

# **St. Peter's Episcopal Preschool Parent Handbook**

**2022-2023**



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## **Philosophy**

At St. Peter's Episcopal Preschool, we believe that early childhood is a critical period in the development of the intellectual, physical, social, emotional, and spiritual growth of children. Our program goal is to create a warm, loving atmosphere in which a child feels accepted and has the opportunity to participate in a variety of stimulating learning experiences. We emphasize learning through play, self-sufficiency, and problem-solving. Encouraged by the example of our staff, children learn to respect the uniqueness of others. Teachers offer praise and assistance when needed, and help children express their feelings in an honest and constructive manner.

## **Curriculum**

Our program seeks the development of the whole child. Our teaching is guided by the latest research in child development as promoted by the National Association for the Education of Young Children (NAEYC). We believe in the importance of developing relationships with our students, as this is the foundation that allows young children to seek security, explore their surroundings, and work on their self-identity. Good preschool teachers set developmentally appropriate expectations and provide each child with the right mix of challenge, support, sensitivity, and stimulation. Our teachers are committed to promoting and enhancing every child's learning.

Instruction at St. Peter's is guided by *The Creative Curriculum*, *Frog Street*, and *Heggerty Phonemic Awareness*, all of which emphasize learning through play and hands-on experiences. Teachers are intentional facilitators who create a classroom environment that fosters children's learning, creativity, self-expression, and security through both child-selected and teacher-directed activities. All three curricula are approved by the Maryland State Department of Education (MSDE).

### **Language Arts**

Teachers present a variety of rhymes, finger plays, songs, and stories to help children develop pre-reading skills, including phonological awareness, memory, rhyming, and listening skills. We read stories appropriate to the development of the children, and books are always available for independent reading. We encourage children to express their thoughts/feelings using words and to write their own names on their work. Teachers may help children write their ideas down in order to help them understand the relationship between speaking, writing, and reading. A variety of writing materials is always available.

### **Mathematics**

There are opportunities daily for the children to discover and use mathematical concepts. A variety of toys and materials (unit/attribute blocks, Legos, counting objects, etc.) are available to our children. Other manipulatives and counting objects provide children the opportunity to sort, sequence, solve problems, create patterns, compare quantities, and experience one-to-one correspondence. Interaction with these materials help children discover shape, size, similarities/differences, as well as explore concepts such as conservation of mass/volume.

### **Science**

We encourage children to use their senses to experience their environment. Teachers lead children in cooking activities, helping them gain experience in following recipes, combining ingredients, and noticing both physical and chemical changes. Children also conduct science experiments with materials such as vinegar, baking soda, watercolors, soap, and milk. In addition, children engage in exploration of the natural world around them, e.g. hatching butterflies from caterpillars, planting flowers and seeds, and investigating insects and seeds/pine cones.

## **Social Studies**

Children take field trips, meet special people, and role play (post office, grocery store, doctor's office, etc.) as they develop an understanding of people's jobs in the community. We invite community workers like police officers and firefighters to visit the classroom and share their occupations. Preparing foods from other cultures and engaging in activities like spinning a dreidel or doing a Chinese dragon dance gives children special insight into different cultures.

## **Art**

For preschool children process is more important than product. We provide access to a variety of art materials and experiences such as easel painting, finger painting, collage, glitter glue, stamps, and clay. Art materials are available daily, and children are encouraged to create freely. In addition to traditional paintbrushes, children may paint with Q-tips, toothbrushes, spaghetti, or sponges. We discourage Patterned Art, (when a project has a specific outcome and looks like everyone else's) as these projects tend to limit a child's creativity. Instead, we believe children's art is an expression of their unique interests and ideas.

## **Music**

Children enjoy listening to and participating in a variety of musical activities. Rhymes, fingerplays, games, and songs are integral parts of our day. The children love to sing and dance to music. They have opportunities to engage with a variety of instruments to create music, as well as create their own musical instruments.

## **Physical Development**

The physical development of the child is an important part of our program. We go outside to play every day (weather permitting). Research has shown that gross motor skills such as running, jumping, climbing, throwing, and balancing have positive impacts on children's academic performance, emotional well-being, and peer interaction. Fine motor development is critical to future writing ability. Handling playdough, small building materials, manipulatives, and puzzles develop the fine muscles important for writing skills.

## **Social and Emotional Development**

The school day affords many opportunities for the children to talk, play, and work cooperatively with one another and to develop a sense of trust and security. Our staff observes the children in their interactions, stepping in when necessary to encourage involvement or to help negotiate disputes. Teachers model respectful interactions, as well as provide direct instruction in appropriate ways to use words to convey feelings.

## **Spiritual Development**

Although young children operate on a concrete level, we believe they are capable of being aware of God's love. Through our acceptance and love of the children, we hope to reflect God's acceptance and love. Our chapel time is a joyous celebration of this relationship through song, story, prayer, and the traditions associated with the Church.

# **Policies and Procedures**

## **Admissions and Inclusion**

St. Peter's Episcopal School does not discriminate on the basis of race, color, ethnicity, national origin, religion, or gender. St. Peter's welcomes all children and is committed to providing developmentally appropriate learning experiences that support the full access and participation of every child. We believe that each child is unique, and we work in partnership with families and other professionals involved with the child to provide the support every child needs to reach his/her full potential. We welcome children with disabilities, special health care needs, and children who speak languages other than English.

Staff will make every attempt to make the adaptations necessary to meet the needs of each child, including meeting with therapists and working together to provide necessary services during the school day. St. Peter's supports staff participation in *Individualized Family Service Plan* (IFSP) and *Individualized Education Program* (IEP) meetings. All staff members receive Americans With Disabilities training on the inclusion of children with special needs. When a child with a disability is admitted we require the following:

- When appropriate, the child receives services in the classroom setting at St. Peter's.
- The child receives additional resources for his/her disability outside of St. Peter's.
- When deemed necessary, St. Peter's receives a recommendation from a qualified expert verifying that our school is an appropriate placement for the child.
- The school staff has access to the most recent diagnostic assessment of the child.
- The child's therapist and teacher confer to assure consistent and appropriate interactions with the child at St. Peter's.

### **Enrollment**

Children entering our two, three or four-year-old programs must be the appropriate age by September 1st of that program year. After February 1<sup>st</sup>, we will not enroll a child into our 2's program. If the child will be in the 3's or 4's class, enrollment after February 1<sup>st</sup> will depend on conversations with parents, the child's familiarity with school settings, adaptability, etc. We have found that when a child enters school this late in the year, it can be difficult to the child, the parent, the teacher, as well as the other students. Our school year wraps up in May, and it can take a child several weeks to adjust to new routines, faces, and surroundings, which makes a late start difficult.

### **Advanced Registration**

- **First week in January:** Registration opens to pledging members of St. Peter's Church.
- **Second week in January:** Registration opens to families currently enrolled at St. Peter's.
- **Third week in January:** Registration opens to families formerly enrolled at St. Peter's.
- **Fourth week in January:** Registration opens to the general public.

### **Waiting List**

Spots are filled on a 'first come first served' basis. If a class is filled for the upcoming year, we will add your name to our waiting list. We occasionally have families move, change schools, or decide their child is not ready for school, so there is a possibility your child may get in for the upcoming school year. The registration fee is due when you drop off your application; however, your check will not be cashed until a spot opens up. **Once you are notified that your child has moved off the waiting list, the registration fee is due to secure his/her spot in the program.**

### **Arrival/Dismissal**

**ALWAYS escort your child to school, and SIGN HIM/HER IN DAILY. Please inform us in writing if someone other than you will be picking up your child. For your child's safety, this person must be listed on your child's Emergency Form and may be required to show identification at the time of pick up.** In the case of an emergency where your child will need to be picked up by someone other than who is on your child's Emergency Card, we will accept emails and texts only by the child's parent/legal guardian. However, we will need a written note and changes made to your child's Emergency Form after this case. We DO NOT allow children to go home with people who are not on their Emergency Form without written parental consent. Without a written note, your child will be required to stay at school until a parent/legal guardian comes to pick him/her up.

Arrival is at 9:30am through the double red doors next to the playground. For security reasons, the doors will be locked after 9:45. Please be punctual as late arrivals can be anxiety-provoking for your child as well as disruptive to the class.

Dismissal for the regular school day is at 12:00 for the 2's and 1:00 for the 3's and 4's. If your child will be in the Lunch Bunch program, pick up is at 12:30. Teachers will escort children out through the playground or the double red doors at the upstairs parking lot. Please be prompt when picking up your child at the end of the school day.

**If habitual tardiness becomes an issue, you will be required to pay \$1 per minute, per child, after the first 5 minutes.** You may pay in cash at the time of pick up, or we will attach this fee to your next month's tuition. Habitual tardiness may result in termination of services.

### **Class Sizes**

Each class has 2 teaching staff. Enrollment for our classes average:

2 year old classes:	12 children
3 year old classes:	14 children
4 year old classes:	16 children
Lunch Bunch:	6 children

In the event we have additional children, additional staff will be added to maintain ratios.

### **Dress**

Please dress your child in comfortable play clothes in accordance with the weather. We do occasionally get messy despite our best efforts to cover up, so please save fancy clothing for special occasions. A pair of sneakers or rubber-soled shoes help to maintain your child's safety and protect toes when playing outdoors. Please, NO CROCS or FLIP-FLOPS. These do not allow children stability when running and climbing.

We play outside every day unless it is pouring or extremely cold/windy, so be sure to send appropriate clothing including boots, mittens, and hats when warranted. Please provide a complete change of clothing, including underwear and socks, in a labeled Ziplock bag to leave at school in case of a spill or a bathroom accident. Please update clothing as sizes and seasons change. PLEASE LABEL AS MANY OF YOUR CHILD'S GARMENTS AS POSSIBLE.

### **Toys From home**

Please do not allow your child to bring toys from home. This can cause unneeded sadness from a broken/lost toy or other children vying for the toy. Should your child have a toy in his/her bag, the toy will stay in his/her bag during the duration of the school day. There may be times when your child's teacher will have Show and Tell or other occasions to bring in special items from home, but during a regular school day, toys from home are discouraged.

### **Field Trips**

Field trips are an integral part of the program at St. Peter's. The classes take several trips a year, such as visits to the farm or a children's theater. We depend upon parents to provide transportation and require that each child be seated and belted into a carseat while in the vehicle. We require a minimum of one adult for every two children. Costs for field trips are kept to a minimum, and permission slips are sent home before each trip.

In addition to traditional field trips, we also have in-school field trips. Examples include Yoga instruction, Science shows, or visits from Naturalists.

### **Parent Participation**

At St. Peter's, we have an open door policy. Parents are welcome to observe their child's classroom at any time. Parents may also volunteer in the classroom or share cultural, occupational, or other special skills with the class. In addition, we have special events throughout the year where parents are specifically invited to participate, for example Muffins with Mom or Donuts with Dad.

### **Communication**

Parents will receive a monthly newsletter from the Director. In addition, other important notifications will be conducted via email or papers sent home. Your child's teacher will communicate class-specific information on a weekly basis, either through email or other means. Its intent is to give you a general awareness of what your child is learning in the classroom.

In addition, we maintain a St. Peter's Preschool Facebook page, on which the Director will post information applicable to the entire school, as well as private class-specific Facebook pages, on which the Director/teachers will post photos and information specific to your child's class. No photos of your child will be posted without your written consent.

Information about our school can also be found on our website [www.stpeterspreschool.org](http://www.stpeterspreschool.org). Online tuition payments may be made via our website (fees apply). School newsletters, calendar, and most forms are also available for download on our website.

### **Developmental Assessments**

Twice yearly, formal Development Assessments will be completed by teachers for each child. These will be shared with parents. You will have the opportunity to conference with your child's teacher if you have any questions or concerns after receiving the Assessment.

### **Parent/Teacher Conferences**

In addition to *Meet the Teacher Day* in August, one formal conference time will occur each year. You will receive your child's Developmental Assessment prior to the conference. There is no planned child care for conference times; however, parents often take turns watching each other's children. It is optional for parents to attend these conferences. You do not need to attend if you do not have any questions/concerns.

Please feel free to schedule additional conferences with the teacher as needed. Talking at length with teachers immediately before or after class is discouraged, as they need to attend to all the children in the group. One exception to this is if any unusual events have occurred which might influence your child (the loss of a pet, death in the family, parent out of town, or a marital separation). Please alert the teacher of this immediately. All conversations and information about children and their families will be kept confidential.

### **Emergency Cards**

**Emergency cards must be on file before a child can start school.** Please inform us of any changes in address or phone numbers, whether home, business, or emergency contact person(s). Children will not be released to anyone not listed on the Emergency Card.

### **Health Regulations**

Prior to entering school, each child must have a physical examination and a completed immunization record. The school provides these forms. Failure to return required forms may jeopardize your child's attendance. **State regulations require us to suspend any child without proper medical documentation within 20 days of the beginning of the school year.** The child can be readmitted when all immunization requirements have been met.

If your child needs medication during school hours, the school will need a Medication Administration Authorization Form completed by the pediatrician and signed by parents. If your child has allergies or asthma, an *Allergy Action Plan* or *Asthma Medication Administration Form* must be completed as well. Please make sure all medications come to school in their original unopened containers, labeled with your child's name. When your child takes a medication for the first time, the first dose must be taken at home. Forms can be obtained from the Director or downloaded from our website.

If your child does not seem to be feeling well, or has not completely recovered from an illness, please do not send him/her to school. When children come to school, they are expected to participate fully in the program, which includes outside activity. If your child is absent from school longer than three days, please provide us with a written statement by you or the physician stating that your child may return to a regular schedule.

**Regulations require that there must be an absence of fever, vomiting or diarrhea without the use of medications for 24 hours before a child can return to school.** The Maryland State Department of Education classifies a fever as anything over 100°F orally, 101°F rectally/temporally (forehead scan), or 99.5°F axillary (armpit). If your child should contract a communicable disease (pink-eye, strep throat, hand-foot-mouth disease, lice, etc.) please alert us as soon as you know so that other families can be notified and, if the illness is serious, we can contact the Howard County Health Department. Notification also allows us the opportunity to fully disinfect the classroom and materials, be more alert to symptoms in another child, and inform staff members who may have been exposed.

## School Closings/Inclement Weather Policy

Please consult your copy of the school calendar for vacation dates, staff development days, and all other scheduled closings. Please be informed that for consistency and to help parents with school-aged children in Howard County Public Schools (HCPSS), St. Peter's, for the most part, follows the HCPSS calendar. Given that there may be times HCPSS may make changes to their calendar, we may need to make changes to ours as well.

**During inclement weather, we follow Howard County Public Schools' closing/delay policy.**

- **If Howard County Schools are closed, St. Peter's will be closed.**
- **If Howard County Schools has a two-hour delay, St. Peter's will be closed.**
- **If Howard County Schools has a one-hour delay, St. Peter's will open at 10:30.**

If worsening weather causes HCPSS to close early during the school day, St. Peter's may also close early, depending on the situation. We will notify parents of any changes due to inclement weather via email, Facebook, or phone call. If you would feel more comfortable picking your child up early or not bringing him/her to school at all due to weather concerns, we completely understand. The safety of your children is our highest priority.

St. Peter's will follow HCPSS closures as it applies to inclement weather, public health initiatives, and other widespread events that result in school closures. Although unlikely, St. Peter's may have additional closures that are smaller in impact due to power or water outages or natural disasters (floods, etc.).

If the situation results in an extended school closure of over 2 months, no tuition will be required during this time. Donations would be greatly appreciated, however, as St. Peter's Preschool is a non-profit organization which endeavors to pay its staff regardless of school closures.

If school is unable to begin in September, tuition paid for September will be credited for the first month that school resumes. Please keep in mind that guidelines put in place by the Maryland State Department of Education (MSDE) may necessitate changes in class sizes, meeting days, configurations, and teacher:student ratios.

**St. Peter's does not refund missed days due to illness, vacation, inclement weather, or any other unavoidable closings.** The knowledge that we will most likely miss several days due to inclement weather is considered when our calendar is planned. The decision whether to make up school days is a decision made by the Director and School Board on a case-by-case basis. We understand that some families may suffer financial hardship associated with long-term school closures. Exceptions to the guidelines above will be considered on a case-by-case basis.

## Emergency Preparedness

St. Peter's highest priority is the safety of our students. Plans for special situations are reviewed annually. Staff are trained in the appropriate response, and local emergency management is aware of these plans.

### Fire Drills

We practice Fire Drills with each class once a month.

### Shelter in Place

This plan would be put into place in the event of weather emergency or unsafe outside conditions/threats. In this plan, children will be cared for indoors, and our center will be secured or locked to restrict entry. Parents will be notified as soon as possible and whether or not they need to come pick up their child before regular dismissal time.

Shelter in place drills are conducted by each class twice yearly.



### **Off-site Evacuation**

This plan would be put into place in the event that it is not safe for the children to remain at St. Peter's. In this situation, we have predetermined alternate sites for care. Two sites we would drive to (YMCA in Ellicott City and St. John's Day School in Ellicott City), and one site we would walk to (the St. Peter's rectory, which is on church property). The choice of site is determined by the specific emergency. The children will be transported by the staff's vehicles, which is permitted by law and covered by our insurance in emergency situations.

### **Communication During Emergencies**

In the event of an emergency, parents or emergency contacts will receive an email, text, or phone call. We will also post announcements on the St. Peter's Facebook page. If an immediate evacuation is necessary, parents will be contacted from our alternate site.

During an actual emergency, please do not call the school as it will be important to keep our phone line open to communicate with the appropriate authorities. We will contact you as soon as we have updated information.

When the emergency ends, parents will be informed and reunited with their children as soon as possible.

## **Discipline Policy**

In the early childhood setting, discipline takes the form of providing an environment that is secure, predictable, and meets the needs of the child. This environment is designed to allow freedom of movement and participation in activities and interactions which are developmentally appropriate. Each child is encouraged to freely choose his/her level of participation within the limits of safety for each child in the class.

If difficulties do occur, every effort will be made to divert negative behavior, remove the child from the situation, and apply reasonable and understandable limits in a firm but fair manner. It is our policy to work with children who have challenging behaviors unless their behavior poses a threat to the safety of other children, themselves, or the staff.

St. Peter's is committed to providing a safe and nurturing school environment that values diversity and cooperation. We are also committed to fostering a climate where individuals are valued and their safety and rights are protected. To that end, we prohibit all acts of bullying, cyberbullying, harassment, or intimidation.

### **Incident Reports**

An *Incident Report* will be completed for more serious situations (for example, biting, injuries, etc.) and the parent notified immediately. After the report has been signed by both a staff member and the child's parent/guardian, a copy will be sent home, and the original will be filed at school. We will always contact the parent if there is a head injury, for example, a collision in which two children bang heads. If a parent would prefer to be the one to sign the report instead of a guardian (grandparent, nanny, etc.) please notify the Director at the beginning of the school year.

### **Child Abuse and Neglect Policy**

Maryland law requires that every educator, employee, and volunteer working in a school report suspected abuse of children attending that school. Therefore, staff are required to report any suspected abuse or neglect to Child Protective Services.

### **Suspension and Expulsion**

At St. Peter's our goal is to promote children's social-emotional health and to appropriately address challenging behavior. However, as young children learn to develop social-emotional skills, they may respond to situations with externalized behaviors (e.g., defiance, noncompliance, or aggression). Our aim is to create a developmentally appropriate program that precludes the need for children to respond with behaviors that are disruptive to the learning environment.

Because of the long-term benefits of participation in high-quality early childhood programs, our goal is not to suspend or expel a child from school. Instead, we collaborate with parents to bring the needed resources and strategies to a situation. Our hope is that these efforts will result in suspensions and expulsions only being used when there are extraordinary circumstances or a determination of a serious safety threat. While we will make efforts to reduce such circumstances, we reserve the right to suspend or expel a student in any situation we deem necessary. Our goal is to ensure that all of our youngest learners have the tools and experiences they need to thrive.

### **Responding to Concerns**

We hope our program meets the needs of your child and family. In the event that you are dissatisfied, we ask that you take the following steps. First, visit the class while it is in session to see if the situation that causes concern is as frequent or as severe as you suspect. Second, identify the steps which you would like to see taken to improve the situation. Then, arrange for a time to talk with your child's teacher or Director.

We ask that you are direct in addressing your concerns with the parties involved. We cannot respond to third party issues. If a staff member cannot alleviate your concern, talk with the Director. If you feel you need additional clarification, please contact the Church Rector.

## **Screen Time Policy**

The American Academy of Pediatrics recommends the following guidelines for screen time (the use of television, videos, computers, and video games) in young children:

- Children under the age of 2 should not engage in screen time.
- Children age 2-5 may have up to 1 hour of quality screen time per day.

During the school day at St. Peter's, screen time is very carefully monitored. Overuse of screen time can interfere with children playing, engaging in physical activity, and building relationships with others, all of which contribute to learning and healthy physical/social development. Consequently, screen time is only used during the school day when it complements or enhances children learning. Daily screen time usages vary from 0 – 15 minutes a day.

The following is a list of potential ways we use screen time during the school day:

- Watching a short movie of the Bible story we are learning about that week
- Dancing or doing other movement activities along to a song or website
- Doing yoga by following a virtual yoga instructor
- Watching a short movie that complements or enhances the theme we are learning about, for ex. insects going through metamorphosis, astronauts in space, etc.

The following are instances where screen time is not allowed:

- We do not allow television to be left on as background noise.
- We do not have television playing during snacks/lunch.
- We do not offer screen time as a reward.

## **Snack and Lunch Program**

### **2's Snack Program**

Snack for the 2 year olds consists of a variety of foods from several food groups: grains, fruits/vegetables, dairy, or protein. The school will provide the portion from the grain food group (for ex. crackers, Goldfish, graham crackers, cereal). In addition, St. Peter's will provide filtered water and milk to drink. We ask parents to provide the other portion of the snack for their child's class on a rotating basis. It should be from the fruit/vegetable, dairy, or protein food groups. There will be a snack sign-up calendar provided in the classrooms at the beginning of the school year. Please let us know if your child has a food sensitivity or allergy so that we can plan snack accordingly. **We are a NUT-FREE school, so no foods containing nuts are allowed at school.**

Approved snack suggestions include fresh fruit or vegetables (pre-washed and cut), canned fruit, applesauce, raisins or dried fruit, yogurt, lunch meats, cheese (cubes, slices, or string cheese). PLEASE DO NOT PROVIDE SNACKS THAT COULD BE A CHOKING HAZARD.

### **2's Lunch Bunch**

Lunch Bunch is an optional program for 2's that meets Tuesdays and Thursdays from 12:00-12:30. Families can sign up for the entire year, one month at a time, or on a drop-in basis. It costs \$20/mo for one day a week, \$40/mo for both days a week, or \$5 per drop-in session. **Parents are responsible for providing a nut-free lunch from home.** Per the Office of Child Care, parents are not to provide milk or juice from home. St. Peter's will provide milk and filtered water. If your child does not drink milk or is allergic, please inform the staff. All lunches are required to be refrigerated at our school. If the lunch is to remain hot, you may send it in a thermos designed to keep food warm, and we will not refrigerate it. Unfortunately, we do not have the ability to heat up student lunches.

### **3's and 4's Lunch Program**

Lunch for the 3 and 4 year olds will be served during the regular school day around 11:30am. **Parents will provide a nut-free lunch from home.** Per the Office of Child Care, parents are not to provide milk or juice from home. St. Peter's will provide milk and filtered water. If your child does not drink milk or is allergic, please inform the staff. All lunches are required to be refrigerated at our school. If the lunch is to remain hot, you may send it in a thermos designed to keep food warm, and we will not refrigerate it. Unfortunately, we do not have the ability to heat up student lunches.

### **Birthday Snacks**

Parents are welcome to bring in "special" snacks to celebrate birthdays. Please confirm dates with your child's teacher beforehand. Special snacks should be in single serving portions, for example cupcakes rather than a sheet cake. **All foods must be nut-free and store bought.** Some examples of appropriate snacks include donut holes, popsicles, fruit kebabs, or mini cupcakes. Please keep in mind that this special snack is meant to be a small birthday celebration, not a full birthday party.

## **Tuition and Fees**

### **Registration Fee**

A yearly registration fee of \$150 is due for each family when you register your child(ren). Payment of the registration fee reserves a space for your child and is non-refundable.

### **Tuition Fees**

•	2-Day 2's class	T, Th	9:30-12:00	\$290/month	\$2610/year
•	3-Day 3's class	M, W, F	9:30-1:00	\$420/month	\$3780/year
•	5-Day 4's class	M,T,W,Th,F	9:30-1:00	\$565/month	\$5085/year
•	2's Lunch Bunch	T <u>or</u> Th	12:00-12:30	\$20/month (October – May)	
•	2's Lunch Bunch	T <u>and</u> Th	12:00-12:30	\$40/month (October – May)	
•	2's Lunch Bunch	drop-in rate	12:00-12:30	\$5/session (October – May)	

**Tuition is divided into nine equal installments** with the **first payment due by August 1<sup>st</sup>.** If this payment is not received by August 15<sup>th</sup>, this can cause the loss of your child's space in his/her class. If you have a special situation, please contact the Director.

The remaining eight installments are due the first of each month beginning in September and ending in April. **Tuition is due on the first of the month.** Please mark your calendars with these dates. We do not invoice for tuition. **There will be a fee of \$20 for late payments.** If payment is 30 days delinquent, your child will not be able to attend class and will forfeit his/her spot in their class.

If a family registers after the start of the school year, the first payment will consist of two tuition installments.

### **Forms of Payment Accepted**

- Checks - Please include your child's name in the memo of the check.
- Online bank checks
- PayPal - payments via our school website (processing fees apply)
- Cash - We prefer one of the other methods. If you choose to pay in cash, you may have to accept any overage as a credit to your account.

Payments may be mailed to the school, given to your child's teachers or the Director, or placed in the St. Peter's mailbox at the bottom of the driveway into the school.

### **Returned Checks**

Any check returned for insufficient funds will be subject to a returned check fee of \$35 to cover our bank costs. Returned checks will be re-deposited in 3 days.

### **Discounts Offered**

We offer a 5% discount to pledging members of St. Peter's, as well as a 5% sibling discount. The oldest sibling in a family will pay the full tuition, and each younger sibling will receive 5% off his/her tuition. In addition, families paying the entire year's tuition prior to the beginning of the school year in September will receive a 5% discount. Discounts can be combined but are not to exceed 10% total.

### **Brenda Brewington Memorial Scholarship**

Financial assistance may be available. If you would like an application for the *Brenda Brewington Memorial Scholarship*, please download the application from our website or contact the Director.

### **Referral Policy**

The highest compliment our parents can pay us is the referral of family or friends to our school. In appreciation of your trust in us, you will receive a \$50 tuition credit off one month for every new enrollment as a result of your referral.

### **Withdrawal**

Should you need to withdraw your child from St. Peter's (such as for a family move or new job), please notify the Director one month in advance so that we may be able to fill your child's spot once he/she is no longer in the school. Vacations and long absences are not a withdrawal. If your child is enrolled in our program for the remainder of the year, monthly tuition payments are required.