

# FAMILY HANDBOOK

Of Policies and Procedures



## St. Peter's Episcopal School

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St. Peter's School is affiliated with the following:



# St. Peter's Episcopal School

## Family Handbook of Policies and Procedures

### MISSION STATEMENT

The mission of St. Peter's Episcopal School is to offer families in our community an enriched early childhood learning program with extended day options which are conducted in a Christian environment emphasizing the development of each child's potential.

### HISTORY

St. Peter's Episcopal School was established in September of 1969. Mrs. Betty Smith had conducted private kindergarten classes in her home on Elm Street for almost twenty years. She was anxious to move to California, to be near her daughter. She needed a place to leave her legacy of teaching excellence. The rector of St. Peter's Church, Rev. Marvin "Red" Bond, convinced Mrs. Smith to move her kindergarten program to St. Peter's new Education Building. Within a few years, Rev. Bond added Pre-K classes for three and four year olds. Before starting St. Peter's School, he also founded an Episcopal School in Wharton, Texas. In December 2013, Rev. Bond passed away but St. Peter's School was always a source of great pride.

Over the years, St. Peter's School has expanded and changed to meet the needs of our community. Expansion became an annual affair until 1985-86 when St. Peter's School graduated its first fifth grade class. Cost factors eventually forced the School to restructure its program. Grade school classes were dropped and St. Peter's began offering classes for two-year olds through kindergarten in the 1987-1988 school year. Since then, additional programs have been added to enhance our very special early childhood program.

### PURPOSE

The primary purpose of the School is to offer a developmentally appropriate program which meets the needs of its students in a Christian environment.

## **MINISTRY**

St. Peter's School is a ministry of St. Peter's Episcopal Church and is viewed as a means of outreach into the community. The Church provides the School with facilities, assistance with maintenance and repairs at a shared cost. Groups within the Church (i.e. Men of St. Peter's, Cottage Shop, Episcopal Church Women) actively support the school's programs.

We operate as a non-profit organization. In addition to the Church, we are supported by students' tuitions, the Elene Bond Endowment, The "Best Beginnings" Legacy Program, McCaskill Endowment, fund raisers and donations from foundations and individuals.

## **SCHOOL BOARD POLICY**

The basic policies of St. Peter's School are determined by the School Board. Our School Board is comprised of seven (7) members of St. Peter's Parish who have been elected by the Vestry of the Church. The School Director, Rector of the Parish and the Assistant School Director are non-voting members of the Board. Members of the School Board serve staggered, three year terms. The School Board is responsible to the elected Vestry of St. Peter's Church.

## **STATEMENT OF INCLUSION**

Our goal is to create a sense of belonging for every child; helping every child reach their full potential through a wide range of activities, promoting engagement in play and serving every family in Christian love. St. Peter's Episcopal School does not exclude students because of race, ethnicity, sex or religion.

## **ACCREDITATION/PROFESSIONAL MEMBERSHIP**

St. Peter's School is accredited by the National Association for the Education of Young Children (NAEYC). To learn more about this high mark of distinction visit <https://www.naeyc.org/> St. Peter's School is a member of the Southwest Association of Episcopal Schools (SAES) and the National Association of Episcopal Schools (NAES). To learn more about these organizations visit [www.swaes.org](http://www.swaes.org) and [www.episcopalschools.org](http://www.episcopalschools.org). We are licensed by Texas Health and Human Services. The THHS "Minimum Standards" can be accessed for review at [www.hhs.texas.gov](http://www.hhs.texas.gov) Also, a copy is available to review in the School Office.

## APPLICATION AND REGISTRATION

Registration for the ensuing fall term begins around the beginning of March prior to such term. Each level of priority registration will last for one week, with open registration beginning after the two weeks of priority registration. It is the policy of this school to give those students presently enrolled in St. Peter's School, and their siblings, first priority of enrollment for the following year.

It is the policy of this school to give certain other students next priority in registration. They are as follows:

- 1) Children of the Clergy and staff of St. Peter's Church and St. Peter's School.
- 2) Children and grandchildren of communicants of St. Peter's Parish and others with a past relationship with the School.
- 3) Children on the mailing list for more than one year, to be determined by date of entry on the mailing list.

In order to be enrolled in the Wobbler Program, children must be 2 years of age by December 31<sup>st</sup>. Wobbler students must be walking in order to enroll and continue in the program. The Wobbler Program is very limited and usually does not open to the public. The class fills with church and school staff and currently enrolled families.

In order to be enrolled in the preschool for two, three, four-year-olds, or the kindergarten program for five year olds, the child must have attained such age on or before September 1st on the year he/she is to begin the program. Many families choose to repeat their child in the 2's or 4's Program. All repeat years must be approved by the Director and only 1 repeat year is allowed. Children entering the 2's Program that are Pre-K (4's) entry age will be considered "aged-out" of the school's programs. KISD will be referred for screenings and placement. **Children enrolled in the Three-year-old Program thru Elementary ASC must be fully potty trained before school starts.**

A non-refundable supply fee must be paid upon registration for admission to St. Peter's School. The supply fee secures the spot, covers the cost of most educational materials, arts and craft supplies, insurance, etc. If the School denies placement to a student, the supply fee and registration fees will be returned and the student's name will be placed on the mailing list. The Director has the discretion to make other arrangements for the payment of the supply fee.

## TUITION

Families may choose to pay tuition in full for the year, by the semester or in monthly installments. When paying monthly, payments must be received by the 10th of the month. If paying by credit card on the school's payment portal, if a fee is assessed, it is your responsibility to pay all fees. Credit card and ACH automatic withdrawals can be set up thru the Office.

Monthly tuition and all special service charges (Early Birds, After School Care, Kid's Day Out, Gymnastics, etc.) must be paid and kept current for a child to continue in special services. All tuition and fees must be current in order for a child to register for the ensuing year. Tuition refunds will be made at the discretion of the School Director. In the event school fees are not paid and the debt is turned over to an attorney for collection; all legal fees incurred shall be borne by the debtor.

## STUDENT FILES

All student files, health records and assessment information are confidential. Student files can be accessed only by office staff, the child's parent/guardian and child care regulatory organizations can access the files as part of official routine inspections. These groups include: THHS (child care licensing division), NAEYC Accreditation and Health Department officials. Teaching staff who have consent from a parent/guardian or the School Director can also access a child's record. All other access will be recorded in the child's file.

Other schools may request records and other information about your child as part of their enrollment process but, signed permission from a parent/guardian will be required. **All student files are confidential.**

## SCHOLARSHIPS

Partial scholarships for morning tuition only are available to students at St. Peter's School. Scholarship funds are limited and factors taken into consideration include:

- 1) Financial need
- 2) Religious affiliation (St. Peter's Church members are given priority)
- 3) St. Peter's School and Church staff

Scholarship awards are determined by the School Board. A family must be in good standing with the School to maintain their scholarship. A scholarship can be revoked at the sole

discretion of the Director. Application forms are available in the school office. All scholarship information is confidential.

## CURRICULUM AND OBJECTIVES

St. Peter's School strives to maintain high goals and standards for its students. Small class size and assigned teaching staff to all classrooms August through May establish routines and security that young children need to thrive and grow. The role of the teacher is to guide the child so that they might find joy and fun in learning. St. Peter's School follows NAEYC standards in providing developmentally appropriate learning activities at all levels in a natural environment. The School is committed to the complete development of each child. We believe preschool children learn through play in learning centers, creative art, science, literature, finger plays, music/movement/rhythm, dramatic play, sand and sensory play and a diverse program of motor activities. Christian education plays an important role in our curriculum. We work on developing a positive attitude toward working cooperatively with others, thinking, problem solving and learning in general.

Kindergarten classes expand on these basic learnings and offer readiness skills for first grade as well as enrichment due to a small student/teacher ratio. Kindergarten follows Go-Math, Guided Math and Heggerty Phonemic Awareness curriculums to help students transition to first grade. The educational program is enhanced by leadership roles, fun activities and special visitors to the classroom.

Staff-to-Child Ratio and Class Size		
Age Category	Ratio	Group Size
Wobblers	1:6	12
Toddler/2's	1:8	16
Preschool/3's	1:10	20
Preschool/4's	1:12	24
Kindergarten	1:18	36

Table represents the number of children compared to the number of teaching staff.

## **ASSESSMENT PLAN**

Curriculum and assessment of St. Peter's School is based on child observation and portfolio collections over the course of the school year. We strive to reflect Christian values and the various experiences of our families. Goals are set using developmentally appropriate checklists of social skills and academic expectations. These checklists are in line with KISD preschool developmental expectations. We strive to have children learn through play, extended center time, interesting hands-on experiences, small group activities and creative experiences young children need to thrive and grow. Teachers and their team work together to set goals and individualize their lesson planning. Teaching staff receive related annual trainings: portfolio assessment, curriculum, team building, mentoring and many other trainings to help them understand the needs of young children. Teachers strive to incorporate family language preferences into the curriculum. Teams plan together to use assessment outcomes to design activities that best meet the needs and interests of the children in a natural environment. Teams need flexibility to adjust teaching strategies to further meet the interest and needs of students. Ultimately, child assessment outcomes will be used as a component to improve the overall program.

Parents/Guardians are encouraged to be a part of this process by participating in parent/teacher conferences twice a year. Conferences are a time for families to share information about their child, language preferences and set goals for their child. Checklists of progress are given out at the Fall and Spring conferences. The school welcomes questions about child progress, portfolio assessment, lesson planning and curriculum and assessment.

## **STUDENTS WITH DISABILITIES**

It is the intention of St. Peter's School to serve every child to the best of our ability. Since our teachers are not specialists, we partner with the services of Early Childhood Intervention (ECI) and KISD's Child Find Program. For the comfort of the child, we make our campus and classrooms available for specialized screenings and evaluations. ECI services children ages birth – 3 years of age. Learn more about ECI by contacting 1-877-787-8999 or [www.hhs.texas.gov/eci](http://www.hhs.texas.gov/eci). Once a child with a confirmed disability reaches the age of 3, they are old enough to transfer into the Early Childhood Center's Special Education Program of KISD. Our area public school system connects families with qualified professionals that can evaluate educational needs and properly assist families when a disability is present. Child Find creates connection and serves children with disabilities up to 21 years of age. Learn more about Child Find by contacting 830-257-2203

or 210-370-5411. Additional information about these free services is available in our School Office.

A copy of a child's ARD or IEP will be required in their files. This information will be shared with staff to help lesson planning. If the school system determines a child is health impaired, the child can transfer into the public school system to benefit from an on-campus nurse. St. Peter's School does not have a licensed nurse.

### **RELIGIOUS EDUCATION**

Children's Chapel is held in the Church under the leadership of the Episcopal clergy of St. Peter's Church and the faculty. Parents/Guardians are always invited to join us during Chapel. Other Christian education activities are led in the classroom by our teachers to enhance the Bible lesson that week.

### **ART**

The art curriculum at St. Peter's School is designed to give students an opportunity to enjoy as many hands-on creative art experiences as possible. Although most activities are individualized, social interaction and the exchange of ideas are encouraged through small group projects integrated in each classroom curriculum. Emphasis is placed on the process as opposed to the final product.

### **MUSIC**

Music is an integral part of the school's curriculum. Music is the thread that is woven into the curriculum of every classroom on a daily basis.

### **LIBRARY**

St. Peter's School Library is designed for young students. Every 3's – Kindergarten student has a regular weekly time in the Library. All library books are checked out for a period of one week and must be returned on time. Pre-K (4's) and Kindergarten students can check out books. All lost or damaged books must be replaced. We need the cooperation of all our families, as well as students, in keeping up with library books.



Parents/Guardians are welcome to check out books also. Arrangements for checking in and checking out books must be made with the School Librarian.

## **MOTOR DEVELOPMENT**

The Motor Development Program at St. Peter's School is progressive and unique. It has been designed to develop motor skills, physical fitness and good sportsmanship. To accomplish these goals the program emphasizes participation by all students. Students are afforded many trials for practice and improvement. The student's fitness level is evaluated and recorded each semester, affording both parents/guardians the opportunity to better understand their child's personal growth and development.

Special attention is paid to the development of various perceptual-motor factors (locomotion skills, eye-hand and eye-foot coordination, body awareness). In addition to individual development, the students learn problem solving through team work and sharing. Some of these activities include: parachute play and maneuvering obstacle courses. Good sportsmanship is an integral part of the Motor Development Program. This concept is conveyed through discussions and problem solving as well as through recognition when good sportsmanship is displayed.

The School will strive for every Wobbler/2's student to have 1 hour of planned physical activity daily. Every 3's, 4's and Kindergarten age student will have 1.5 hours of planned physical activity daily. These activities will be mostly in P.E. and on the playgrounds. In the event of inclement weather, gross motor activities will be planned in the classrooms.

## **FIELD TRIPS**

Special field trips are planned throughout the year. Students are permitted to participate only if the school has written permission from a parent/guardian. A "blanket" written permission is part of the signed enrollment packet. Beyond taking all reasonable precautions for the safety of our students, the school does not assume responsibility in the event of an accident. The School does not participate in swimming field trips for any age groups. For your child's safety: students must wear their St. Peter's t-shirt on all off-campus activities. The School follows field trip safety guidelines set by T.D.F.P.S. minimum standards.

## EXTENDED DAY OPTIONS

St. Peter's offers a variety of extended day options for our students. The Early Bird Program is held in the morning prior to the beginning of the school day. Kid's Day Out is scheduled one afternoon a week for our students in the 3 and 4-year-old classes. The After School Care Program is offered Monday through Friday from 12:00 noon until 5:30 p.m. Please access the school calendar for holidays/school closures to plan ahead.

St. Peter's School closes promptly at 5:30 p.m. If you cannot make the 5:30 p.m. deadline, please make other arrangements to have your child picked up that day. Please inform the school of pick up plans. Late fees will be charged to families that do not pick up their children by 5:30 p.m. **The fee is \$25.00 for each child after 5:30 p.m. and then \$5.00 per minute per child.** At 6:00 p.m. local law enforcement will be contacted.

## SCHOOL-HOME COMMUNICATION

Families can look forward to regular notes/emails from their child's teacher to communicate your child's activities. The Office will also send out email reminders about school events. Every family will receive a directory of their child's class families contact info. Otherwise, email contacts are confidential. The School will need every family's primary e-mail and if your e-mail changes, please update the School Office.

St. Peter's School has a monthly online newsletter, "The Kid Konnection". It is available the first of each month. The Newsletter, School Calendars, Tuition/Services, Enrollment Forms and Family Handbook can be accessed at [www.stpeterskerrville.com](http://www.stpeterskerrville.com). The School newsletter will feature upcoming events, Parent Association news, health/safety info, NAEYC info and more. Throughout the school year, various photos of students will be posted on the Church Facebook. **If you do not want your child's photo in local newspapers or posted on the Church Facebook, it is your responsibility to contact the School Office.** The Office will make arrangements to **NOT** publish your child's photograph. The School does not post videos of students on any social media.

## CONFERENCES

The staff is available for conferences by appointment. Once each semester your child's teacher will schedule a conference. These face-to-face conferences are to discuss the progress of your child and to provide a time for the exchange of information between families and teachers.

Checklists of progress are given out at the fall and spring conferences. The staff of St. Peter's School urges all parents/guardians to take advantage of these scheduled conference times.

## **OPEN HOUSE**

St. Peter's School generally holds two open houses. The first one, called "Discovery Day" is held in August before school opens so the students can meet their teachers and see their new classrooms.

The other Open House is scheduled during the fall semester so parents/guardians and relatives can visit the classrooms to gain an understanding of the "work" their child is busy doing at school.

## **FAMILY CONCERNS/GRIEVANCES**

It is imperative when a grievance or concern is expressed the proper channels are to be followed to resolve the situation.

- 1) Confer with the teacher
- 2) If not resolved, contact the Director
- 3) If not resolved, the parent/guardian should contact the School Board by presenting a written statement describing the grievance prior to the scheduled monthly Board meeting. This written request shall set forth in specific detail the nature of the concern/complaint, its factual background, and the action requested of the School Board. The School Board may refuse to hear any complaint which is not explicitly set forth in detail. After a proper request has been made, the School Board, in executive session, shall review the concern/complaint, consider such information as it deems appropriate, and render a final decision to the Director and family.

Rights of parents/guardians are available on the THHS website. The Director will gladly share inspection reports, compliance history, any school publicly assessable records, contact information for local child care regulation office, staff training records, in-house training curriculums and the School's Family Handbook of Policies and Procedures.

## **VISITS TO THE CLASSROOM**

We welcome parent/guardian visits anytime during our hours of operation. We request you check in with the School Office when you come on campus. Please do not send a visiting friend or relative with your child to spend the day at school.

Our School will comply with a court order that prevents any parent/guardian from visiting the School or release the child from school. Law enforcement will be notified if an order is not followed.

## **ARRIVAL AND DISMISSAL**

When school is in session the building is normally open from 7:30 a.m. until 5:30 p.m. Teachers will be in their rooms by 8:30 a.m. Families are welcome to walk their child to class and share helpful information with their child's teacher. If a longer visit is needed, visit the Office or arrange a Parent/Teacher conference. Our program begins at 8:30 a.m. so if a student is late they may miss part of the day's activities.

At the beginning of school, parents/guardians must give the school written authorization allowing their child to be picked up by specific drivers. Any variation from this routine must be communicated to the School Office in writing. A student will not be dismissed to anyone other than his parents/guardians unless there is authorization in writing or in person. A valid photo identification will be verified at the time of pick up.

At dismissal time the students will be escorted, by their teachers, to the pickup area. Students will remain in a designated area until their ride arrives. By 12:05 p.m. the students remaining will be brought back inside the School and checked into the After School Program.

For children in the After School Program, the authorized parent/guardian must walk in and sign their child out daily. This is a good opportunity to ask about your child's day and exchange information.

The School is typically open 9 months of the year, part of August and September – May. The School's [Annual Calendar](#) can be found on this website or contact the School Office for a copy of the current calendar.

## CANCELLATION OF SCHOOL

If it appears inclement weather will prevent the school from opening, or require early closing, we will e-mail and make announcements on the SPPA Facebook, Church Facebook and on local radio stations. The School will determine closures based on severe weather forecasts, area road conditions and other area school closure announcements will be taken into consideration. Health epidemics, natural disasters and other local/state/national crises may be cause for cancellation of school. St. Peter's School does not have student make up days.

## DRESS CODE

Children are expected to wear comfortable, casual, wash and wear clothing to school. Tennis shoes must be worn at all times. Sandals, boots and other hard-soled shoes are not appropriate or safe for the playground. It is also recommended that clothing worn be easy for your child to get on and off by themselves. Please do not send your child to school with jewelry. These chains/charms are a high risk for choking on play structures. St. Peter's t-shirts will be required for all off-campus activities.

## BACKPACKS

Please send your child to school with a backpack. Teachers rely heavily on the use of backpacks to send home important information via the "take home" folder. We strongly recommend a daily habit of checking your child's backpack for their work and/or important announcements. The backpack is used to transport lunch boxes, bedding and extra change of clothes. Please label your child's belongings with their full name.

## SNACKS

All families take turns providing a daily mid-morning snack. Teachers will notify you when it is your child's turn. Nutritional snacks are highly recommended. Teachers will wash and cut fruits/vegetables thoroughly before consumption. The School asks that all snacks and lunches from home be labelled with your child's full name. Recommended snack items:

Fresh fruit/vegetables  
Bagels/muffins  
Crackers  
Cheese slices/cubes

Chewy breakfast/granola bars  
Applesauce  
Snack mix  
Yogurt or pudding cups

## **PLEASE DO NOT SEND SWEETS**

Please do not send popcorn, hard pretzels, nuts or other small choking type snacks for the Wobblers and 2 Year Olds. These foods are considered high risk for choking incidents. Please avoid sending peanut butter or peanut products due to food allergies. We try our best to be a “peanut and nut free” campus. Also, if needed, foods will be microwaved only on eco-friendly paper plates. The School provides paper products and water to drink. A child will not go more than 3 hours without a snack or meal being offered. Expired food/drink will be discarded.

During the After School care portion of the day (12:00 p.m. to 5:30 p.m.), please pack a lunch and an additional snack for your child. The school will supply water to drink at every snack, meal and active play.

### **LUNCH TIME**

Children staying after 12:00 pm for the After School Program, will need a lunch sent from home. Parents/Guardians are asked to pack a nutritional lunch that meets their child’s daily food needs. If you send food items that need to be microwaved, the teacher will use eco-friendly paper plates. Please label your child’s lunch box and ice packs with their full name. The School will provide all paper products to include: paper plates, paper bowls, paper napkins, small plastic cups and disposable spoons/forks. The School will provide drinking water at every snack and meal. Please avoid sending juices at lunch time. The School cannot be held responsible for the nutritional value of lunches sent from home. To learn more about nutritional lunch selections visit: <https://www.fns.usda.gov/nslp>. Please note, if you are not able to send a lunch for the day, the School will provide one. We will check ingredients to meet any noted food allergies or dietary needs. Expired food/drink will be discarded.

### **BIRTHDAYS**

We celebrate "Birthday Blessings" at the last Children’s Chapel of the month. This blessing is a special way of remembering birthdays at St. Peter's. We ask that you do not plan to celebrate your child's birthday at school. Please do not send invitations to private parties for distribution at school. Please do not send presents or balloons to school. Sending a present can be confusing and hurtful for our young students. Balloons are a major choking hazard for preschoolers.

## PET VISITS

All “Pet Visits” must be approved by the Director. THHS childcare guidelines must be followed for safety and notice to families. Current pet vaccination records will be required. Friendly/healthy pets only and families must commit to provide high levels of supervision of their animal. Pets cannot be left at school. We must be sensitive to children’s allergies and fear of some pets.

## DISCIPLINE

Discipline is regarded as the ongoing process of helping children develop self-control. Discipline and guidance of your child will be consistent and based on an understanding of their individual needs and development. No punishment of a physical nature will be used at St. Peter's School; nor will your child be forced to exercise or be humiliated or embarrassed. We will use positive reinforcement whenever possible and your child's appropriate behavior will be recognized and encouraged. If you suspect abuse contact the School Director immediately or call T.D.F.P.S. Abuse Hotline, 1-800-252-5400. All school employees are mandated reporters. If you are not sure, err on the side of caution and make the report. If you make a report, you will be immune from legal retaliation, unless it is proven your report was intended to do harm. If a school employee were to have allegations, proper legal channels would be followed to determine if credible evidence exists. Our obligation is to protect our staff and most importantly to protect children.

### **Discipline and Guidance Policy for St. Peter's Episcopal School:**

- Discipline must be:
  - 1) Individualized and consistent for each child;
  - 2) Appropriate to the child's level of understanding; and
  - 3) Directed toward teaching the child acceptable behavior and self-control.
  
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - 2) Reminding a child of behavior expectations daily by using clear, positive

statements;

3) Redirecting behavior using positive statements; and

4) If a child is exhibiting poor behavior during active play, they will be separated from the group to allow the child to settle down before resuming cooperative play or activities. Their time away will be appropriate for the child's age and development; which is limited to no more than one minute per year of the child's age.

**Harsh, Cruel, or Unusual Treatment of any Child is Prohibited:**

1) Corporal punishment or threats of corporal punishment;

2) Punishment associated with food, naps or toilet training;

3) Grabbing or pulling a child;

4) Putting anything in or on a child's mouth;

5) Humiliating, ridiculing, rejecting or yelling at a child;

6) Subjecting a child to harsh, abusive or profane language;

7) Placing a child in a locked or dark room, bathroom or closet;

8) Placing a child in a restrictive device for time out;

9) Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time away that is consistent to no more than one minute per year of the child's age;

10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

The School's goal is to help all children learn acceptable behaviors and eliminate the use of suspension, expulsion and other exclusionary measures. The Director will consider alternate measures when interventions have been exhausted and the best interest of the child(ren) cannot be met. The School will make every attempt to offer assistance to the family in acquiring area resources, services and alternative placement. It is the school's intention to be compliant of federal, state and civil laws.

<b>HEALTH AND MEDICATION</b>
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The state of Texas requires that a health form and current immunization or current affidavit record be on file by the first day of school. If your child has a check up, please give the office a copy of the updated shot record. No child will be denied placement based on conscience exemption affidavit or a documented medical exemption for vaccine requirements. However, if



a vaccine-preventable disease should occur (Ex: measles or whooping cough outbreak), children that are under immunized would be promptly excluded from school to protect themselves and others. Health authorities would be contacted for further information to prevent the spread of a serious outbreak. The length of absence from school would be determined by health officials.

All students four (4) years and older are required to have vision and hearing screenings. St. Peter's School will provide vision and hearing screenings to all students whenever possible and annually for the Pre-K and Kindergarten ages.

Please do not bring your child to school when they are ill or exhibiting any of the following symptoms:

- 1) Fever within the past 24 hours
- 2) Coughing and sneezing
- 3) A cold that is less than four days old
- 4) Stomach upset or diarrhea
- 5) Sore throat or earache
- 6) Fussy, cranky and not normal self

Please notify the School Office when your child has a communicable disease. Daily “health checks” will be conducted to help stop the spread of infectious disease. These are not detailed exams but, a simple check of obvious symptoms upon entry in the mornings and throughout the day if changes are noted. Fever, vomiting, persistent cough, red/crusty eyes, unusual odor are some of the obvious signs to note at entry. In some cases, the Director will determine that health checks will be required during the course of the day. Example: head lice will require that all children in a classroom have their hair checked. Only school staff, will perform student health checks. All health checks will be conducted in a relaxed, comfortable manner and are never meant to embarrass any child. The School will notify you if your child has been exposed to any reportable communicable disease. The child will be accepted back after such an illness only with clearance from a physician.

Medication can be administered only if the following requirements are met:

1. Prescription medication must be in the original container labelled with the child's name, the date, directions and a doctor's name.
2. Non-prescription medication must be in the original container labelled with the child's name, the date and directions.

3. A Medical Authorization Form must be completed by the parent/guardian before any medication can be administered to any child. These forms are in the School Office as well as in each classroom.

4. Never send medication in backpacks or lunch boxes. All medication must be handed over directly to a staff member.

Parents/Guardians must supply their child's medications; to include sunscreen, insect repellents, diaper creams and more. All medications (including over the counter) must be specifically for babies or preschool age children. No adult or expired medications will be accepted. Signed Medication Consent Forms must be filled out (including over the counter) and signed by the parent/guardian. All medications will be locked and stored out of the children's reach. At the end of the school year, all families will be notified to pick up their child's medication and the Medication Discard Date.

If a child has a known food allergy, a Medical Action/Treatment Plan signed by a doctor must be on file in the School Office. The School will post Food Allergy Listings in every classroom. Please contact the School Office with any new or known food allergies.

All parents/guardians must fill out the emergency authorization information on the enrollment form. This information allows the school to contact you quickly should the need arise. If a physician has ordered a special medical management procedure, a teacher trained in the procedure must be onsite whenever the child is present. If a physician has prescribed an EPIPEN, all staff are American Red Cross trained annually to properly administer EPIPENS. Every use of an EPIPEN will be immediately reported to the parent/guardian, physician and DSHS. In the event of a serious injury/accident, children will be transported to the nearest hospital, Sid Peterson Memorial Hospital. Please notify the School Office of changes in address or phone numbers so we are always able to reach you.

No child will be denied placement based on conscience exemption affidavit or a documented medical exemption for vaccine requirements.

<b>ILLNESS</b>
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If a child becomes ill during the day, the parents/guardians will be notified immediately. Arrangements should be made for the child to leave school as soon as possible. The sick child will be isolated to rest in the office. In cases where neither parent or guardian can be reached, the School will contact people listed on the enrollment form authorized to pick up your child. Please be sure the people listed are willing to take your ill child if you are unavailable.

## **PARENT ASSOCIATION**

The Parent Association of St. Peter's School (SPPA) is comprised of every parent/guardian who has a child enrolled in our program. This organization is a vital part of the school's support system. The SPPA conducts various fund raising and fun activities throughout the year as well as maintaining an active volunteer program.

All parents/guardians and grandparents can become involved. We depend on everyone as volunteers, room parents, field trip sponsors, special event helpers and fundraising participants. Regular parent/guardian volunteers cannot be left alone with children and will be subject to a T.D.F.P.S. criminal background check. There is something for everyone, no matter your schedule!

## **COMMUNITY SERVICE**

An important part of a young child's education is caring for others. We will share this with our students by being models of Christian behavior in the classroom. In addition, we will hold a food drive at Thanksgiving and a toy drive at Christmas to help the children learn about helping others in our community.

## **IN-SERVICE**

The staff of St. Peter's is comprised of dedicated professionals who strive for excellence. The State of Texas requires our teachers to have extensive TDFPS background checks, FBI fingerprinting and participate in ongoing annual professional trainings. Participation in these workshops and conferences enhance the excellent program St. Peter's offers. Examples of trainings: assessment, curriculum, guidance, early childhood development, team building, communication, ethics, emergency preparedness and much more. (Please refer to your school calendar for teacher work days and in-service dates.)

## **CAMPUS SAFETY**

The School has a security camera monitoring system. The cameras view all sidewalks, the playground and all entrances/exits. In the event of severe weather, students will relocate to the Shelton Hall of the Church/School campus. In the event of emergency relocation, students will relocate to the Cailloux Theater (next door). Emergency relocation and response plans will be determined by local law enforcement.

The School requires all parent/guardians to act responsibly, ethically and help maintain the atmosphere required for the School's successful function. If a parent/guardian should knowingly break the policies set by the School, their enrollment in the School can be terminated at the sole discretion of the Director. Unruly, inappropriate and dangerous behavior, disruptive during the school day or threatening to students or staff; local authorities will be contacted. Law Enforcement will decide if the child will be released into the parent/guardians care. The School Director may ban unruly parents/guardians or third parties from the school property during school hours. If the situation persists, the Director will have the right to suspend or expel their child at any time.

St. Peter's School is a gun free, bomb free, gang free campus. Please report any concerns to the School Director immediately. The safety of our students is always our highest priority.

### GATE SAFETY

For your child's safety, the school has a keypad entry code. We ask that all families keep the "Parent Gate" code confidential. Please do not allow any children to push the exit buttons. If students become comfortable opening the gates, they could let an unauthorized person in or leave the campus. Also, open and close the gate slowly to protect the magnetic locking device. Slamming the gate or allowing children to stand on the gate can damage the locking system. **The safety of our students is our top priority at St. Peter's School.**

### WEATHER/ENVIRONMENTAL HEALTH

When weather temperatures reach 100° degrees. Students will stay inside for activities. Regular water breaks every 10—15 minutes, playground equipment surface heat checks and activities in the shade will be provided during hotter temperatures. During colder temperatures, children will stay indoors when temperatures reach 30° degrees. When weather is cold, children will “bundle up” and go outdoors for 5—10 minutes of fresh air and physical activity.

Whenever possible, our School will choose eco-friendly cleaning products and biodegradable paper products instead of Styrofoam and plastic products. We will also strive to keep products fragrance free (ex: cleaning products, soaps, lotions and paints).

We always lock and store janitorial products away from the students.

In the parking areas, buses and cars will not be allowed to idle unless there is extreme hot or cold temperatures. Our goal is to work toward being more eco-friendly to protect our student's health.

## SMOKING

St. Peter's School is a tobacco free and vape free campus. No smoking is allowed in or around the School/Church grounds.

## BREASTFEEDING

If you are visiting the School and should need a private area to breastfeed your baby, please come to the School Office. We have two private areas that can be accessed for your comfort. These rooms have adult size chairs, are not restrooms and you can take your time to care for your little one.

## PICTURES

Individual and class pictures are typically taken each fall of the entire student body. Forms are sent home so families may purchase pictures (if they choose).

## DONATIONS

St. Peter's School gratefully receives gifts as memorials to family members or friends. These gifts may be designated for some special purpose; scholarship program, playground maintenance, unrestricted as to their application, or may be contributions to the Elene Bond Memorial Fund (a permanent endowment for the future of St. Peter's School). The "Best Beginnings" Legacy Program has also been designed to secure the School's future. Please access our Legacy Forms or make a donation on our website: [www.stpeterskerrville.com](http://www.stpeterskerrville.com).

**All donations to St. Peter's School are tax deductible.**

Revised June 24, 2024