



**ST. PETER'S**  
PRESCHOOL & KINDERGARTEN

A Christian Early Childhood Education  
and Development Center Since 1972

# Parent Policy Handbook 2025-2026

**“Love the Lord your God with all your heart and with  
all your soul and with all your strength. These  
commandments I give you today are to be on your  
hearts. Impress them on your children...”  
Deuteronomy 6:5-7**



# Getting to know St. Peter's Preschool & Kindergarten (SPLM)

## Our Office Staff

**Shannon Harshbarger, Director**  
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**Sheryl Broomell, Admin. Assistant**  
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You can "Like" us on Facebook!  
<https://www.facebook.com/StPetersPreschoolandKindergarten>

## Our Teaching Staff

St. Peter's staff is among some of the most qualified in Central Florida. All St. Peter's teaching staff meet the following requirements:

- \*Fingerprinting and background screening by local, state and federal agencies
- \*45 hours of courses in Early Childhood Education
- \*A minimum of 10 hours annually of continuing education classes
- \*Certification in First Aid, CPR, Bloodborne Pathogen Safety and Fire Safety.

Additionally, our teachers are faith filled people of God who adhere to the values of our church and program. We are committed to providing the best experiences for our students and work to stay current and informed with early childhood best practices.

## Our Church

St. Peter's Preschool & Kindergarten is a ministry of St. Peter's Episcopal Church. The Reverend Dr. Jeremy Bergstrom, Rector of St. Peter's, and Vestry of the church are the authority of all church ministries, including the school. The church delegates the operations and administration of the school to the Director and the School Executive Committee.

- Children in our classes meet on Wednesdays in the Sanctuary to participate in Chapel; a time to hear a Christian Bible story, participate in praise and worship music, and review how we can apply the Bible story to our life.
- Family contact information, limited to name, address, phone number and emails address will be shared with the church for communication purposes. Parents may opt out by unsubscribing to emails.
- *We thank you for the opportunity to care for your child and we welcome you into our St. Peter's community! It is our greatest desire to know and love you and your family. Please let us know if we can be of support to you in any way. And please feel free to join us for worship here at St. Peter's Church anytime. You are always welcome!*
- Church Services:            Sunday 8:30am (traditional) *cry room open*  
   Sunday 11am (contemporary) *Kids Church and nursery available*

Main Church Phone 407.444.5673

# About Our Program

## Our History

St. Peter's Preschool and Kindergarten was founded in 1972 as a preschool for 3 and 4-year-old children at the First Presbyterian Church in Sanford, Florida. The program soon grew to serve two-year old children and established a kindergarten class.

In the Fall of 1993, the school was relocated to St. Peter's Episcopal Church and continued to expand and offer exceptional developmental education for children aged two years through kindergarten. A new classroom wing and other facilities have since enhanced the campus. In 2011, we added a toddler program to serve families looking for a stay and play environment for children 18 months-2years. St. Peter's Preschool and Kindergarten looks forward to continued service, growth, and excellence for many years to come.

## Our Mission and Vision

Our mission is to demonstrate and teach this, the Greatest Commandment, by providing God's children a safe and loving Christian environment in which to learn, grow, and thrive.

Our vision is to bring the Christian faith and life to our early childhood program which is committed to the highest academic and professional standards.

## God's Greatest Commandment:



AND YOU SHALL LOVE THE  
LORD YOUR GOD WITH ALL  
YOUR HEART AND WITH  
ALL YOUR SOUL AND WITH  
ALL YOUR STRENGTH.  
- DEUTERONOMY 6:5

## Our Teaching Philosophy

We believe each child is a special and unique gift from God, each having their own sets of strengths, gifts, and abilities. We strive to cultivate an environment where opportunities and experiences are provided to help them grow socially, mentally, physically, and spiritually at their own pace and in their own time.

Students are provided opportunities to think, explore, and experiment through play and developmentally appropriate activities and lessons. Our curriculum offers intentional hands-on units, activities, and lessons through large group, small groups, and individualized interactions and instruction to help students assimilate information using the knowledge they already have.

Understanding how a child develops and learns is an essential and crucial piece of St. Peter's program and curriculum. By making sure we have a solid understanding of how a child learns and grows, we can better meet the needs of each student in our care knowing that not all children move through the stages at the same pace or in the same way (NAEYC Code of Ethics). We are proud to be the school that works to reach all children and embrace progress in each of their experiences, abilities, and learning. (continued page 3)

## Our Teaching Philosophy (continued)

Our program believes in the importance of cultivating not only relationships with our students, but their families as well. Our school and church community is our family. We are honored to be a part of the growth and development of our students, understanding that we are in partnership with parents and caregivers in each child's journey (National Association for the Education of Young Children Code of Ethics). We seek to spread the love and joy of Jesus to each person who walks onto our campus, students and families alike.

Our love for God and His children is to be demonstrated in all that we do. Our goal as teachers and staff members is to fulfill this mission by:

- Cultivating a Christ-centered environment with curriculum rooted in providing a balance between the child's spiritual, social, emotional, intellectual, and physical needs.
- Valuing a hands-on approach to learning through a variety of activities with the goal of gaining independence, building self-confidence, and fostering creativity.
- Loving and appreciating each child and identifying opportunities to mature at his or her own pace and deepen spiritual connections with Godly values.
- Teaching each child that they are special just as God made them and encourage him or her to be the best they can be.

## Enrollment & Registration

St. Peter's Preschool and Kindergarten admits students of any race, color, and national and ethnic origin. There is no entrance exam. If parents have any major educational, social, or developmental concerns about their child entering St. Peter's Preschool and Kindergarten, parents need to discuss these concerns with the director before the child's first day of class. St. Peter's can serve students with learning differences whose needs can be met within the scope and resources of the school.

### Enrollment Process

Yearly enrollment begins early February for the following school year and is done with priority given to church members, current students, their siblings, and alumni families. The non-refundable registration and activity fees must accompany all registration forms to reserve a classroom spot. Enrollments are accepted on a first come first served basis until the class limit is reached and then children will be added to a waitlist.

### Kindergarten Screening

After completing an application, students new to St. Peter's seeking admission into our Kindergarten program may be asked to schedule a meeting with the administration and admissions team. This meeting helps us assess basic skills and gives us an opportunity to learn about your child and discuss their individual needs. A classroom trial day will be scheduled before fully enrolling the student into the Kindergarten program.

### Required Forms

- Birth Certificate
- School Entry Health Exam (DH Form 3040) from your Pediatrician
- Immunization Form (DH Form 680 from your Pediatrician)
- Notarized Medical Release Form
- SPLM Application for Admission
- Student Information Questionnaire
- Policies & Agreements signed



# Our Purpose and Curriculum Guidelines

St. Peter's utilizes High Scope practices and philosophies as the backbone of our curriculum. Focusing on the High Scope Key Developmental Indicators (KDI's) assures each student receives the building blocks they need for a solid, age-appropriate foundation. St. Peter's is able to serve students with learning differences whose needs can be met within the scope and resources of the school.

Our twos and threes curriculum carefully plan out activities that are developmentally appropriate and foster growth in these nine key areas. Our fours and Kindergarten programs utilize various, published curriculum to achieve mastery in these same areas.

The KDI's are as follows:

1. Social/Emotional
2. Language and Literacy
3. Math
4. Social Studies
5. Science
6. Physical Development
7. Art
8. Music
9. Spiritual Formation

High Scope focuses on *active participatory learning*. Teachers work to foster student's creativity, curiosity, confidence, independence, initiative, and persistence as they carry out their intentions, solve problems, and engage in a variety of active learning experiences. Worksheets are kept to a minimum as we believe the best learning takes place through experiences. Open ended activities, where students have many choices and a wide variety of materials to choose from, are to be planned and carried out in our classrooms guiding children to problem solve and think independently.

## Curriculum

Each classroom designs their day around whole group learning, small group learning, and centers. Teachers plan a myriad of activities that engage social, emotional, spiritual, and physical growth as well as cognitive. Students enjoy taking their learning to our outdoor classroom, our school garden, as well as walks around campus, as they learn and discover.

Our curriculum also provides opportunities to teach students the joy of giving. Each year our classrooms participate in community outreach and service through food drives, toy drives and various other events and experiences. Our Kindergarten class participates in off campus field trips specifically focused on helping others and giving back. We believe it is very important to help our students learn about the world outside of our school and know they have the power to make a difference!

## Campus Visits

We welcome visitors into our classrooms and enjoy sharing in special events, parties, and activities. To ensure the safety of our children at all times, any parent or family member who wishes to participate in classroom activities must have a local background check on file (included in student's back-to-school paperwork). Visitors must ALWAYS check in with the school office before going to a classroom. The school administration may ask the visitor to shorten their stay if their visit becomes<sup>5</sup> disruptive to the classroom.

# Financial Obligations & Policies

St. Peter's Preschool & Kindergarten is a self-supporting, non-profit program. The annual tuition is divided into ten (10) equal monthly payments. Monthly payments remain the same regardless of number of attendance days each month. There will be no change in the monthly payment for school holidays, extended absences or vacations, or weather-related cancellations.

There are **three payment options** available for **Tuition**. You may:

1. Pay your child's tuition in full. If full tuition is paid by August 10th, you will receive a 3% discount if paid by cash or check. 3% discount does not apply to scholarship recipients.
  2. Pay your child's tuition in two half-payments. Half of the annual tuition is due by August 10. The remaining half is due January 10.
  3. Pay your child's tuition monthly via Tuition Express. These payments will be divided into 10 monthly installments, beginning August 1 and ending May 1.
- A charge will be levied for payments returned by the bank.
  - A charge will be levied for past due tuition payment of \$30 every 5 days past due.
  - Cash, check, or money order are all acceptable forms of payment. We do not accept credit card payments.

The School reserves the right to request the withdrawal of a child for non-payment of tuition or other fees in a timely manner.

A **Pro-Ration Policies Schedule** will be in effect for students enrolling at any time during the school year.

Please Note: A student will not be allowed to attend class if the balance on the account is more than 15 days past due.

## Fees

The **Registration Fee** covers costs incurred in record keeping, postage, newsletters, telephone, advertising, insurance, printing and equipment maintenance throughout the year.

The **Activity Fee** provides art supplies, project materials, and in-house field trip expenses for each child.

A **Late Fee** is charged to families who are late picking up their student from any of our programs. The charge is \$10 per quarter hour.

## In-House Scholarship

Our Scholarship Program assists students enrolled at St. Peter's needing financial aid through a scholarship system funded by St. Peter's Church, our School and private donations. Funds are awarded on a sliding scale basis and are limited to "first come first serve" if funds are available. Please inquire in the school office for an application or to donate to our scholarship program.

## Withdrawal

If for any reason parents wish to withdraw their child from our school, notification to the office must be in writing **two weeks prior** to the date of withdrawal. No refund of tuition will be given for the current month. Parents will be responsible for tuition through this two-week period. Registration and Activity Fees are non-refundable.

# Health Protocols

St. Peter's Preschool & Kindergarten reserves the right to send a child home if it is determined by the teacher or Director that the child presents a health hazard in the class. If a child becomes ill during the school hours, the child will be separated from the class until a parent can be contacted and the child picked up. The health and safety of your child is our primary concern. We rely on parental cooperation to help prevent the spreading of communicable disease throughout our program. If your child has persistent allergies, a doctor's note stating that the child's condition is NOT contagious is required.

## **Children are required to stay home if they display any of the following symptoms:**

- a fever of 100.2 (Child must be fever-free WITHOUT the use of fever-reducing medications for 24 hours BEFORE returning to school.)
- a heavy cold or constant cough that is less than 3 days old
- heavy nasal discharge
- had nausea, vomiting or diarrhea in the past 24 hours
- any unidentified skin rash on face or body
- a sore throat
- any inflammation and/or discharge from the eyes
- been diagnosed with anything contagious (covid, flu, pink eye, chicken pox, hand, foot, and mouth disease, measles, mumps, head lice, strep throat, impetigo, fifth's disease, etc.) until treatment has begun and the child is no longer contagious to others. A doctor's note may be required.
- Begun antibiotic treatment within the past 48 hours

## **Immunizations**

All children who attend Florida schools (public or private) are required to be immunized in order to protect themselves and other children from potentially harmful vaccine-preventable diseases in accordance with Chapter 1003.22(4), Florida Statutes (FS), and Chapter 64D-3.046, Florida Administrative Code (FAC). We are also required to obtain a Student Health Examination Form (DH 3040) for all students. Both forms can be obtained by your pediatrician. Parents have the responsibility to update expired forms. Failure to obtain these required forms within 30 days of enrollment will result in immediate dismissal from the program.

## **Medicine**

Medication is not dispensed to students, as this is a half day program, unless it is medication prescribed for a life-threatening condition. EpiPens and inhalers must be sent to school in original packaging, clearly marked with child's name and dosage. These will be stored in the individual student's classroom. These items will be used in emergency situations where the teacher or staff feel a child is exhibiting life threatening symptoms. If a child needs any other type of medication during our school hours, a parent may come up to the school to administer the medication. School staff will not administer any medication.

# Safety Protocols

SPLM reserves the right to cancel school should a health, safety or weather emergency arise. We follow Seminole County Public Schools (SCPS) in cases of public emergencies. As a school wide safety procedure, all classroom doors will remain locked during the times when students and staff are on campus. **Please do not knock-on classroom doors, as teachers have been instructed not to open the doors.** All school visitors will be required to check in at the school office and will be escorted to their destination. Our church and school campus is covered by a surveillance system which is monitored by staff throughout the day.

Children are ONLY to be released to those who have been authorized by their parent. Any person who is authorized to pick up a child, but unknown to the school staff, will be required to produce a photo ID to verify their identification. If an adult tries to pick up a child and they are not listed on the child's authorized list, the child will not be released.

## Fire & Inclement Weather Drills

- Procedures are relayed to teachers and acted upon when necessary
- Fire / emergency drills are conducted on a monthly basis
- Exit procedures and routes are posted in each classroom
- These skills are designed to prepare students to the best of our ability while maintaining a strong sense of safety and trust.

## Lockdown Policy

- There will be no access in or out of any buildings on campus
- Staff will always remain with the students
- Classroom teachers will maintain possession of student's emergency contact information
- If a situation arises in which it is necessary to leave the classroom, staff will follow the drill procedures as practiced
- Communication will be sent to parents as it is available
- Parents, DO NOT arrive on site to pick up your child during a lock down, as no one will be allowed to enter or leave the buildings.

## In the event of an Accident

- **Plan 1-** If your child has a minor accident, staff will take whatever action is necessary to comfort the child, such as wash the wound, apply a bandage or ice, and give a hug.
- **Plan 2-** If the child has an accident that produces an injury requiring professional care (i.e., large bumps, head injuries, uncontrollable nose bleeds, cuts that may require stitches or possible fractures), the parents, guardian, or parental designated emergency person will be called immediately.
- **Plan 3-** In emergency situations, 911 will be called. This will occur prior to notifying the parents.
- The blue emergency treatment cards and medical release forms must be complete and submitted before the first day of school. These forms allow local emergency rescue personnel to treat a child. Teachers will always carry the blue emergency forms with them during school hours.

# Student Drop Off & Pick Up

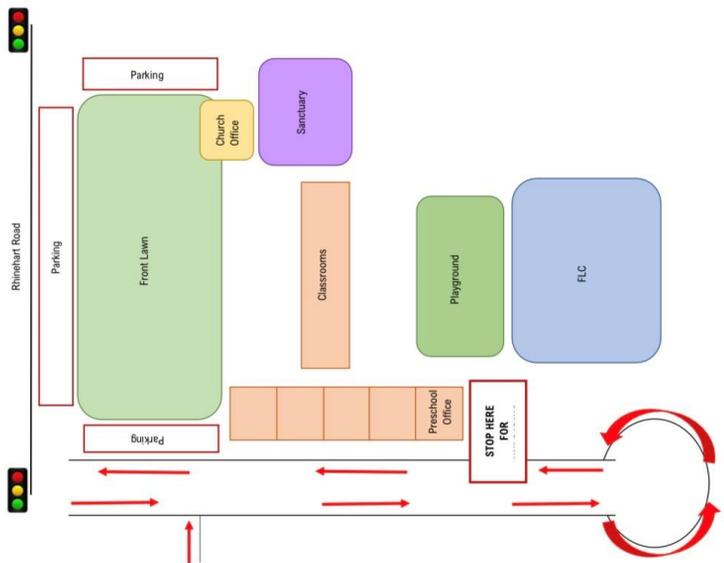
**All students are dropped off in carline and picked up at their classrooms.**

## Arrival

- School starts at 9:00 a.m. and ends at 1:30 p.m.
- Carline runs from 8:45-9:00
- If your child will be tardy, please walk your child into the school office.
- Please call the school by 9:15 a.m. if your child is going to be absent that school day.
- Pull around the back of our school building and follow line of cars
- Please do not be on cell phones
- Teachers will come to your passenger side to get your child and their belongings. Parents are to remain in the car at all times during carline.
- Do not pass other cars at any time, wait until the line pulls away in front of you.

## Dismissal

- Classrooms dismiss at 1:30 p.m.
- Do not arrive more than 10 minutes before dismissal time to keep halls quiet and free from distraction as students finish their day
- No knocking on classroom doors or windows
- Sign your child out before leaving campus
- If someone other than a parent is picking up their child, please notify your teacher. The person MUST be on the Authorized Release Form and MUST present their Driver's License as identification.



- Please drive slowly through parking lots during dismissal times. We encourage parents to hold their child's hand while walking through the parking lots. Do not let children run through the parking lot. Cars will be pulling in and out and little ones can be difficult to see.
- We ask all families to be respectful of the church office after school, noting that it is a workplace. Please do not allow children to run up on the deck and that "outside voices" are kept on the field. Anyone on the playground after school hours must understand they are playing at their own risk. We ask that the equipment and toys, bikes, etc. be put back in place before you leave the area, and that all equipment is used the way in which it is intended.
- Following our safety training guidelines, staff members are encouraged to observe the state of any adult picking up a student. If a staff member has reasonable cause to suspect the adult picking up the child is under the influence of alcohol or drugs or is physically impaired in any way and may endanger a child, the staff member may have cause to refuse to release the child to that adult. If so, the staff member will request that another adult be called to pick up the child or call the numbers listed on the child's authorized pick-up form. Law enforcement will be called if necessary.

# Tardiness and Attendance Policies

It cannot be overstated that promptness is an important life skill. Our school day runs from 9:00-1:30. Our carline begins at 8:45 for all students and runs until 9:00. All efforts to be on time must be made to ensure a smooth transition for students. When students walk into a classroom late, it can increase anxiety for that student as well as disrupt the class and teachers. If you arrive late, walk your child into the office and someone will come walk your child to class.

Please contact the school office by phone or email if your child will be absent. We love your child and miss them when they are not here!

## VPK

SPLM is a Voluntary Pre-Kindergarten (VPK) provider. SPLM has entered into a contract with the State of Florida to provide a free 540-hour pre-kindergarten education to all students who meet the state age and residency requirements. Parents of VPK students have entered into an agreement with the State to receive free VPK services. Parents of VPK students agree to sign Monthly Attendance Verification forms which are sent to the Early Learning Coalition of Seminole (ELC), as well as to uphold the attendance policy outlined in the annual VPK agreement signed with the State upon receipt of their child's VPK certificate. VPK students must be present a minimum of 80% of the days we are open each month.

*If attendance compliance becomes a chronic issue, we will terminate the relationship.*

## Kindergarten

SPLM operates a fully accredited Kindergarten program, meeting all state rules and requirements. We follow the requirements of Florida Statutes section 1011.60(2), which states that schools must operate for 180 actual teaching days or the equivalent on an hourly basis. Rule 6A-1.045111, Florida Administrative Code, specifies that the hourly equivalent as not less than 720 net instructional hours for kindergarten through grade 3. Regular attendance is extremely important. Students with chronic absences do not receive the full scale of instruction and may fall behind as a result. St. Peter's Kindergarten program may choose not to promote a child with excessive absences. All tardies and absences are recorded and documented on the student's report card, thus becoming part of their permanent record. Excessive tardies and unexcused absences can result in dismissal from school.

## 2025-26 VPK Attendance Policy

St. Peter's Preschool & Kindergarten is a Voluntary Pre-Kindergarten (VPK) provider. We work with the Early Learning Coalition of Seminole County to provide tuition assistance for children turning four years old before September 1st of the present year. VPK pays for 540 instruction hours. At St. Peter's Preschool & Kindergarten that equates to Monday through Friday from 9:00am-12:00pm for our 5-day students and Monday through Thursday from 9:00am-12:45pm for our 4-day students. Parents have the option of paying a monthly tuition for a full day which extends the student's day until 1:30pm. This added classroom time includes PE, Music, additional academic time, and other class events and parties.

**Absences:**

The VPK program requires students to be present a minimum of 80% of the days we are open each month. If a VPK child accumulates too many absences (20% or more of the total VPK hours, which is equivalent to approximately 36 VPK days for the 5-day classes and 28 VPK days for the 4-day classes.) St. Peter's Preschool & Kindergarten will not be reimbursed by the state. Therefore, *St. Peter's has the right to dismiss a child from the VPK Program after 25 VPK absences, excused or unexcused. Please call the school when you know your child will be absent.*

**Tardiness:**

Arrival for the VPK program is between 8:45 and 9:00 a.m. The instructional day starts at 9:00 a.m. and all the children are expected to be in place and ready to start the day. Arrivals after 9:00 a.m. are disruptive to the group in progress and difficult for the arriving child as well. Arrivals after 10:00a.m. are considered an absence for that day.

**Behavioral Concerns:**

A child may also be dismissed from the program if a student continually demonstrates behaviors that are disruptive to the classroom or bring risk to other students or themselves. This is only after we have had ongoing discussions with parents or guardians and worked through an Individual Support Plan without improvement or growth. The decision to withdrawal a student will come if the child's behavior is harmful to himself or other students, if the behavior is continually disruptive preventing other student's ability to learn, or we are simply unable to meet the individual needs of the child.

**Parent responsibilities:**

1. Parents are responsible for signing children in and out daily.
2. Parents are responsible for signing the Attendance Verification Report (VPK Long Form) on the last day of every month.
3. The VPK requirement for attendance is that your child attends school a minimum of 80% of the days we are open each month.
4. Parents are responsible for signing a receipt stating they have received and understand the VPK Attendance Policy.

## Our Policies

At SPLM, we believe in building positive relationships. These relationships rely on respect, trust, and forgiveness. Our goal is to cultivate a healthy, positive, and loving school environment. In doing this, we first begin with prevention of misbehavior. St. Peter's Preschool and Kindergarten strives to foster love, compassion, and kindness by teaching and embedding the fruits of the spirit in classroom lessons throughout the day, encouraging children to make good choices, redirect children when appropriate, and taking advantage of teachable moments by modeling positive communication and clear articulation of feelings.

# Our Policies (cont.)

Staff members are trained in the components of safety and developmentally appropriate problem-solving, peacemaking and use these techniques when dealing with classroom conflicts. These are foundational skills that students will use throughout their life.

When a child is having difficulty in the classroom we will try to work together with parents, teachers, and school administrators to understand what is preventing the child from having an optimum experience. Together we will decide on the steps necessary to support the child. This may include suggesting a child be evaluated by other professionals in a particular area (such as speech and language, vision, auditory, psychological, etc).

Students who need specific behavior interventions due to a diagnosed medical or learning issue will have an Individual Support Plan outlining behavior goals and guidelines for the teachers and parents in working towards those goals. The Individual Support Plan will be written by the teacher and director and approved by the student's parents.

## Disciplinary Policy

The following steps are taken in the event of continued disruptive behavior, not limited to:

- Biting
  - Excessive hitting / pinching
  - Aggressive behavior
  - Tantrums requiring removal from the group
  - Behavior disabling classroom progress
1. The incident is documented noting date, circumstances leading up to incident and disciplinary actions taken.
  2. Parents are contacted and notified in writing of the incident.
  3. A copy of the notification is placed in the student's file.

After three incidents viewed to be unusual and unprovoked, the child is on probation. The child will be removed from the program if another incident occurs.

Our goal is to help students learn to behave within acceptable limits, learn self-control, and maintain a safe and secure environment for all children in the program. Termination of a student is at the discretion of the center.

## Potty Training

Children must be potty trained before starting classes in our 3-year-old and higher programs.

Our definition of potty training is as follows:

- The child wears cloth underwear under their clothing, "pull up" diapers and training pants are not considered underwear.
- The child shows an interest in using the toilet when it is scheduled during class time.
- The child knowingly alerts the teacher if they have to use the toilet or can approach the toilet on their own.

In the event of a toileting accident, students will be cleaned and changed into the clothing provided by parents in their backpack. Soiled clothing will be packaged in a sealed plastic bag and parents will be made aware at pickup. More than 3 accidents in a two-week period will require a toileting plan with parents, teacher and Director to develop an appropriate plan.

If developmental milestones cannot be met the student may be remediated or removed from the program at the discretion of the school.

# Our Policies (cont.)

## Dress Code

Children should come to school dressed to work, play, paint, experiment and have fun! Their clothes should be comfortable, easy to button, snap, zip and allow for independence in toileting.

Children will play outside each day. Shoes should be close-toe and rubber soled. Sandals, boots and “Crocs” are not allowed as they are dangerous on the playground and during P.E. For modesty, we encourage tumble shorts underneath dresses.

All children need to bring an entire change of clothes (shirt, pants / shorts, socks, underwear) to be kept in a Ziploc bag in their backpack in case of accident. These items should be changed with the season or as the child grows. All items should be clearly marked with the child's name.

Children in our 2-year-old class must provide an adequate number of diapers and wipes for the time they are at school. Per DCF guidelines, all items sent to school with your child must be LABELED with their name.

## Custody Policies

It is the policy of our school not to get involved in family conflicts or disputes. We will not provide information to parents or their representatives during a family dispute without a court order. St. Peter's teachers and staff will remain focused on our job of providing a loving, appropriate environment for our students. Parents are expected to work through any personal issues without causing disruption to our program or school day.

## Birthdays

We love celebrating the birthdays of our students! We are so grateful God created each one of us and enjoy sharing in their special day. We welcome parents to send in a store-bought special treat as part of the celebration. Parents **MUST** speak with their child's teacher beforehand to find out what day and time would be appropriate to bring in special snacks. Also, please make sure your child's class does not have any food allergies before bringing in birthday treats.

Party invitations may be distributed at school if sent to the entire class. Large celebrations & gifts should be kept out of school. Due to DCF regulations, balloons cannot be kept in the classroom.

## Technology

It is our deliberate philosophy to offer limited technology in our classrooms. Our program focus is to help students engage in the world around them, socially, emotionally, spiritually, and cognitively. Limiting technology/screen-time in the classroom helps us best fulfill this program mission.

Children should not bring any sort of cell phone, I-pad, tablet, or other technology device to school. If they do bring such device, it will be placed in the office for safe keeping until the end of the day.

## Daily Nutrition

Proper nutrition is very important for your children. Food is not provided as part of our school day. It is the family's responsibility to provide a healthy snack and lunch each day, as well as to ensure the child is provided breakfast and dinner outside of our daily program.

We encourage students to eat their healthy foods first. Sometimes they will surprise you and eat things for us, even when they will not eat them at home.

## Student Dismissal / Termination of Care

St. Peter's Preschool and Kindergarten believes each child is a special and unique gift created by God. It is our desire to meet each child where they are, embracing not just their strengths but their weaknesses as well, and celebrate individual progress and growth. We do, from time to time, meet students in which we are not the best school to fit their needs. Therefore, there are instances where we need to terminate a relationship with a student. This will only be done after several conferences in which a determination is made regarding our ability to best serve the student.

The program also reserves the right to dismiss any child from care for the following (but not limited to) reasons:

- Failure of parents to adhere to policies such as payment of tuition, attendance, supplying the necessary records, etc.
- Behavior by child or a parent that is not in character with our program or that creates safety concerns for students and/or staff.

## Miscellaneous Information

### Cleaning / Disinfecting

Our campus custodian staff is led by the retired manager of SCPS custodial services. Our rigorous cleaning schedule includes:

- Classroom two-step disinfection system (fogging), as needed
- Teachers disinfect toys and touchpoints throughout the school day
- Rotating / minimizing daily toys, particularly those that are not easily cleaned
- Handwashing for students and staff often

### Share Items & Toys

Please only bring toys and other special objects from home on your child's specific show and tell or share bag day. Special and beloved items from home can be big distractions, even if they are in a child's backpack. Bringing special items from home can also cause anxiety as a young child will often worry if the item is still in their backpack or worry about the item becoming damaged or broken. Our school will do its best to maintain personal belongings however the school is not responsible for loss or damage to clothes and/or personal belongings.

**Smoking is STRICTLY PROHIBITED** on church & school grounds or on school related trips.

### Classroom Communication

Classroom communication is typically done through:

- Private class Facebook pages (strict privacy settings)
- Monthly or weekly newsletters
- notes in backpacks
- Emails
- scheduled conferences.

**PLEASE CHECK YOUR CHILD'S BACKPACK** each evening so you do not miss important news or information.

### School Communication

St. Peter's communicates with parents in a variety of ways. The school has a website and Facebook page it updates regularly, as well as utilizing email and the text message service *Remind* to communicate important school-wide information. We have a Parent Board outside adjacent to the school office where we display information as well. St. Peter's holds three parent meetings a year where pertinent information is given: Parent Orientation (August), a mid-year meeting (December) and an end of year meeting (April).

## Additional Resources

In the preschool years, there is a wide range of what is considered to be typical development and acceptable behavior. We cannot always meet the needs of every child. In these circumstances we look for additional resources outside of our school. Two places we commonly recommend are the SCPS Pre-K Disabilities Program and the Early Learning Coalition of Seminole. Both places are open resources for you to call and seek evaluations.

PreK Evaluation Clinic  
Phone: [407.320.9406](tel:407.320.9406)  
239 Rinehart Road,  
Lake Mary, Florida 32746  
[Pre-K Disabilities Program](#)

Early Learning Coalition of Seminole Inclusion Services  
Phone: 407.960.2460  
[Early Learning Coalition of Seminole Inclusion Services](#)

## After School Rules

We welcome families to stay on campus after the school day to join in community and socialize. The front field and the playground are both available for these purposes. The front deck outside of the church offices are closed to running and playing after school. Be mindful our school hours are 9:00-1:30, so staff will not be watching your children after these hours. Play at your own risk after school hours. Please obey the following rules:

- Stay with your child at all times.
- Clean up after yourself including picking up toys and other equipment used in shared spaces.
- No standing, jumping, or climbing on the playground house.
- No throwing sand or mulch.
- No wheeled vehicles / toys in hallways (cozy coupes, scooters, etc.)

## Fun Fridays

We offer a Fun Friday class for 3 and 4-year-old students who are not already in an assigned class on Fridays. This class has a sign-up sheet that is sent home each month. You are able to pick and chose which dates you would like to attend. Fees and additional information is sent home in children's folders each month.

## School Pictures

Katie Crawford Photography comes on campus twice a year for school pictures. In the fall, Katie takes black & white individual photos of all students. She returns in the spring and takes color individual pictures of the students along with a class picture. After the pictures are taken and edited, a link will be sent to your email for ordering. Pictures are delivered to the school and handed out.

## Join us in Chapel

Starting in September, after children have acclimated to their classrooms, we invite families to join us in Chapel each Wednesday at 9:15. This is a time for all our 3-year-old through Kindergarten classes to join together, learn stories from the Bible, and share God's love. We teach the Fruits of the Spirit and encourage children to grow these fruits. You can find these Fruits of the Spirit to the right.



# Miscellaneous Information (cont.)

## Field Trips

A **field trip** is an educational experience. We feel it is important that your child learn as much as he/she can by firsthand interactions. We utilize two types of field trip experiences at St. Peter's.

**In-house field trips** will be scheduled throughout the year for all classes. Outside organizations or businesses are invited to our campus to provide students with a fun, interactive learning experience. The cost for these experiences is also included in the annual activity fee.

**Off campus field trips** are reserved for our Kindergarten class. Our Kindergarten students are the only class allowed by law to be transported by our church bus. Students who ride the bus to the field trip, must ride back to the school on the bus. Parent Chaperones are not allowed to drive their child home, if the child rode to the trip on the bus. Admission fees for students are included in the annual activity fee.

For off-campus Kindergarten field trips, limited space for chaperones is available for each individual field trip. We will ask for interested parents to sign an interest form for a field trip approximately 2 weeks prior to the scheduled field trip date. Chaperones will be chosen by lottery according to the number of specified chaperone spots available. This varies from field trip to field trip. Once a parent has chaperoned a field trip they will not go into another field trip lottery until all parents who wish to participate have had the opportunity. Once all parents have had the opportunity to serve as chaperone, then previous chaperones will be eligible to go back into a field trip lottery. Chaperones must be pre-paid to reserve admission and hasten departure from the school. For safety reasons, all chaperones must submit required documentation and federal background checks (\$15).

For the safety of all children **NO siblings or guests** will be allowed on field trips. Please make other arrangements for sibling care so you can better concentrate on and supervise your school child and others under your care.

Please call into the school office if your child will not be attending a scheduled trip.

## Giving / Fundraising

As many small, non-profit schools, St. Peter's Preschool and Kindergarten has two main sources of revenue: tuition and donations/fundraising.

Our tuition covers the everyday operations of the school. In order to continue our work in providing an exceptional early childhood experience for all children, as well as dream and work towards implementing new ideas that will make our school even stronger, we look for partners to support additional programs, training, and resources through donations and fundraising opportunities.. We ask for your consideration in helping us work towards our dreams and goals by offering a donation to our school or participating in our annual Cheers For Children event that will be hosted February 8, 2025.



# Miscellaneous Information (cont.)

## Conflict Resolution

Adhering to the core value of St. Peter's Church, which is to share the love and joy of Christ, St. Peter's Preschool and Kindergarten works to create an atmosphere for all that is kind, compassionate, respectful, joy-filled and loving. Emphasis is placed on loving communication and actions, as well as sharing joy with all who enter our campus.

The Director has an open-door policy and invites all parents to respectfully communicate concerns. Conflicts happen and the way we respond to them is vital in keeping with our desire to promote peace, kindness, love, and forgiveness.

In the event that there is a conflict, St. Peter's Preschool and Kindergarten follows Biblical Peacemaking Principles found in Matthew 18. As a church and school committed to building and cultivating a culture of peace, we look to the Scriptures and the Holy Spirit for guidance on how we can respond to conflict in a way that will honor God, promote justice, reconcile relationships, and preserve our witness for Christ. If a community member has issue with another community member or staff member, it must be taken to them directly, without gossiping and without a desire for retribution or retaliation. An attitude of reconciliation must be apparent, as well as a willingness to take responsibility for their own contributions to the conflict. If the two members cannot come to a resolution on their own, they should take the issue to the Director who will help mediate discussions. As a last resort, conflicts that cannot be reconciled through the first two opportunities may be taken to the Rector of St. Peter's Church for guidance and mediation. St. Peter's core value is to share the love and joy of Christ. Gossip does not reflect the values of our church or school and will not be tolerated. When going about working towards reconciliation the following is helpful to consider (taken from Peacemaker Ministries- *The 4 G's of Peacemaking*):

- Glorify God- instead of focusing on our own desires or dwelling on the actions of others, we will rejoice in the Lord and bring him praise as we seek to faithfully obey his commands and maintain a loving and forgiving attitude.
- Get the Log Out of Your Eye- Instead of blaming others for a conflict or resisting correction, we will take on responsibility for our own contribution to the conflict, confessing our sins to those who we have wronged and seeking to repair any harm we have caused.
- Gently Restore- Instead of pretending a conflict doesn't exist or stewing and gossiping about the situation, we will overlook minor offenses, or we will gently and graciously talk with those who we have been hurt by seeking to restore the relationship vs. seeking to condemn.
- Go and Be Reconciled- Instead of accepting premature compromise or allowing a relationship to fall away, we will pursue genuine reconciliation forgiving others as God has forgiven us and seeking a mutual solution to the conflict or our differences.

## Harassment Policy

It is of utmost importance that St. Peter's Preschool & Kindergarten is a place where everyone is treated with respect. Our school is committed to maintaining relationships in which all individuals treat each other with dignity, honor, respect, and gentleness (Romans 12:10, 1 Peter 2:17). The school will not tolerate any form of intimidation, exploitation, bullying, or harassment. We want to build a school that values mutual respect, loving interactions, and comfortable boundaries between staff members, teachers, parents, family, and students. If there is a problem or difference that cannot be resolved between the parties, they may ask the school administration or Rector of St. Peter's Church to help in resolving the issue through Biblical Peacemaking (see above).