

ST. PAUL METHODIST SCHOOL
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ST. PAUL METHODIST SCHOOL

PHILOSOPHY

As a Christian School:

We believe that each child is a parent's most precious gift from God and we want each parent to feel secure in the knowledge that we provide the finest education and care. The care and attention that we give to these little ones is our expression of Christian beliefs. "And whoever welcomes a child in my name welcomes me." Matthew 18:5

- We believe in the Bible as the infallible Word of God and that Bible truths should be taught through Bible stories and the actions of Christian teachers. Psalm 119:160
- We believe that traditional Christian values should be taught as instituted by God as stated in Genesis 2:24.
- We believe that the curriculum should meet the needs of each unique child while providing for developmental stages. The curriculum should focus on all areas of development: spiritual, physical, cognitive, and social/emotional. Ultimately, service to God must be recognized.
- We believe that, within a Christian framework, lessons and activities must be joyful and delightful. Psalm 100:1-2

MISSION STATEMENT

The Mission of St. Paul Methodist School is to share the good news of Jesus Christ by teaching young people to think and act like Jesus in their daily lives.

ST. PAUL UNITED METHODIST CHURCH MISSION STATEMENT

The mission of St. Paul United Methodist Church is to share the good news of Jesus Christ through Worship, Outreach, Fellowship and Discipleship.

Parent Handbook

Welcome to St. Paul Methodist School! We are so glad you have chosen us. We consider it a privilege to work closely with you and your child/children throughout the coming year. We endeavor to provide a loving, nurturing, learning environment in which your child will grow and develop.

We understand that your child is your most precious possession, and we want you to feel secure in the knowledge that we provide the finest education and care. The care and attention we give to your little ones, is our expression of Christian love.

“And whoever welcomes a little child in my name welcomes me.”
Matthew 18:5

We are accredited members of the Association of Christian Schools International (ACSI) which approves our school. The ACSI is recognized by the Department of Children and Families (formerly HRS), which means that we are inspected and under the direct authorization of ACSI. We must follow the guidelines mandated by Florida Law as well as maintain the high standards required by the ACSI. We have also been a Florida Gold Seal School since 2005.

Our school is a nondenominational Christian ministry and is open to all students without regard to race, creed, color, or national origin. The school is governed by a School Board of Directors established by the church. We are a nonprofit school and tuition goes directly toward operation of the school.

If you have any questions about any of the programs and/or policies, please speak with your child’s teacher and/or the Director.

Philosophy of Education

Young children’s experiences blend together with their God-given abilities to bring about learning. Planned environments and activities in the school setting form a framework for discovery and development that encourages children’s progress. St. Paul Methodist School is a Christian School. Our program incorporates God’s love with planning that considers the child’s total development. Learning through work and play in a loving, accepting environment enhances the child’s spiritual, physical, emotional, and intellectual well-being. Our desire is to provide a wide variety of enjoyable, age-appropriate experiences, lessons and activities in order for effective learning to occur.

Early Childhood Education in our Christian School

Young children learn from interaction with people through play and in daily experiences in the home and places they visit. Our Christian school presents wonderful opportunities for experiencing God’s love and acceptance through interaction with caring staff members and other children.

Activities, lessons, and play experiences that are developmentally appropriate encourage children to explore, develop reason, and enrich physical skills in order that they may gain knowledge using their senses and abilities.

Language development during the school years is vital to readiness for later school experiences. Providing rich exposure to language, speaking, stories, songs, books, puppets, listening activities, and a myriad of other experiences increases children’s readiness for future learning.

Our Programs

At St. Paul Methodist School, we are dedicated to the Lord Jesus Christ and his admonition, "Let the little children come to me, and do not hinder them, for the Kingdom of heaven belongs to such as these." Matthew 19:14. Our educational program includes experiences described above as well as concern for each child to experience God's love.

Two-Year-Old Enrichment Program

This special program has been especially developed for our two-year-olds who turn two by **September 1st**.

The purpose of this program is three-fold:

- (1) Time out for mom.
- (2) A chance for socialization.
- (3) Meeting developmental needs; i.e., toilet training, sharing, etc.

While your child is in our care, he or she will have occasions to learn how to share, how to be part of a group, as well as side-by-side play. This class offers time for stories, art, music, finger play, outdoor time and free play at centers. The program is structured, but flexible in its ability to change or adapt, as needed.

This class is geared to meeting the developmental needs of children at age two. Remember that playing, exploring, and being curious is how this age develops. Learning to be away from mom for a few hours is also a big step toward independence.

If you are in the process of toilet training, discuss this with your child's teacher so that she may reinforce this at school. Please label any diapers and wipes with your child's name.

Three-Year-Old Program

The program for children who have turned three by **September 1st** of the school year focuses on foundations of faith and well rounded development. Such development improves the children's life skills and adjustments. As with all ages of children in school, the curriculum and planning include the four developmental areas: spiritual, social/emotional, physical, and intellectual/academic. Because children's development and aptitude vary widely, teachers are accepting of individual differences and motivate by encouragement. Guidance is given as situations demand so that your children learn Christian principles and good citizenship.

Planning for spiritual development includes: familiarity of Bible verses related to the letters of the alphabet, Bible accounts of people of faith from both the Old and New Testaments, prayer through storytelling techniques, storybooks, creative dramatics, songs and music, videos, food experiences, and other means, as appropriate. School-wide chapel times welcome children into church through exposure and enjoyment.

Social/emotional developmental experiences include interactive play and cooperative opportunities, practice with speaking and listening skills, verbal expression for emotions, and creative activities through music and art. Holiday activities are an enjoyable way to participate in a sense of community and Christian heritage. Values presented in life situations and in stories instill awareness of personal interaction in the school and family settings.

Physical development of centers add greatly in coordination and motor control through much free play and planned activities that include balance, rhythm, climbing, catching, throwing, and running. Healthy eating, cleanliness, and school safety are discussed and encouraged.

Intellectual and academic development begins with language and concept growth. Teachers provide a rich

variety of concrete activities. Helping the children talk about their experiences builds vocabulary, language abilities, and better understanding of the world around them. Teachers use stories, nursery rhymes, and class activities to develop attention span, thinking, and following directions skills. Children are acquainted with the alphabet and numbers zero thru ten. Math and science concepts that fit into class units are explored.

St. Paul Methodist School teachers demonstrate love and dedication in planning and implementing a well rounded curriculum that enables the three-year-old children to grow in faith and to become stronger, more confident, and more skillful. This preparation leads to greater success in later school experiences.

Four/Five-Year-Old Program

The program for children who have turned four by **September 1st** of the school year focuses on faith building instruction and kindergarten preparedness. As with all ages of children in school, the curriculum and planning include the four developmental areas: spiritual, social/emotional, physical, and intellectual/academic. Because children's development and aptitude vary widely, teachers are accepting of individual differences and motivate by encouragement. Guidance is given as situations demand so that children learn Christian principles and good citizenship.

Planning for spiritual development includes: learning to pray, memory verses related to the letters of the alphabet, Bible accounts of people of faith from both the Old and New Testaments, through storytelling techniques, storybooks, creative dramatics, songs and music, videos, food experiences, and other means as appropriate. School-wide chapel times welcome children into church exposure and enjoyment.

Social/emotional developmental experiences include interactive play and cooperative opportunities, practice with speaking and listening skills, verbal expression for emotions, and creative activities through music and art. Holidays are an enjoyable way to participate in a sense of community and Christian heritage. Values presented in life situations and in stories instill awareness of personal interaction into the school and family settings.

Developing physically involves planned opportunities and free play for gross and fine motor control, coordination, balance, and rhythm. Healthy eating, cleanliness, and school safety are discussed and encouraged.

Intellectual and academic development begins with language and concept growth. Children who experience a rich variety of concrete activities build understanding of the world around them. Through curriculum choices, teachers work toward lengthening children's attention span, improving thinking skills, following directions, phonemic awareness, alphabet and recognition of numbers zero to twelve, and building math and science concepts.

The intent of providing Christian school experiences in the four/five-year-old program is to begin to develop a strong foundation of faith for life and a well-rounded background of concepts and skills that will be needed for success in kindergarten. St. Paul Methodist School teachers demonstrate love and dedication in planning and implementing a well rounded curriculum to successfully accomplish our school philosophy of education and statement of faith.

K-4 Program

This is an advanced 4 year old program for children **turning 4 on or before December 1st** of the school year. The curriculum is above and beyond what is taught in the VPK classes. Through curriculum choices, teachers work toward lengthening children's attention span and developing critical thinking skills. Phonemic awareness to include site words and vocabulary and beginning reading skills is presented through Saxon Phonics. Building beginning math concepts is taught with Saxon Math. A more advanced handwriting program is incorporated into the curriculum (Handwriting Without Tears workbook). The children will perform science experiments. We also offer beginning Spanish in this program.

Primary School Program

The Primary school program is committed to educating your child through meaningful learning experiences in a safe, nurturing environment. The school establishes and maintains high expectations for all students while providing sound moral and religious education. The school provides a unique, innovative, challenging curriculum that keeps children engaged and learning in a small class size with ability for advanced, individual and differentiated instruction. The teachers set individualized goals with customized learning, completed with tools the students enjoy using. The school also provides collaborative learning with peers and younger children and provides continuous opportunities for family involvement. St. Paul Methodist School creates empowered learners and independent thinkers while having fun in the process!

The teachers here at St. Paul Methodist School are committed to providing enrichment to students above and beyond regular grade school. Our students experience daily P.E., weekly music and art, gardening, science fair, advanced math and reading clubs, multiple field trips through out the school year, monthly parent and child literacy and science nights, monthly book reports and family projects, classroom visits from community helpers, businesses, and leaders, spring field day, reading marathons, and Christmas and End of Year programs.

There are two scholarships available for qualifying students interested in the primary school program: the McKay and Step Up for Students scholarships. Applications for both scholarships can be found online. The school website has a link for both scholarships.

Voluntary Pre-Kindergarten Attendance Policy

The VPK program allows you to send your child to school and help prepare him/her for kindergarten, without the pressure of childcare costs. We, as educators, partner with the parent to be sure that our goal is met in VPK: To prepare your children for Kindergarten in a Christian, loving, joyful, developmentally appropriate environment. Our teachers are well-trained, enthusiastic leaders who do an awesome job implementing our curriculum, but they cannot do it alone! Parents can help us meet our goal by adhering to the following policies:

ATTEND REGULARLY— Your child will not benefit from our program if he/she is not here! Please keep absence to a minimum. Try to schedule vacations around our school calendar. Absences from the program interfere with our efforts to have adequate time to prepare the students for Kindergarten. Our VPK Attendance policy is as follows:

1. Each absence must be documented with a parent note, including the dates of absence, and parent signature. This note must accompany the child to school upon his/her return.
 - a. The first three absences each month do not affect the child's enrollment.
 - b. Absences beyond 3 days each month are only for illness or family emergency.
 - c. Absences beyond 3 days each month which DO NOT fall into the excused category are classified as **vacation days (5 vacation days allowed per year)**.
2. If a child **exceeds 5 vacation days** (these are unexcused absence beyond 3 days each month), the child may be asked to be dropped from his/her VPK position in accordance with the Florida VPK attendance policy. The parent may choose to continue attendance at the **Non-VPK tuition** rate listed in this handbook, or withdraw from St. Paul Methodist School.
3. Each parent must sign their "Parental Choice Certificate" at the end of each month.

Preschool Classes Offered

Two year old classes - 2 days (Tues/Thurs), 3 days(Mon/ Wed/ Fri) or 5 days (Monday- Friday)
Ratios of 1:6(teacher to student) with a maximum of twelve children per room.

Three year old classes - 2 days (Tues/Thurs), 3 days (Mon/Wed/Fri) or 5 days (Mon-Fri)
Ratios of 1:7 (teacher to student) with a maximum of thirteen children per room.

Four/Five (VPK) classes - 4days (Mon-Thurs)
Four/Five (VPK +) class - Fridays
Ratios of 1:11 (teacher to student)

Voluntary Pre-Kindergarten (VPK)

All children who are four years old by **September 1st** of the current school year may participate in the Florida VPK Program. Hours are 8:30- 12:30 Monday through Thursday (August – May). VPK students must present St. Paul Methodist School with a state “voucher” before beginning this program.

Primary School Classes Offered

K-4	-	5 days (Mon. – Fri.) 8:30am to 12:30pm
Kindergarten	-	5 days (Mon. – Fri.) 8:30am to 1:30pm
1 st Grade	-	5 days (Mon. – Fri.) 8:30am to 1:30pm

Tuition Rates

Two & Three Year Olds

School Time Only (8:30AM -12:30PM)

2 days per week--\$150 per month

3 days per week--\$200 per month

5 days per week--\$310 per month

Four Years Olds

School Time Only (8:30AM - 12:30PM)

4 days per week - no cost (Voluntary Pre-K)

VPK+ (Friday Only) - \$80 per month

*Non VPK Qualifying Students – 5 days per week - \$310 per month

Primary School

School Time Only (8:30AM – 12:30PM)

K-4 - 5 days (Mon. – Fri.) \$310 per month

School Time Only (8:30AM – 1:30PM)

Kindergarten, 1st and 2nd grades - 5 days per week - \$410 per month

Supply Fee/Book Fee

Preschool and K-4 (Supply Fee)

A bi-yearly supply fee of \$25 will be billed at the beginning of the school year (August's invoice) and in the middle of the school year (February's invoice). This fee will help pay for supplies and activities for the school year. *This fee does not apply to the VPK program.*

Primary School (Book Fee)

The book fee is due no later than May 31st before the school year begins, or if registering during the school year, due at time of registration.

Kindergarten Book fee: \$100

1st Grade Book fee: \$125

Preschool and K-4 Extended Care Rates

Extended care is available to children who are completely potty trained and have **no accidents**. Space is limited, and 24 hours notice is recommended. Times available are:

Morning Care—7:30 AM to 8:25 PM \$5 per day

Afternoon Care—12:30PM-3:30 PM \$12 per day

Primary School Extended Care Rates

Morning Care—7:30 AM to 8:25 PM \$5 per day

Afternoon Care—1:30PM-3:30 PM \$10 per day

Extended Care Nap Information:

If your child is going to be in the afternoon care program, please bring a crib sheet, blanket and a security item to help make your child more comfortable at nap time. The children will lay down for a nap around 1:45pm. The children do not have to nap but must lie quietly and rest until nap time is over.

Registration & Enrollment

An annual, non-refundable registration fee of \$85 is due at time of enrollment. Children currently enrolled in the program will have the opportunity to register for next school term in February/March.

Withdrawals

If you wish to withdraw your child from preschool, two weeks written notice is required. Also, the Preschool Board reserves the right to terminate a child's enrollment. Depending on the circumstances, notice may or may not be given to the parents. The registration fee and any tuition paid to this point will not be refunded.

Pre-Kindergarten Students

VPK-ONLY - By law, children who attend VPK programs may not be charged ANY fees for the 540 hours the program is in session for the school term. Therefore, students who are enrolling in VPK and attend ONLY from 8:30AM to 12:30PM, Monday through Thursday pay nothing. VPK + Day (Friday) - VPK student who attend on Friday must pay the **non-refundable** registration fee.

Tuition

Our very reasonable tuition schedule is made possible by full enrollment, operating efficiency, and predictable monthly income. You can help us maintain this favorable tuition structure by observing a few important requirements:

1. At the time of registration, the school will collect a non-refundable registration fee.
2. Each month's **tuition is due on the first day of the month** and is **past due on the 6th** of the

month. A \$10.00 late fee will be applied to your account at that time if payment has not been received. If the 5th falls on a weekend, the following Monday will be the cut-off day for payment. If you expect to be out of town and not returning until after the 5th of the month please mail your payment in time to be received by the 5th to avoid a late fee. **If a tuition account is 30 days past due, the child will not be allowed to attend class until the balance is current and the next month's tuition is paid in full.** The following payment options are available:

- A. A box on the wall near the water fountains is available for you to drop your payment. If paying by cash please see the Office Assistant for a receipt before putting your payment in the box.
 - B. You can mail your payment to: St Paul Methodist School, 4901 Gulf Breeze Parkway, Gulf Breeze, Florida 32563.
3. Make checks payable to: St Paul Methodist School and in the memo, note your child's name and for what service (tuition, extended care, etc.) will be provided.
 4. A child's absence from school does not reduce tuition agreements. As you can appreciate, our expenses continue just the same.
 5. Similarly, tuition is not reduced for those months containing holidays. The overall tuition schedule has taken days out of school into account. Tuition is truly an annual amount that is divided into equal monthly payments for our families convenience.
 6. **Extended care, both A.M. and P.M.**, is pay as you use the service, or you may pay in advance.
 7. All returned checks will be assessed a \$25.00 return-check fee. Any family with two returned checks in a school year must pay all remaining payments with cash or money order.

Admission Procedures

To enroll your child, complete the necessary enrollment forms and **return them with the registration fee.** Your child's position is assured only upon receipt of the registration fee and Enrollment Agreement. Health forms must be received within 30 days of your child's first day of school. Listed below are the required documents which each child **MUST** have in their file:

1. Florida Certificate of Immunization (HRS #680) – "Blue card". No copies. **We must have the current original forms.**
2. Student Health Examination signed and dated by physician. No copies. **We must have the current original forms.**
3. Copy of a birth certificate
4. Enrollment Agreement that includes Emergency Contacts, In-School Picture/ Video Permission Form, Email Permission Form
5. Emergency Treatment Release Form
6. Permission for Food-related Activities & Special Occasion food consumption
7. (2) Quick Reference Index Cards
8. Medicine Permission Form, if applicable.
9. Custody papers, if applicable.

Custody of Children

Children will be released to either parent unless legal papers or a restraining order is presented. A copy will remain in your child's records. Please refrain from having disputes in the School about custody matters.

School Hours

Our current school hours are from 8:30 AM to 12:30 PM (preschool, VPK and K-4) and 8:30 AM to 1:30 PM (Primary School); however, these times may change if the public school hours change. We will let everyone know at the earliest possible moment. Children may be dropped-off no earlier than 8:25AM (if your child is

dropped-off prior to this time, you will be assessed a \$5 extended care fee) and any child remaining after 12:45 PM (preschool, VPK and K-4) or 1:45 (Primary School) will incur a \$10.00 late fee (unless prior notice is given).

Pickup / Drop-off Procedures & Safety Regulations

It is against Florida Law to leave your vehicle running and/or other children unattended in the car while you drop-off or pickup your child. Please park in designated parking areas only.

Only those listed on your child's Enrollment Form/Information Card will be allowed to pick up your child. You may add or delete any name(s) by making changes at any time to your original forms in the school office. If someone, other than those listed, is picking-up your child please send a note. **ALL PEOPLE PICKING UP YOUR CHILD FOR THE FIRST TIME WILL BE REQUIRED TO SHOW PROOF OF IDENTIFICATION WITH A PHOTO ID BEFORE THE CHILD IS RELEASED TO THEM.** These persons must park in the front (North) parking lot, come in, and sign your child out and not use the pickup line. School doors will be locked every morning at 9AM for the safety of the children. Parents may still gain access to the school building by simply knocking on the door and/or window or ringing the door bell. No child will be transported in school employee's personal vehicles, except at the discretion and prearrangement of the Director.

Drop-off Procedure: Parents must park in designated parking spaces, ensure your child is not running in the parking lot, and walk your child into their classrooms (regardless of the student's age). Please leave as soon as possible to allow your child time to adjust. If your child is crying, this usually stops shortly after you leave. We will contact you if we feel you need to return. Remember, children adjust better than adults do to separation.

Pickup Procedure (Preschool and VPK): Please see the car pick up line map in the back of the handbook. When picking up your child in the car rider line, please **do not** get out of the car, a teacher will assist your child into your car. Parents must then pull up to the buckle-up area and fasten their child's seatbelt/car seat. St. Paul Methodist School staff members are not permitted to fasten seatbelts due to liability concerns. A sign will be made for your dashboard with your child's name on it. Please make sure this sign is visible while in the car rider line.

If you choose to walk up to pick-up your child, you must park in the front (North) parking lot and bring your pick up sign with you. **DO NOT PARK IN THE BACK (SOUTH) PARKING LOT** and walk through the pick-up line. Please do not arrive before 12:35, as the walkers will not be released until that time.

Pickup Procedures during Inclement Weather: Students will not be released at dismissal if there is lightning in the area, or we are under a tornado warning. Parents may walk up and get their student if they wish.

Pickup Procedures (Primary School): Park and wait outside the building for the teacher to bring the class out.

Health Concerns

A child who is sick should not be brought to school. A child who has had vomiting, diarrhea, and/or a fever within the past 24-hours **MUST** stay home. If you are in doubt as to whether to send your child to school, chances are the child should stay home. The following are Department of Children and Families guidelines for sending a child home.

- One abnormally loose stool within a 24-hour period.
- A low-grade temperature of 100 degrees or higher.
- An undetermined rash.
- Pink eye (conjunctivitis).
- Complaints of an upset stomach or vomiting within a 24-hour period.
- Any suspected communicable disease.

- Green runny noses are often a sign of infection.
- Lice - must have written release from doctor or have an on-site inspection by the director before re-admittance.

If your child has been tested for or suspected to have strep throat, he/she may return to school with a negative confirmation or 24-hours on an antibiotic. We will make every effort to inform you if your child has been exposed to a communicable disease. By keeping your child home during illness, the risk of infecting other children and teachers can be avoided. Your child must be symptom free for 24 hours without the aid of medications before returning to school.

Please see that your child gets plenty of rest and eats a healthy breakfast before coming to school. Fatigue and/or hunger can cause your child's day to be a difficult one.

Let us know if your child has been given any medication before arriving at school. Some side-effects to medication may affect your child's behavior and prior knowledge will help us to understand your child better.

We may administer medication at the discretion of the Director, and if the proper Medication Release Form is completed and signed. This applies to chronic illnesses only (Asthma, Epipen). The medication must be in its original container and labeled with the child's name, doctor's name, and a dosage schedule. Also, please supply a measuring spoon/cup, if needed. St. Paul Methodist School does not administer non-prescription medication at any time.

Injury Policies

Routine First Aid, such as scrapes, cuts, bruises, etc. will be administered to the children at the school. Any care given to the children and/or incidents with other children are indicated on our Accident/Incident Report Forms. Names of children involved are withheld due to privacy concerns.

Medical Emergencies

In the event of a serious accident (other than routine First Aid such as scrapes, cuts, bruises, etc.) that indicates a need for immediate emergency medical attention, every effort will be made to locate the parent/guardian. The child will be taken to the nearest emergency facility and the cost of medical treatment will be covered by the parent.

Fire Drills

Monthly fire drills are performed, which introduce children to the fire alarm and exits, which are clearly marked. We will also have an annual visit from the Fire Department, usually in October, Fire Safety Month.

Tornadoes

In the event of a tornado, all children will be conducted to the center hallway. All doors will be closed and children will be kept safely away from all windows.

Weather Related Emergencies

The school will follow the Santa Rosa School policy for closure of schools in the event of an emergency situation and/or adverse weather conditions, such as hurricanes, tropical storms, etc. You (or your alternate pickup contact) will be notified if this should happen during the school day. For information concerning other times, listen to radio station **WCOA 1370AM** or your local TV station for more information about school closures. If the public school is closed, most likely we will also be closed. If the public school is due to close early due to inclement weather, we will close earlier than our normal hours in order to safely return children to their families and homes.

In the event of school closings due to inclement weather, tuition amounts will not be adjusted or the school

year extended until after one week of closures. If we are required to close for more than one week, the Preschool Board will decide to either give tuition breaks for days beyond the initial closed week, or to extend the school year to make up for those days. We will inform parents of these decisions in a timely manner.

Lock Down

If the school experiences a Lock Down emergency, the front doors will not be opened for any reason. Children and staff will not be dismissed and will remain in their classrooms in a secure area until the Sherriff or other authorized personnel have given the school the "all clear". The school will be put into a Lock Down when there is a threat to the students and staff from an outside source, i.e. questionable individual on the premises or in the immediate area.

School Dress Code

Weather permitting, we play outside every day, so please dress your child appropriately (e.g., warm clothing/jacket/coat during cold weather and the older the better). All clothing should be marked with your child's name. ***Flip-flops, sandals and Crocs are not acceptable.*** Rubber soled shoes and socks are required for safety. For freedom of play, little girls do better in jeans or shorts rather than tights and dresses. However, if girls wear dresses, we ask that they wear shorts underneath. Each child should bring an extra change of clothes from home (labeled). To ensure the safety of the children in our care, children dressed inappropriately will have to sit out of playground time with an adult.

Comments to the Teacher

Any messages you wish to leave for the teacher or the Administration should be in writing and are not to be given verbally by the child. Please do not give payments to any personnel other than the Office Assistant or the allocated drop box in the school entryway. Only the Office Assistant can issue receipts or discuss your payments.

Parent/Teacher Conferences

St. Paul Methodist School has an "open door" policy. You are always welcome to visit at any time. However, since the teacher's first responsibility is to all the children, it is not possible to have conferences while classes are in session. Conferences may be arranged at non-school hours and in advance.

Conferences with the teacher may be scheduled at any time after school hours, however:

1. Two-year-old classes do not have annually scheduled conferences. Any concerns you have about your two-year-old must be addressed with the teacher at a mutually arranged time.
2. Three-year-old classes have one scheduled conference per year, but you may ask for a conference at any time.
3. Four-year-old classes have two scheduled conferences per year. One to address individual concerns regarding your child and one kindergarten readiness conference for parents and children to work on issues over the summer.
4. Primary School classes have two scheduled conferences per year.

Calendars of Events

Throughout the year we have various programs and activities. We welcome all families to enjoy these happy times. Notes of school activities go home on a regular basis. If you have filled out and returned a signed email permission form, you will also receive emails with important updates and upcoming events. Teachers keep in touch with parents on a regular basis. Ask your child's teacher about their policy on keeping in touch with you. Each month the "Heaven Scent" newsletter is sent home to keep parents informed of school and church activities. The teachers post individual class schedules in their classrooms. **PLEASE READ YOUR NEWSLETTERS & CHECK YOUR CHILD'S FOLDER/ BACKPACK DAILY** for

important information.

Birthdays and Holidays

Children are allowed to bring special treats from home to share with the class on birthdays, which will be eaten after lunch. Check with your child's class for any allergies. No favors or gifts please. Make arrangements with your child's teacher in advance. Summer birthdays are celebrated at the end of year parties. If your child is having a party outside of school, you may send invitations to school provided the whole class is invited, otherwise you should mail them.

For special parties and holidays, your teacher will have a sign-up sheet or send notes home for requested party items. Holidays celebrated with parties are Thanksgiving, Christmas, and Valentine's Day. We do not celebrate Halloween or Mardi Gras. Each year St. Paul Methodist Church does host a "Fun Fair" as a Halloween alternative.

Chapel

We provide a nondenominational chapel service two days a week, times and dates to be decided each year and may change without notice. All classes participate with singing, prayers, an object lesson, and we also recognize that week's birthdays. Parents are invited and encouraged to attend.

Meals

Please take note of your child's food allergies and those of their classmates when providing snack and lunch, especially concerning peanut butter and peanut products.

Each child is to bring a nutritious snack and lunch including a drink. We discourage soft drinks because of their sugar/caffeine content. Please send nutritious food that your child is accustomed to eating. We do not have refrigeration available in the classrooms. If necessary, a zip-lock bag with a small amount of ice is usually enough to keep most items cool. Due to health regulations, we are unable to heat your child's food.

Extremely large amounts of food can be intimidating to a child, especially if your rule is for them to eat all their food. Remember a snack has already been eaten prior to lunch time. Pack a smaller lunch and you can adjust as needed. We try to have extra food on-hand, should the need arise.

Discipline

One of the most important things a child learns is how to live with himself and others by developing self-control and responsibility for his/her actions. We will make every attempt to help your child recognize what different choices are available and what consequences to expect. We prefer a positive approach to managing a child's behavior. We focus on desirable behavior and praise children for it. When undesirable behavior occurs, we use such methods as: time-outs, verbal reminders of acceptable behaviors, redirection of behavior and notes to parents for a coordinated effort to change conduct.

St. Paul Methodist School does not use corporal punishment. Severe, consistent behaviors which threaten the safety/well-being of anyone in the classroom will not be tolerated. If a child's behavior is unable to be re-directed after several attempts, he/she will be removed from the classroom. Parents will be called to take the child home. If we as a school and the parent are unable to cooperatively handle the situation to a positive outcome it may result in suspension or expulsion from our program at the discretion of the school Board. Decisions will be based on state standards and individual assessment.

Miscellaneous

No toys, gum, or candy may be brought to school. Children may bring labeled security items which may make adjustment to school easier, e.g., pacifiers, a stuffed animal, small blanket, etc.

Show & Tell

No toys or items of a violent nature, especially guns, swords, lasers, tanks, Power Rangers, Ninja Turtles,

Pokemon, etc. are to be brought for Show and Tell. Items should include family photos, books, and/or items of an educational nature. Teachers will schedule their own Show & Tell each week. Items to be brought in are based on the curriculum and the letter of the alphabet for that week.

Parental Concerns/Volunteers

We welcome parental involvement and/or suggestions in our program. Your time and/or comments are a blessing to the betterment of our school. A successful program means parents and school working together. Volunteers must complete an application with references and wear volunteer badges while in the school.

We welcome an open dialogue with our parents. If you have ideas or suggestions that will make our program more effective, please feel free to speak with the teachers or the Director.

If you have any questions and/or concerns, please speak with your child's teacher, when appropriate, or with the Director. The School Board is available to assist you and is available through the Director.