

SPES POLICIES AND INFORMATION

PAYMENT POLICY

If tuition is not current by the 10th of the following month, the director will call the parents to create a payment plan for any past due balance, in addition to receiving payment of current amount due, so the child can stay at SPES. Late payment fee of \$25.00 will be applied to each month payments are overdue. **Non-payment can be a reason for dismissal from the program.** Payments by check will be subject to a returned check policy. A fee of \$36.00 will be charged on all returned checks. After two returned checks, we follow a cash-only policy. A two-week written notice must be given to the director when a child is to be withdrawn from school. Payment for the two weeks and all other tuition must be current and up to date. Should the director of the school feel that your child cannot adjust to the school's program, SPES will give two weeks' notice before the child is expected to withdraw.

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 specific 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 authorization to the director and/or teacher for distribution, as well as a written authorization from the doctor. Parents are encouraged to speak to their children's doctors about acceptable prescribing schedules where medication is given at times outside of the school (i.e., 2x/day). A record shall be maintained of any medication administered by the director or caregiver showing date, time, and signature of dispensing employee. This information will also be reflected on the Today Card.

Illness Policy

Please do not bring your child to school if sick with fever, diarrhea, or vomiting within the previous 24 hours. You will be notified if your child has a fever (100.5), is vomiting, has had 3 diarrhea diapers, or has some other visible sign of illness. We will expect you to pick up your child 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, please notify us at once. Your child cannot return to the daycare until a doctor's note is provided stating that your child is not contagious and can return to school. 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 him at home or plan to pick him 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, 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.

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/she 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 basis. 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 a 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 oneself, his/her classmates, or his /her teacher(s)
- 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 the treatment, education, or discipline of your child, should be first directed to your child's teacher. If you are unsatisfied with the teacher's response, please speak to the director. If you are unsatisfied with the director's response, please 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, please 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, entrances, and hallways 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 SPES 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 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 starts at 8 a.m. 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 a.m. and 8:30 a.m.
- Lunch is served starting at 11 a.m. and is served through 11:30 a.m.
- Afternoon snack is served between 1:30 p.m. and 2:15 p.m.
- Late afternoon snack is served 4:00 p.m. and 5:15 p.m.

Birthdays

Parents can 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, since 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

- Children should wear washable play clothes.
- **Sneakers or boots are the only acceptable shoe**--no flip flops or sandals, please.
- A change of clothes should be kept on hand in your child's backpack.
- 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 that tends to disturb and upset the other children.

Toys or other personal items

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 so this can 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. It is encouraged that beloved/favorite items are left at home. 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. 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.

Sometimes a child is so fascinated with a small article such as a puzzle piece, block, small animal or book that it 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 may belong to the school.

Arrival and Departure

SPES opens at 6:30 a.m. and closes at 5:30 p.m. 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** a.m. 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. Be sure to use the sign out book.

Late Pick-up Policy

Late Pick-up Fees (after hours): Parents picking up children after 5:35 p.m. will be charged a late fee of \$25.00, per occurrence. The late pick-up fees will be billed to the child's account balance.

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, Wipes, Diaper cream
Premade bottles, Jar food, Gas drops

Toddlers through Fours

Nap mat, Blanket / Stuffed toy
Change of Clothes

Backpack/Diaper Bag

Backpack

Change of clothes

Pull-ups and Wipes if needed

Written instructions/schedule.

Sun safe

Children also 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 and 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.** Children are not moved because their friend moved. All children, except Infants, move in August. Any move after August is left up to the discretion of the director. A developmental need is considered.

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 to post any pictures of their co-workers or children on these social media sites without permission. If you are aware of any social media posting to 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 to 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 children are our number-one priority, and we strive to ensure their safety and well-being at all times.