



SAINT JAMES EPISCOPAL

Day School Handbook

2015-2016

*St. James Episcopal Church is, above all,
a welcoming, caring community.*

*We are dedicated to worship, outreach,
fellowship and growth in the service of Christ.*

St. James Episcopal Church and Day School

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Book Orders Due 9/17/15

Online code: J2NX6

(Scholastic.com)

FROM ST. JAMES DAY SCHOOL

August 1, 2015

WELCOME! We are so thrilled about starting another school year. The positive spirit shown and shared by parents and children makes us even more eager to begin an enriching year at St. James. Joy and excitement are contagious --- thanks for making us feel so great!

INFORMATION UPDATE: Please let us know if your address, phone number or emergency contact has changed. We also need to know about allergies not noted. Is your email address up to date?

IMMUNIZATION & FIELD TRIPS: We need to file the immunization records for each child. If we do not have yours, please bring it in by Sept. 24th. Please remember that the fours need an additional measles shot. Hepatitis B is a requirement. The permission slip that you signed covers all field trips, but you will always be given previous notice of each trip.

SCHOOL DRESS: Please be sure that your child wears comfortable clothing to school that he can adjust himself for bathroom purposes. Belts and overalls can be difficult. Also remember that they may play outside or paint at school so wear only what can be washed. Shoes must be worn at all times.

MORNINGS: To make our mornings run more smoothly, please walk your child to the door and say good-bye. We will take it from there. Please do not bring your child before 8:45, but also try to have him in the class by 9:10. Promptness really helps! It is often difficult for the children to concentrate on their day when parents stay to chat with each other. It makes separation harder also. Please step into the hallway so that your child may begin his day at 9:00. Teachers love getting to know the parents, but this may be best at the end of the day. **The more quickly you move on with your day, the more quickly your child settles into his classroom and becomes comfortable.**

SCHEDULE: We will basically follow the public school schedule for holidays and snow days. There will be several exceptions when we will have classes on teacher workdays, Election Day, Presidents' Day, etc. even if public schools are out. If the public schools are on a delayed opening because of snow, we will follow that. If schools open at 9:00 (one hour delay) we will open at 9:30. If they are on **a two-hour delay, we will not have school.**

BIRTHDAYS: On your child's birthday we would love to share in the celebration. A special snack from home might be part of the fun. Cookies, brownies, muffins, crispy bars, etc. are often easier for the children to eat than cupcakes. Just let us know your plans and we can work together. Each class will have snack in their own room so simply prepare for that number. You will be notified when it is your child's day to bring a snack. If your child has his birthday during a holiday or over the summer, he may enjoy celebrating an "unbirthday" on another date. This was popular last year, so don't wait until May.

SHARING: Sharing time in kindergarten should be a learning experience; an opportunity for the children to express themselves as well as listen to and learn from others. We encourage students to bring books, tapes, CDs, objects for the science table, something they have made themselves or any other educational item.

Please leave personal toys at home. Something that really helps our program is the talent of our parents. This could be something musical, special pictures, storytelling, an interesting item, a pet, helping with a craft project, cooking together, etc. Please feel free to let us know about yours. We are always grateful to anyone who shares with our school.

******* We love outgrown toys, books, riding vehicles or tricycles, dress-up clothes, etc. The items do not have to be new, just in good condition. *******

LEARNING: Adventure on into the **One's** class this month. We will be off to a colorful start getting to know our school and each other. The **Twos** class is also looking forward to getting acquainted. We have so much to learn together! We'll have fun with the A, B, C's and 1, 2, 3's as well as shapes, colors, and seasons this year. In the early weeks we will learn that school is a fun place to be. The **Two/Threes and Threes** welcome everyone to their class. They will be learning all about the alphabet, colors, shapes, and counting. They will work on mastering writing their names, cutting and using glue sticks. They are so excited to be getting started! The **Fours** group will be following the theme of apples during September. We will begin by introducing a new letter each Tuesday. In science we will be introducing the exciting world of science by first learning to "think like a scientist" by sorting and classifying objects. We will also learn about our five senses. For math we will begin number recognition, counting and one to one

correspondence. Music will involve songs that help us learn and remember. As we begin working on writing our names, remember **Polly not POLLY**.

PARTIES: Kristina Snoek (a 4s mom) 478-955-2010 has agreed to be our party coordinator this year! Yeah! She will be asking parents to help with our celebrations during the year. Feel free to give her a call and volunteer your help. Thanks for helping other moms make these times special for your children.

TUITION: Each payment is due the first of that month. There is a tuition mailbox on the wall inside the entrance door. A **\$25.00 late fee** is charged after the 10th of the month. *If there is a holiday or you know you will be away, please be sure to pay early to avoid a late fee.* **Discounts this year: 10% to church members and for the second and third child.** (One type of discount per family) If your child is absent, please mail in your tuition or refer to the information from the Parish Administrator about other payment options.

BOOK ORDERS: Our first book order form will be in your child's cubbie. The prices are terrific! The school receives free books and classroom supplies as a bonus from Scholastic Books. Please help to support this program. The first book orders are due **September 17th**. **CHECKS TO: Scholastic or you can pay by credit card online. Our school code is J2NX6 for online orders at scholastic.com.**

COMMUNICATION: The success of a good preschool program depends on communication between parent and teacher. Please don't hesitate to call us if any problems or questions arise. We love new ideas and suggestions. Ideas for field trips are great too. We are looking forward to a great year! A directory will be available soon. Please advise us if you do not want your number published.

FIELD TRIPS: We will be going on various trips throughout the year. If you do not wish to have your child attend, please notify us. An adult must accompany each two year old on the trips. No child will ever leave the school without the notification of the parent. The field trip deposit will be used for each child and parent attending until your individual fund needs to be replenished. **T-shirts and sweatshirts for trips will be ordered soon for those needing any.** They are required for all field trips and can be worn throughout the years your child attends St. James as well as on our monthly spirit days.

CHAPEL: Beginning at the end of September, the older classes will attend chapel at 9:10 a.m. each Thursday. The teachers will take the children, but if parents wish to attend they may do so. All parents are welcome to join the service anytime.

SHUTTERFLY: Each class has a Shutterfly account so they can share photos with our families from time to time. If you prefer **not** to have your child included, please let us know.

***** **SAFETY: Please do not enter the playground through the gates. Go into the school and out the door. We will use only the main door for pick up and drop off.** ***** The door will be locked at 9:15 and unlocked again for pick up at 12:50. Please ring the bell if you need assistance at other times.

NOTE: If you have a sleeping infant in the car, please feel free to tap on the window or tell another parent and we'll be glad to bring your St. James child out to you at the end of the day. ***** **Please hold your child by the hand as you enter the parking lot, as small children are not always visible from moving cars. Their safety is very important to us.** *****

More important information.....

Flu Precautions:

- Wash hand frequently.
- Cough or sneeze into the inside of your arm (not into your hands).
- Stay home when sick—especially with fever and flu-like symptoms.
- Return to school only after 24 hours fever free without medication.

If diagnosed with the flu:

- Stay home 5-7 days after the start of symptoms.
- Incubation after exposure is typically 48-72 hours.
- Go to the doctor only if symptoms develop after exposure.
- Flu causes a high fever as well as other symptoms such as cough, sore throat, runny nose, muscle aches, vomiting or headache.

Get your child vaccinated!

Health and Safety

A child's morning is active and can be stressful if he/she is not feeling well. For the benefit of your child, the other children in the program, as well as the staff, it is imperative that you keep your child home if:

- He/she has had a fever during the past 24 hours
- He/she has had diarrhea during the past 24 hours
- He/she has vomited during the past 24 hours
- He/she has a thick nasal discharge, or is coughing and or sneezing
- He/she has an unexplained rash

Preschool Illness Policy

No child is to attend school with a fever, nausea, diarrhea, or complaining of not feeling well. If a child becomes ill or is sent to school ill, he/she will need to return home as soon as possible. The parent or emergency person so noted by the parent will be phoned and explained the situation and condition of the child so that arrangements can be made for his/her return home or other place of care.

Report promptly all contagious diseases so that classmates can be alerted. Ill children need to be kept home for their own sakes as well as their classmates.

When can a sick child return to school?

Fever: When a child has a fever (above 99.4 degrees taken orally) he or she should remain at home. If a child develops a fever at school, his or her parents will be called. If a child is recovering from an illness, he or she should be free of fever for 24 hours before returning to school.

Medication: When a child has been on an antibiotic for at least 24 hours and is 24 hours fever free, then the child is considered noncontagious to others.

Colds and Runny Noses: If a child has a cold, he or she should not come to school. At times a runny nose can indicate an allergy only. If this is the case, the discharge from the nose is clear. However if it is yellow or green, infection is present and the child is contagious and should not be brought to school.

Coughs: Coughs can spread infection very easily. If your child is coughing as a result of a cold or bronchial infection, he is contagious for as long as the cough is moist and the fever persists. If the infection is bacterial and he has been on an antibiotic for 24-36 hours and has no fever for 24 hours, then he is not contagious. In all cases involving coughs, the child's comfort should be a factor in whether or not to come to school.

Ear Infections: Ear infections are frequent in young children. Although they are not contagious, a child should have completed 24 hours of medicine and be comfortable returning to school.

Sores: All open sores which are draining are contagious and the child should be kept home from school until they have healed enough to be completely covered.

Diarrhea: Diarrhea is defined as four or five bowel movements in an eight hour period of time. This can be caused by infection, diet, teething and medication. If a child has diarrhea for any of the above reasons, he should not come to school or parents should be called to come for them if they are already there. Although the frequent bowel movements may not represent a contagious condition, the percentage of time that the teacher spends with diapering is a consideration when there are other children to be cared for.

Following is a list of specific diseases and the length of time required before the child can return to school.

Chickenpox: Six days after the rash breaks out or when all of the blisters are scabbed over, whichever is sooner.

Conjunctivitis (Pink Eye): If the eyes are watery or itchy but there is no fever, the child does not need to stay home. If the eye discharge is thick and white or yellow, the child should stay home until the discharge has stopped.

Hepatitis A: One week after the illness or yellow color starts

Cold Sores: When sore are dry and crusted

Impetigo: 24 hours after child starts antibiotic medication

Measles: Five days after the rash breaks out

Mumps: Nine days after the swelling starts

Whooping cough: After the first five days of taking antibiotics

Tuberculosis: When the child's doctor says the infection is no longer catching; in children this happens soon after starting medication

Strep Throat: 24 hours after antibiotics are started

Pin worms: 24 hours after treatment

Ringworm: If the area can be kept covered, the child need not stay home. If it cannot be covered, the child can come back after the treatment begins and the patch of ringworm starts to shrink.

Rubella (German measles): Six days after the rash appears and the health department or doctor says it is safe. Advise any staff member who is pregnant to see her doctor.

Diphtheria: When the health department says it is safe.

Hand-foot-mouth: Children with an open draining sore on the hand and those with disease mouth sores, if the child drools, should be kept home. They can return when sores heal or drooling stops.

Discipline:

Teachers set clear and fair limits for classroom behavior. Teachers guide the children to resolve conflicts and model these behaviors through their own actions and words. Teachers encourage appropriate behavior by talking to the children and patiently reminding the children of the class rules and the reasons for these rules. While dealing with issues of conflict, teachers will always speak in a caring and respectful manner to the child. Occasionally, a time-out chair may be used to emphasize the importance of following the class rules. If a problem persists, we will set up a conference between the director, teacher, and the parents to discuss the needs of the child and to devise a strategy for the future.