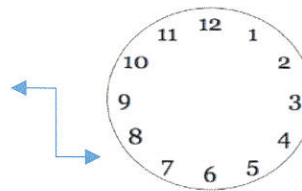


HOURS OF OPERATION

St. Paul's Episcopal School is open Monday through Friday, from 7:00 a.m. to 6:00 p.m. with flexible program schedules to meet the needs of the parents.

- Regular school program hours 8:45 a.m. to 2:45 p.m.
- Before care program hours 7:00 a.m. to 2:45 p.m.
- Before care and extended care 7:00 a.m. to 6:00 p.m.



PRESCHOOL ORIENTATION/OPEN

- Parent Orientation September 6, 2016 (Morning 9:00 a.m.)
- Preschool Begins September 6, 2016 (Full Day for Students)
- Summer Camp Begins July 5, 2017



PRESCHOOL CLOSINGS/HOLIDAYS OBSERVED *(We follow Fairfax County School Holiday Closings)*

- Labor Day September 5, 2016
- Columbus Day October 10, 2016
- Early Release Day @ 4p November 23, 2016
- Thanksgiving Day November 24, 2016
- The Day after Thanksgiving November 25, 2016
- Christmas/Winter Break December 19, 2016 – January 2, 2017
- Martin L. King, Jr. Birthday January 16, 2017
- Inauguration Day January 20, 2017
- Presidents' Day February 20, 2017
- Spring Break/Easter Monday April 10, 2017 – April 17, 2017
- Memorial Day May 29, 2017
- Last Day of School June 23, 2017 (Early Release @12)
- School Closed for Students June 26 – July 4, 2017
- Summer Camp 2017 July 5, 2017

SPECIAL EVENTS

- Preschool Fundraisers T.B.A. Parent Volunteers
- Burke Farm Field Trip October 21, 2016 (Tentative)
- Halloween Party October 31, 2016, 10:00 am
- Thanksgiving Food Baskets November 21, 2016 (deliver baskets to families)
- Picture Day November 4, 2016 (Teddy Bear Portraits)
- Christmas Program/Party December 16, 2016 (Time T.B.A.) parent volunteers
- Parents/Teachers Conference January 27, 2017 (scheduled 1:00 – 6:00pm)
- Valentine's Party February 14, 2017, 10:00 a.m. parent volunteers
- Easter Party April 7, 2017, 10:00 a.m. parent volunteers
- Mother's Day Breakfast May 12, 2017, 8:00 – 10:00 a.m.
- Parents/Teachers Conference June 2, 2017 (scheduled 1:00 – 6:00 pm) Early Release
- Year-End Program June 23, 2017 Last Day (close at 12 Noon)



Late Pick-Up

If a child is not picked-up at the designated time. A **late fee of \$20 will be charged** for the **first 10-minutes** and **\$1.00 for each minute thereafter**. Habitual tardiness is unacceptable could result in termination of agreement.

Authorized Pick-Up

The registration form includes space for the parent or guardian to add additional individuals authorized to pick up their child. If other individuals, other than those listed are requested to do pick up, a written permission clearly stating their name from the parent must be presented to the office (a form of ID will be requested at that time).

DISCIPLINE POLICY

Children are not expected to immediately understand or fully comply with all of the rules; rather they are to be gently taught, reminded, and when necessary, redirected. The school's staff members are responsible for setting up an environment that encourages cooperation and sharing.

There are times when children may actually endanger themselves or others by their actions. Due to these possibilities, specific behavior guidance steps have been set up. Logical consequences will be established for problematic behavior. For example, a child who throws or damages a toy may be prohibited from the use of that toy for the rest of the play period in question. Staff will speak with the child regarding unacceptable and acceptable behavior. At times, a child may just require a little time away from the other children to calm down.

The SPES believes families, teachers and the director must work together to address persistent behavioral issues such as biting, unusual or dangerous aggression, or other health/safety issues. Families will be contacted for a conference when a child appears to be unusually stressed, anxious, or otherwise motivated to engage in inappropriate behaviors. Children, who cannot adjust to the group environment or endanger the safety and well-being of others, may be dismissed from the program at the Director's sole discretion after the Directors and teachers have made an effort to work with the child and the family.

TERMINATION POLICY

If a family desires to terminate their contract with SPES, they must give the school a two weeks written notice prior to the date of termination.

The preschool's staff will make every effort to work with the family to prevent situations in which the school must initiate termination of a child from the program. However, the Director has the right to immediately terminate a student for aggressive or violent behavior towards an instructor or another student.

FAMILY DISPUTE RESOLUTION PROGRAM

Purpose: The Family Dispute Resolution Program seeks to provide a means by which families may present and seek prompt resolutions to childcare-related problems and disputes, without fear of restraint, interference, coercion, discrimination, retaliation, or reprisal.

Procedures:

Step 1: Discuss the problem with the Director.

Step 2: If the issue cannot be resolved through discussion or, if the issue specifically concerns the Director, the complaint in writing to the SPES Board of Directors. The complaint must be made within 20 calendar days after the occurrence giving rise to the complaint. The SPES Board of Directors will respond within ten working days after receipt of the complaint. The decision made by the Board of Directors is final.

TUITION POLICY

Tuition shall be paid on a monthly basis and is due by the 5th day of each month. If tuition is not Received by the 5th day of the month a late payment fee of \$30 will be charged to your account. A child can be terminated from the program for nonpayment of tuition.

Monthly Tuition Fees:

Five Day Program (Monday – Friday)

8:45 a.m. to 2:45 p.m.	\$720.00
8:45 a.m. to 6:00 p.m.	\$1030.00
7:00 a.m. to 6:00 p.m.	\$1155.00

Three Day Program (Monday, Wednesday, Friday)

8:45 a.m. to 2:45 p.m.	\$510.00
8:45 a.m. to 6:00 p.m.	\$680.00
7:00 a.m. to 6:00 p.m.	\$780.00

Additional Fees and Charges:

Registration Fee:	\$75.00 must be paid with application (non-refundable) \$25.00 for additional child in the family
Yearly School Fee:	\$280.00 per child (supplies, activities, snacks) paid in Sept.
Monthly Lunch Fee:	\$66.00 per month (due by 5 th day of month with tuition)
Late Payment Fee:	\$30.00 (tuition received after the 5 th day of the month)
Returned Check Fee:	\$35.00 (NSF)
Late Pick up Fee:	<u>\$20.00 for first 10 minutes late and \$1.00 per minute</u> , thereafter.

**Special activities and field trips are announced in advance and will carry an additional charge.*