity to sign-up to coordinate class parties at the beginning of the school year. Each parent will be asked to help (provide refreshments) with one party. The parties are Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, and the End of the Year Party (this party will include summer birthdays). Pool parties shall NOT be held during regular school hours or as a school function except for the last day of school.

EMERGENCY PROCEDURES

In the event of any national or local emergency (such as hurricanes) our school will follow the lead of the Marion County School System. If they dismiss early, we will do the same. If they cancel school, we will do the same. This will make it easy for parents to watch their media sources as needed to make determinations about school schedules. If we are on a Code Red, and our school is ever on lock down, you will be notified immediately by the front office or your child's teacher.

CHILD ABUSE OR NEGLECT

Child abuse and /or neglect will not be tolerated by St. Paul's UMC or School. Child abuse is defined as any non-accidental injury, sexual battery, financial or sexual exploitation, or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child's welfare.

Suspected child abuse and/or neglect must be reported to:

111e Florida Protective Services Systems toll free, 24-hour abuse registry line at 1-800-962-2873.

If the abuse is believed to be from anyone on the school staff, it must be reported immediately to the school director. The director will follow guidelines set forth by the Florida Department of Children and Families.

If it is believed to be from the school director, it must be reported immediately to the minister of St. Paul's UMC (694-2161).

If it is believed to be by the minister or other member of St. Paul's UMC Staff, it should also be reported to the North-Central District Superintendent(352-376-6353) and to the chairperson on St. Paul's Staff-Parish committee. (See the church office for the current chairperson).

PRIVACY POLICY

If you do not wish to have your child's personal information (address, ph. #, birthdate, etc.) shared with other parents or if you do not wish to have photos of your child published on bulletin boards, website, or our Facebook page etc., please notify the office in writing.