Dear Parents,

On behalf of the teachers and staff of St. Anne’s Parish Day School, I would like to welcome you to our school. The purpose of this Student-Parent Handbook is to promote understanding and cooperation between home and school, answer in advance many of the questions parents have concerning the operation of our school, familiarize parents with the program of our school, and compile in concise form, pertinent information about the school that parents may use for ready reference.

We welcome and encourage you to get involved in your child’s education by volunteering in the classroom, taking part in curriculum-related activities, and becoming active in extra-curricular events. Education is a cooperative effort between students, parents and teachers. Attention to such areas as homework, discipline, responsibility, and attitude will have a very positive effect on your child’s progress.

An open door policy exists at St. Anne’s Parish Day School. We encourage you to stay in contact with your child’s teacher. We welcome your support, suggestions, and concerns in making St. Anne’s a “great place to learn.”

Sincerely,

Pamela Banta

Director

**Philosophy & Mission**

The mission of St. Anne’s Parish Day School is to provide a safe and nurturing environment from a Christian perspective that will promote the spiritual, physical, social, emotional, and cognitive development of each child. We believe it is our responsibility, as the Board, Director, and Staff to provide experiences and build attitudes that are essential in developing a child’s Christian faith. We value childhood as an important period of life to which children are entitled. We strive to provide experiences that are developmentally appropriate for the young child, contributing to a stronger foundation for future educational and personal life experiences.

**Non-Public Education**

We are inspected by the NC Division of Non-Public Education and are found to be a legal private school. We are not licensed by the state of North Carolina but follow all the legal responsibilities of a regulated school. We are inspected by the fire and health departments, conduct monthly fire drills and ensure that all students are up-to-date on immunizations (including religious exemptions).

**School Calendar**

A calendar is given to each family. Please make note of holidays, teacher workdays and conference days. Parents are notified if there are ever any deviations from the schedule. The school calendar closely corresponds with the Onslow County public school’s schedule.

**Tuition**

School-age and preschool tuition is collected by FACTS. Tuition for PMO & Extended Care is billed monthly and paid directly to the Day School. A 30 day notice is required for all withdrawals & tuition refunds. Tuition is due for an additional 30 days after the withdrawal notification date. Student withdrawals from March through the end of the school year are only acceptable with a 30 day written notice as well as proof of military PCS orders or an out of town job transfer; no exceptions. All tuition is based on ten months.

Tuition for Preschool & School–age children is payable in three ways:

1. In full by August 1st payable directly to St. Anne’s Parish Day School.

2. First half by August 1st and second half by January 18th payable directly to St. Anne’s Parish Day School.

3. The first FACTS payment is due in August with the last payment due in May. Payment plans started after August will be adjusted accordingly.

**Late Fees**

PMO & Extended Care tuition received after the 5th of each month will be assessed a $25.00 late fee.

**Fundraising Fee**

Every family is responsible for paying a $100 fundraising fee per school year in lieu of the Day School holding fundraisers. We are a self-sufficient, non-profit, private school that receives NO outside monetary donations from any source (including St. Anne’s Episcopal Church) other than school tuition for daily operating expenses. The $100 fundraising fee is tax deductible.

**Parent’s Morning Out**

Parent’s Morning Out is offered for younger children ages 4 months through 3 years of age. The teacher-student class ratio is smaller when infants are enrolled.

**Chapel**

Chapel for preschool and school-age students is led weekly in the Church by the Rector or designated Parishioners of St. Anne’s Episcopal Church. Simple stories, songs, and prayers form the basis for this time together. A Christian emphasis is provided daily in the classrooms.

**Snacks/Lunch**

All students bring either a nutritious mid-morning snack or a lunch which should include a drink. Soft drinks and food requiring to be heated or refrigerated is not allowed. Candy and “junk food” are strongly discouraged. Fruit, raw vegetables, granola bars, cheese, crackers, and sliced sandwich meat are considered healthy food choices.

Staff do not offer children younger than four years of age these foods: hotdogs, whole grapes, nuts, popcorn, raw peas, hard pretzels, spoonfuls of peanut butter, chunks of raw carrots, or meat larger than can be swallowed whole. Parents who pack these foods for their children assume all responsibility and the school’s responsibility is waived. Students in the 3 & 4 yr old classes must have signed popcorn permission slips on file in order to consume popcorn while on school premises.

 **Food**

We prefer all food brought to school for classroom parties to be whole fruits or in factory sealed containers. Food items can be homemade but they need to be sent in with a list of ingredients. During class cooking activities, food items may be prepared in the church kitchen.

**Toys/Pets**

We ask parents to closely monitor toys brought to school. No toys of a violent nature will be allowed. (Ex. toy guns, knives, swords, etc.) Children are also discouraged from gun and sword playing. In addition, students are only allowed to bring toys on designated classroom show and tell days. Pets are not allowed in the school or on school grounds on show and tell days or any other days.

**Birthdays**

Birthday invitations may be distributed at school only if all students in the classroom receive one; otherwise, you may ask the classroom teacher for a class roster for mailing the invitations.

**Class Parties**

In celebration of your child’s birthday, please consult with your child’s teacher if you wish to bring in a special snack or treat. At the teachers’ discretion, holidays may be celebrated with parties and appropriate activities. NOTE: Christmas and Easter are strongly emphasized Christian holidays.

**Clothing**

All preschool & PMO students should be dressed comfortably. In cold weather ensure that your child is dressed appropriately. Please mark all articles of clothing worn, such as hats, coats, and mittens with your child’s name. Please send a change of clothes including underclothes to be kept at school in case of accidents. Please change the clothing as the seasons change. Students **may not** wear flip-flops, strapless sandals, or hats while in the school building. All students must wear shoes that are fastened to their feet (sneakers, boots, sandals, etc.)

**Dress Code**

All students in Kindergarten through Second grade must

abide by St. Anne’s dress code: navy blue or khaki shorts, skort, pants, or skirt; collared red, navy blue, powder blue, or white long or short sleeve shirt; navy blue, powder blue, red or white sweater; laced or fastened shoes. There should be no logos on the clothing. All shirts must be tucked in and students must wear a belt if there are belt loops. School age students are given the opportunity to participate in “dress down” Fridays for a $1.00 donation (per Friday) to the school improvement fund.

**Preschool Potty Training Policy**

All students must be fully potty trained in order to be enrolled in preschool at St. Anne’s Parish Day School. Each student must have a signed Potty Training Policy form on file before starting class.

**Parent Volunteers**

Parents are always welcome to visit or volunteer at our school. We ask that parents read and sign the School Volunteer Guidelines & Expectations sheet before volunteering in their child’s classroom. All classroom parent volunteers and substitutes must take an online Sexual Ethics class as mandated by the diocese before being allowed to volunteer/substitute. Please contact the school office for more information. Many opportunities are provided both in and outside the classroom for parent volunteers. When coming to school to volunteer, please be sure to report to the office and sign our Volunteer Log-In Notebook. In order to establish close ties between our families and school, we ask that all families volunteer **at least** 4 hours per school year.

**Parent Teacher Conferences**

St. Anne’s will schedule parent teacher conferences for the preschool and school age students twice each academic year-in the fall and the spring. Parents will be notified as to the date and time of the conference. Parents who desire to confer with their child’s teacher more frequently are encouraged to do so by setting up a mutually convenient time with the teacher. Students that start the school year after the scheduled fall conference will only have one conference in the spring.

**Behavioral Incidents Statement**

At orientation you will be asked to sign a behavioral incident form that outlines policies and procedures when dealing with children who exhibit severe behaviors. The purpose of this form is to protect both fellow students and staff from these behavioral incidents.

 **Discipline**

Time out is the only method of discipline used at St. Anne’s. Corporal punishment is never used.

**Medical Statement**

Each school-age and preschool student at the Day School must have a current physical and a copy of current immunizations on file in the school office. New students have four weeks to submit a current physical. PMO students must have a copy of current immunizations on file in the school office. If your child does not receive immunizations due to religious exemption, please write a letter stating this exemption so it can be placed in your child’s file. **A copy of immunizations must be on file before your child can begin school.**

**Insurance**

The registration fee paid upon enrollment includes liability insurance for your child. Even though most families carry adequate insurance, we also maintain an insurance policy for our mutual protection.

**Driveway Usage**

When dropping off and picking up preschool and school-age students, please enter the church grounds by using the driveway on the right side of the building and follow the drive to the covered entrance of the Day School. All classes will drop off on the right side but will be assigned either the right or the left side for pick up. Your child will be waiting on their assigned side during pick up. With everyone following the same pattern, most congestion can be prevented. **No parking is allowed in the driveway for any** **purpose.** **This also includes on the sides of the driveway & beside the PMO gate**. If you would like to accompany your child into the building or are coming in for any other reason, please park in the parking areas, not in the driveway. Entrance into the building is through the front door. All PMO students need to be escorted to and picked up from their classroom.

**Field Trips**

During the year we will take field trips to places in our community related to our units of study. On these trips several parents will be needed to assist with driving and/or chaperoning. At orientation you will be asked to sign a blanket permission slip; however, parents will always be informed in advance of trips planned by the school. The 2.5

year old class only goes on field trips with 100% parent/guardian participation. Field trips more than 30 minutes away require 100% parent or guardian participation. Alternative transportation needs to be arranged by parents when a parent/guardian is not attending field trips with their child. Teachers are not allowed to transport students on field trips. Siblings: Parents are responsible for all siblings who attend any field trip. All siblings are expected to follow the Day School’s field trip rules.

**Assemblies**

During the year the school will invite persons with special skills in such areas as music, art and other subjects of interest to provide the children with additional experiences. These programs are provided to enrich the overall curriculum of our Day School.

**Delay or Cancellation of School**

In the event of severe or threatening weather the school will be closed. If Onslow County Public Schools are closed, we will also be closed. However, if public schools are delayed, we will continue on our regular schedule. A taped message will be added to the school’s answering machine (347-0755) in expectance of severe weather. In addition, a school-wide email will be sent and a notice will be posted on our facebook page. You may also watch Channel 12 for school closings. Missed days in excess of 5 days will be made up.

 **Recess**

Each class participates in recess, weather permitting, on a daily basis. Students are allowed to play outside when the temperature is at least 42 degrees F. Parents are encouraged to dress their children appropriately for “cold” weather. In warmer weather, children are not allowed to play outside if it is over 95 degrees F. Sunscreen and DEET insect repellants are not applied to students without parental consent. Parents are encouraged to apply these to their children before arriving at school. Any siblings of Day School students playing on the playground must be supervised by a parent at all times. The Day School is not liable for any sibling who is injured on the playground.

**Health**

Good health is essential if a child is to gain the greatest benefits from the school program. You can help us keep sickness at a minimum among the children. When your child has a fever, bad cold, cough, upset stomach or related symptoms, please keep him/her home for at least 24 hours. Monitoring children during the early days of an illness, will help eliminate needless exposure to others.

Children who have a temperature over 100 degrees, have vomited or have diarrhea at school, will be dismissed and cannot return to school for a **minimum** 24 hours or until all illness symptoms have abated. It is essential that 2 emergency contacts, other than the parents’, are listed on your child’s emergency card.

If your child has been exposed to or has symptoms of a possible communicable disease, please notify the school at once. If there should be an outbreak of a communicable disease at the school, the office will notify the parents via email. Children with communicable diseases such as strep throat or conjunctivitis (pink eye) must be on antibiotics for at least 24 hours and can return to school only with a physician’s note.

**Injuries**

If a student becomes injured at school, that student’s parent will be notified immediately. All teachers are required to fill out an accident report when a student is hurt. One copy of the report is sent home with the student; a second copy is filed in the school office. If immediate medical care is needed, 911 will be called. Emergency First Aid is always administered if necessary.

\*\*All staff are CPR and First Aid Certified

**Pupil Protection**

Teachers are not allowed to dismiss students to anyone other than authorized emergency contacts listed on your child’s application and emergency card. We must have written or verbal authorization from the parent for students to leave the premises with anyone else! Picture IDs are required upon pick-up and will be checked!

A security lock has been installed on the front door to ensure your child’s safety. The security code will be given to parents at the beginning of the school year. Please help us keep your children safe and do not share this security code with anyone.

**Newsletters**

School newsletters are emailed monthly. Reminders are periodically sent home announcing special school happenings. Please read all correspondence carefully. It is the parent’s responsibility to keep up to date on current school events. Email is the primary means of correspondence; please contact the office if you don’t have or use email.

**Lord’s Prayer & Pledge of Allegiance**

Both the Lord’s Prayer and Pledge of Allegiance are recited daily in appropriate-aged classrooms. All classes pray before eating snack and lunch.

**Lost & Found**

Lost items are kept in the Lost & Found box located in the school lobby and unclaimed items will be placed in our Spring Yard Sale. Please check with the school office if your child has recently lost something.

**Emergency Drills**

Fire drills and other safety drills are held in accordance with state regulations. Please stress to your child the importance of participating in these drills in a serious and responsible manner.

**Report Cards & Interim Reports**

All Kindergarten - Second grade students will receive 4 report cards, one every nine weeks and 4 interim reports half-way through each grading period. These dates are listed on the school calendar.

**Testing**

Kindergarten – 2nd grade students are assessed at the beginning of the school year and at regular intervals throughout the year.

All Preschool students are tested on basic skills including knowledge of colors, numbers and letters, fine and gross motor skills, listening skills, as well as, socialization skills.

**Medication**

 Medication cannot be administered to students while at school without a physician signed medication permission slip on file in the school office. Please give medication to your child before or after school, if at all possible. All medication is locked in the school office. All administering teachers have received training in proper medication administration.

**Student Records & Confidentiality**

All information contained in each student’s file is strictly confidential and will not be given to other parties without parental consent. A letter documenting permission to share information needs to be signed and dated by the parent.

**School Age: Attendance Policy**

Absences exceeding 16 days per school year may result in retention. Documentation is required for all absences. Excused absences include but are not limited to: family emergency and any illness. After not more than 16 unexcused absences, the Director will notify the parent, guardian or custodian via letter that he/she may be in violation of the NC Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policy.

Tardy is defined as arriving more than 10 minutes late for the start of class. Five documented tardies per school year equate to one absence. All tardies need to be documented whether medical or family emergency. Students that arrive late for school miss out on important learning activities.

**Visitors**

In order to ensure the safety and protection of the students and members of our staff, it is imperative that all visitors check in at the office when they arrive.

**School Age: Morning Arrival**

It is highly recommended that all school age students be dropped off at the front entrance after the first week of school. Accompanying your school age child to the classroom can be very disruptive to the morning routine.

**PMO: SIDS & Safe Sleep**

 All nursery staff is trained every three years in SIDS and safe sleep policies.

**Fist Aid & CPR Certification**

All staff has current First Aid and CPR training.

**School Hours**

PMO 8:30 - 12:30

2.5 yr. old (T & TH) 8:30 - 11:30

3 yr. old (T & TH) 9:00 - 12:00

3 yr. old (MWF) 8:30 - 11:30

3.5 yr. old (M-F) 8:45 - 11:45

3.75/4 yr. old (T & TH) 9:00 – 12:00

4 yr. old (MWF) 9:00 - 12:00

4 yr. old (M-F) 8:45 - 11:45

Kindergarten 8:30 - 12:30

1st grade 8:15 - 1:15

2nd grade 8:15 - 2:00

Students should arrive no earlier than 5 minutes prior to the start of class. Please be prompt when picking your child up from class. If a student is picked up 15 minutes after pick up time, without parental notification, the parent will be assessed a $25.00 late pick up fee. A $25.00 fee will be assessed for every 15 minutes the parent is late.

**Preschool: Extended Care**

Extended Care provides the opportunity to have up to one hour of extra care before or after regular class time. Available hours are: Monday - Friday, 8:00 a.m. - 9:00 a.m. & 11:30 a.m. - 1:00 p.m. Times may be distributed between morning and afternoon but should not exceed one hour.

\*Preschool students under the age of 5 may only attend school a maximum of 4 hours on any given day.

Ext. Care Fees: $4.00 per hour regular care

 $3.00 per hour siblings with different drop-off & pick up times

 $5.00 per day drop-ins, as space allows

--*Please call the office to schedule drop in service.*

Parents must pick-up and sign out all afternoon extended care students from the extended care room unless they are leaving the building with a sibling’s class.

**Registration & Materials Fees\*\*\***

Parent’s Morning Out $50.00

Preschool $85.00

Kindergarten $200.00

First Grade $275.00

Second Grade $300.00

\*\*\*Fees are per student

\*\*\*Materials fees of $100 per K – 2nd grade student are fully refundable before the first day of school while Registration fees are non-refundable after May 1st.

**Tuition**

Parent’s Morning Out

 $20.00 per session (12 mo.- 3 yrs.)

 $26.00 per session (4 mo. – 12 mo.)

Second child enrolled

 $18.00 per session (non-infant)

St. Anne’s Parish Day School: Yearly Tuition

 2 day class $1450.00

 3 day class $1950.00

 5 day class $2250.00

 Kindergarten $2850.00

 1st grade $3000.00

 2nd grade $3800.00

St. Anne’s Parish Day School Parishioners (Members of the church)

 2 day class $1300.00

 3 day class $1800.00

 5 day class $2100.00

 Kindergarten $2550.00

 1st grade $2700.00

 2nd grade $3500.00

* Tuition prices are adjusted accordingly based on the student’s start date.
* Tuition prices are per student.
* There is a $10.00 monthly discount for the second child enrolled in preschool/K-2nd grade.
* There is a $10.00 monthly discount (for the preschool/ K-2nd grade student) if one child is enrolled in preschool/K-2nd grade and a second child is enrolled in PMO.
* Both the parishioner & sibling discount cannot be combined and received at once. The larger of the two discounts take precedence.

In order to receive the parishioner discount, you must be an active member of St. Anne’s Episcopal Church. This includes attending church on a regular basis and actively participating in church based activities and being known to the treasurer (pledging). All church memberships are verified by the church office.