



Student/Parent Handbook 2020-2021

ST. PAUL'S CHRISTIAN SCHOOL

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. All 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 in 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 in 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 in 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 in the year in which he/she is to attend.

ALL TWO-YEAR OLD CLASSES: Your child must be two (2) before December 31st in 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 through the use of **age-appropriate** centers.

HEALTH

All children **MUST** have immunization records and proof of a recent physical on file in the office on the first day of school. **A child should not attend class if in the preceding 24 hours he/she has shown signs of the following symptoms:**

Green nasal discharge

Widespread Rash

Toothache
Fever over 100 F
Frequent cough

Nausea/vomiting
Diarrhea
Head Lice

If we send your child home with any of these symptoms, they should not return to school the following day. We will enforce this policy.

Please notify the school office or teacher if the child develops a communicable disease so that we may immediately sanitize the classroom and notify other parents to watch for symptoms.

If a child will need to have any type of medication- prescription or otherwise administered during the school day, parents must fill out a Medical Authorization Form at the office and give instructions to office personnel. Teachers are not permitted to administer any form of medication to a child.

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 \$8 fee 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

Lunch Buddies: 11:45 am-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 on the clipboard outside the office each morning they intend to have their child stay. All students signed up for the day will be charged for the day.

The fee for Lunch Buddies is \$8/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.

Parents are expected to pick up their child promptly at 1:30 pm as all of 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 Buddy policy.

There will be no Lunch Buddies on early release days as specified in the calendar. The above stated policy for late Lunch Buddy pick-up will also apply 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 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. 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.

PARENT COMPLAINT PROCEDURE

1. 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.
2. 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 will be: Halloween, Thanksgiving, Christmas, Valentines 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:

1. The Florida Protective Services Systems toll free, 24-hour abuse registry line at 1-800-962-2873.
2. 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.
3. 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).
4. 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.