

Welcome to the

EARLY education center

CHILDHOOD

at St. James the Greater



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Staff

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Mission Statement

Established and directed by the Parish of St. James the Greater, our mission is to provide a quality Catholic education, which prepares each child to be a successful, productive, and loving human being. We accomplish this by providing academic excellence through a developmentally-appropriate curriculum, strong in the basic skills. We recognize each student's abilities, and we strive to inspire an enthusiasm for lifelong learning.

Aims and Objectives

Parents are the primary educators of their children. STJ ECEC strengthens and supports parents in this responsibility, by providing a learning environment that instills in the children a love for God, for learning, and for school. Our goal is for each child to experience love, trust, and individual success, thus strengthening his/her self esteem. We also believe the best way to learn is by DOING. We provide experiences where children learn on all levels, and inspire a desire for lifelong learning.

- Students are given the opportunity to learn according to their own growth pattern and to develop self-confidence.
- The curriculum enables students to acquire and develop basic skills, understandings, attitudes and values, which help them to live as effective and happy persons in their environment.
- Students develop intellectually, spiritually, emotionally, physically and socially.
- Children develop a positive self-concept, love for life, knowledge and experience of God's love

Admission

STJ ECEC accepts potty-trained children ages 3 to 5 years old. Children are admitted by the following age guideline:

3 years old by August 1

4 years old by August 1

Tours

Interested parents may call the STJ ECEC at 314-647-5244 to make an appointment for a visit and tour.

Requirements

The parents & child need to take a tour with the Director prior to registration. A registration form is given out upon request. When the school receives the registration form and the non-refundable fee of \$75, the child will be placed on the registration list. When the student is eligible to enter STJ ECEC, the family will be contacted to complete their paperwork.

Re-Registration

Each January parents/guardians of current students will be asked to re-register for the coming school year. At that time, a non-refundable annual fee of \$75 is due. This is to assure the child is placed in our program and to assist us in planning classes and hiring staff.

Tuition and Fees

Annual tuition and registration fees for the 2023-2024 school year are as follows:

Monthly Tuition

Weekly Schedule	One Child/Year	Two Children/Year*
5 Extended Days (8:00a-6:00p)	\$6,977	\$11,163
3 Extended Days (8a-6:00p)	\$5,181	\$8,228
5 School Days (8a-3p)	\$5,659	\$9,054
3 School Days (8a-3p)	\$3,689	\$6,640
5 Half Days (8a-12p)	\$4,026	\$6,442
3 Half Days (8a-12p)	\$2,071	\$4,054

After registering, you will receive information about setting up an account with Facts Tuition Management.

Questions concerning tuition can be sent to Toni Gissy at tgissy@stjamesthegreater.org

Families may choose from three payment options:

- Annually on August 10
- Semi-annually on August 10 and December 10
- Monthly on the 5th or the 20th of each month from August – May.

Summer camp is a separate registration/tuition process.

Part of your tuition paid may be eligible for tax deductions. Please consult your tax advisor for the IRS rules pertaining to child care expenses. You may obtain St. James the Greater's federal tax identification number at the office. You are able to view and print a payment summary from your FACTS account.

Past Due Policy and Procedures

1. A past due notice will be issued for accounts 30 days past due.
2. If an account remains delinquent for 45 days from the date tuition was first due, and the responsible persons for tuition have not contacted Toni Gissy, to establish an alternate payment plan, the person(s) responsible for making tuition payments will be notified that their child(ren) may no longer be able to attend the STJ ECEC. If a child is removed or withdrawn from the ECEC and tuition and fees remain unpaid, the STJ ECEC reserves the right to fill any open position(s) with new student(s) who may be on the waiting list. There is no guarantee of readmission or that a position will remain open following the removal or withdrawal of a child from the STJ ECEC.

Potty Training Policy

Children enrolled in STJ ECEC must be fully potty trained before attending. Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered potty trained. Children may not wear pull-ups or diapers.

We do understand that even potty trained children will occasionally have bathroom accidents. In these instances, the child must be able to change their clothes independently. Multiple accidents without a medical diagnosis and a note from the doctor may result in a parent meeting.

A potty trained child is one that can do the following:

- Communicate to the teachers that he/she needs to go to the bathroom
- Alert him/herself to stop what he/she is doing and go to the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself without assistance after using the toilet
- Wash and dry hands

Affirmative Action

Rules for acceptance and participation in the program are the same for everyone without regard to race, color, national origin, age, sex, or handicap.

Arrival and Dismissal

In order to facilitate arrival and dismissal of the children, parents are asked to use the Tamm Avenue entrance at 1360 Tamm Avenue. The school is open from 7:30 a.m. to 6:00 p.m., Monday through Friday. Before school care is included in tuition and available from 7:30 a.m. to 8 a.m. Classes begin at 8:00 a.m.

Upon arrival in the morning parents are asked to electronically sign-in and out their child on the iPads using the Pro Care Connect system. Please give a big hug that will last the whole day and leave promptly to make it easier on the child.

PICK-UP TIME (no later than 6:00 PM)

Dismissal is at 3 p.m for full day students. All remaining students will gather in the Aftercare Classroom by approximately 3:05 p.m. Aftercare concludes at 6:00 p.m. Every effort needs to be made each day to ensure that your child is picked up promptly. Families having difficulty following this policy will be contacted by the director or office administrator. If you pick up your child after 6pm, you will be charged \$5 per minute you are late.

Under no conditions will a child be permitted to leave with anyone other than the parents or those that are documented on the registration form unless written permission is given by the parents to the Director or the school office. Designated persons other than parents picking up the child for the first time will be asked to present identification, e.g. photo ID/valid driver's license.

Attendance

Please call the school office by 8:00 a.m., e-mail tgissy@stjamesthegreater.org, or use the Pro Care app if your child will be absent. Please explain the reason for the absence as well. In case of prolonged illness, please inform the school by 8:00 a.m. the first day only. Families may not accrue sick days over a period of time and then expect make-up days.

If a family plans a trip during school time and will take their child(ren), they are asked to inform the office beforehand. Families taking their child(ren) out of school for vacation or personal days cannot receive make-up days. In the case of a holiday, such as Labor Day, parents cannot expect to trade the day off for another day during the week.

Snow Days/Unexpected Closures

Please understand that we make the decision to open or close the school in bad weather based on a careful analysis of all relevant factors, including:

- Information on road conditions from local law enforcement and road crews
- Amount of snow and/or ice accumulated
- Whether precipitation will continue throughout the day
- Weather predictions (including those from a weather alert service)
- Storm timing, trajectory and projection
- Building conditions (if the building's electricity and/or heat service is disrupted)
- Sidewalk and entrance conditions

*Generally, St. James the Greater ECEC will follow the lead of St. Louis City Public Schools for inclement weather. Still, our center has its own exclusive circumstance.

If there is a SNOW DAY, all school closures will be communicated through the school wide ProCare App. We will also update our Facebook page and send a school-wide email. If STJ is closed due to the weather, no After Care will be provided.

Snow days are not refunded or credited to your account.

Uniform

All students are expected to wear the school uniform daily.

Boys: Any hunter green polo, navy blue shorts or pants, black or white socks, and sneakers.

Girls: Any hunter green polo, navy blue shorts or pants, black or white socks, and sneakers

Plaid jumpers are optional for girls. Plaid jumpers, gently used, are available in the school office.

Reminders: Uniforms must be kept in good condition.

Please label all uniform clothing, jackets and coats. All children must have a complete change of any clothes (including socks, underwear, a shirt and pants) for emergencies.

The children go outside each day (extreme weather excluded). Please have them dressed for the day's weather.

Watches, bracelets, and necklaces are not part of the school uniform.

Dress-Up Days

On special occasions, such as Picture Day, Christmas Party and special events, the students will not be required to wear the uniform. Special event days will be communicated by the teacher or director.

Communication

The office e-mails notices and memos to the families on our Pro Care Communication System. Additional notices and reminders are posted on the school calendar in the front foyer.

Other forms of communication include: telephone calls for emergencies; appointments/conferences with the director and teachers. Also important information is updated on the St. James the Greater website. www.stjamesthegreater.org

It is recommended that the teacher communicate with the parents on a regular basis, informing them of happenings in the classroom: activities, projects, and the curriculum.

Other forms of communication include: telephone calls, when necessary; email notes; brief meetings scheduled at a time when the teachers are not supervising students; fall/spring conferences; private appointments, and newsletters.

Curriculum

St. James the Greater ECEC will follow the curriculum standards set by the Archdiocese of St. Louis.

Technology

The school curriculum is supported by technology & modern electronics throughout the school. The staff direct & facilitate what apps, links, videos, and programs are used by the children. The program is equipped with smartboards in each classroom and 10 iPads.

Discipline

STJ ECEC's discipline policy is designed to help children develop a positive attitude. It is carried out in ways that encourage the children to learn self-control, assume responsibility for their own actions, and make good choices.

Some of the practices used by the staff are: supervision, guidance, modeling, coaching, speaking quietly with the child, and redirection to another activity. The child will be made aware of the relationship between the act and the consequence in a positive way.

Teachers inform the director and parents of particular behavioral concerns. Consistency and cooperation between parents and the school help the child develop a healthy social behavior.

DISCIPLINARY POLICY

Our policy is as follows:

1. Corporal punishment will not be administered.
2. The child will be redirected to another activity.
3. The teacher will use positive praise and reinforcement.
4. The child will be separated from the other children in a "time out" area for a limited period of time.
5. Regular behavioral problems are reported to the parents and they are asked to help correct the situation and the problem will also be related to the director.
6. A parent conference will be held and a written warning may be given to the parents at this time.
7. If, after all possibilities have been exhausted, the discipline problems continue, the child poses a threat to self, staff or other children in the program, or child or family continues to act against the preschool policies as explained in the handbook, it may be necessary for the school to dismiss the child from our program and the parents to seek other school arrangements.

8. However, some situations may occur that jeopardize the welfare of the children and /or staff. The director reserves the right to dismiss a student immediately if such an incident occurs. We believe that discipline is a measure of showing children that we care about them and their welfare. Our policy is based on the principles of love, respect, and concern for the rights of all individuals. Through positive discipline our children will grow to be responsible and confident adults.

Quiet Time

Quiet time is from 1:15p.m. - 2:30 p.m. everyday. Every child will rest/lay quietly at this time. Children who do not fall asleep will be permitted to participate in a quiet activity. If you need to pick up your child early from school, please let us know so the class isn't disturbed during this time period, and your student can wait in the office.

Emergency Forms

If a child becomes sick or is injured at school, every effort is made to notify parents immediately. It is essential that the office has current home, cell phone and work telephone numbers, home address and emails. All emergency forms must be completed in their entirety, including a contact person in the parents' absence.

Building/Drills

The school conforms to all fire regulations as designated by the State Fire Inspector. Fire evacuation routes are posted in the classrooms and throughout the school. Teachers instruct the children and practice how to leave the school building in an emergency. Fire, tornado (severe weather), and earthquake drills are conducted on a regular basis throughout the year. Children will receive age-appropriate training regarding the possibility of an intruder or stranger in the building. An intruder drill will be conducted once during the school year.

Illness/Fever Policy

If a child is sick, do not send him/her to school. The school has the responsibility to send home any student showing symptoms of a communicable disease after the parents/guardians have been contacted.

A child will be sent home from school when: a fever of 100 degrees or higher is recorded, a child has vomited or had diarrhea. A phone call will be made to the parent regarding symptoms that have been noted. We ask that you pick up your child promptly for their sake and the well-being of the other children in our building.

The child may return to school only after being fever-free for 24 hours without the use of a fever suppressant medication or 24 hours after vomiting and diarrhea cease.

Cooperation with this policy by both parents and the school will help prevent the spread of virus and disease. The school reserves the right to request certification in writing by a physician attesting to the student's noninfectious condition.

In the case of an infectious condition a note is required from the physician stating that it is OK to return to school. Examples of this but not limited to this would include: Strep Throat, Hands Foot & Mouth, etc.

COVID-19

Our primary goal is to keep students and staff safe. We are following guidelines given to us by the CDC, the Archdiocese, and the City of St. Louis. As more information and guidelines are communicated, we will adapt and adjust this plan accordingly.

As situations arise in our building with Covid-19, the St. Louis City Health Department will advise us on how to handle each one.

Please see the attached information regarding our COVID-19 policies.

Medication

STJ ECEC follows the guidelines for administration as defined by the Health Advisory Committee of the St. Louis Archdiocese. Most medications do not need to be administered at school. Any medication that is given three times a day should be given at home (morning, after school, and bedtime).

The school will not administer the first dose of any medication.

If a medication (prescription or over-the-counter) must be given at school, the following requirements must be met:

1. An emergency authorization form must be on file in the school listing the name of the child's physician and phone numbers.
2. There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered "as needed"-a plan must be provided), and diagnosis or reason for the medication. A current prescription label on the container may serve as the physician's order.
3. Written permission must be provided by the parent/guardian requesting that the school comply with the physician's order.

Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. Non-prescription (over-the-counter) medication must be in the original container. Ideally, the parent will have two containers, one for home and one for school. The child will need a new prescription each school year.

If there is ANY change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. You may wish to make a note of the school's fax number: (314)647-8237. A parent may not give permission to administer medication differently than the physician's order.

Students will not be able to carry medications with them at school.

The school has the right to call the physician to clarify a medication order.

*If your child requires Tylenol for headaches or cough syrup for a cough, etc., you need a physician's order. Please contact your physician and have the order sent to the school. Over-the-counter medications in the original container must be supplied by the parent.

*Children with asthma or bee stings/food allergies are required to have their own physician-prescribed kits at school with a detailed action plan.

Immunizations

The guidelines for immunization by the Missouri Department of Health and Senior Services will be followed for all students. The parent or guardian of the child shall provide satisfactory evidence of the required immunizations. Satisfactory evidence means a statement, certificate or record from a physician or other recognized health facility or personnel, stating that the required immunizations have been given to the child and verifying the type of vaccine and type of vaccine and the month, day and year of administration.

Licenses/Inspections

We are a license-exempt facility. The STJ ECEC complies with the State of Missouri and the City of St. Louis fire, safety, and sanitation requirements. Reports from the annual inspections are filed in the office and available to parents upon request.

Safe Environment

The Archdiocese of St. Louis has developed a new system for safe environment compliance called Prevent and Protect STL. Everyone ministering to minors and vulnerable adults (clergy, employees and volunteers) in the Archdiocese are required and asked to register in the new system. This includes those new to service and those who are currently in service. For those who have already attended a Protecting God's Children workshop, your previous training date will transfer to this new system. In addition to attending a live Protecting God's Children workshop, all clergy, volunteers, and employees will register for an updated background screening, view two new online training modules on abuse reporting and the Code of Ethical Conduct, and agree to the updated Code of Ethical Conduct. Please go to www.preventandprotectstl.org to register.

Parent Participation

Opportunities for volunteering include: reading to a class, helping at class parties, and sharing a talent that you might have with a class. Your participation throughout the year helps the staff, the school, and your child. The STJ ECEC is most grateful to the parents, grand-parents, and people in the community that support our mission each year.

Meals

Children need to bring a healthy lunch and drink from home.

Parents should notify the director in writing of any specific food allergies or dietary needs. This can be explained in detail on the registration form.

Snacks: Students have a snack each morning and all students attending Aftercare have an afternoon snack.

Children's Birthday Celebrations: As recommended by the Department of Community Health, individually-wrapped, commercially-prepared birthday treats, preferably healthy snacks, may be sent to school by parents on the day of their child's birthday. There must be enough treats for the entire class, and they must be sent to school at the beginning of the school day. They will be shared with the class during their snack time. When choosing treats, please be aware of students who have food allergies, particularly nut allergies.

Weather Restrictions for Outdoor Play

Summer:

If temperatures (including heat indexes) are below 90 degrees children can stay out indefinitely. When it is between 90 and 100 degrees children can stay out with access to water and shade. If the heat index is above 100 degrees our students will not go outside. Temperatures will be monitored along with heat indexes throughout the day during the warmer months.

Winter:

If temperatures are 32 to 90 degrees children can stay out indefinitely. When the temperature is between 20 to 32 degrees children can stay out for 10-15 minutes. When the temperature is between 10-20 degrees children can stay out for 5 minutes. Children will not be going outside when the temperature is 10 degrees or below.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled in the Autumn. You will receive an invitation prior to the conference. At the request of the Director, teacher or parent, a conference may be scheduled at any time during the year.

Supplies and Toys

All children are required to bring their own supplies for their daily work/learning. On occasion, parents may be asked to send in something extra for a party, art or special project. The classroom teachers may ask you to send in Kleenex, paper towels, or disinfectant wipes.

For the sake of good order, children are not to bring their personal toys, games, stuffed animals, dolls, cars, or trucks to school. A variety of materials are already available for their use.



PARENT/GUARDIAN HANDBOOK AGREEMENT

I have received a current copy of the Parent/Student Handbook. I acknowledge and agree to the policies obtained therein, and will require my child(ren) to comply with the policies which apply to students.

I also realize during my child's enrollment at the school I will be informed from time to time, formally or informally, of various changes in school and/or Diocesan policies. I further understand, it is required for me to sign this form in order to continue my child's enrollment at the school.

Parent's Signature: _____

Printed Name: _____

Date: _____