

Parish Day School of Eastern Shore Chapel



"Where children spread their wings"

Parent Handbook 2009-2010

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Established 1962
Member NAES

Parish Day School of Eastern Shore Chapel

Parent Handbook

HISTORY

The Parish Day School started in 1962 as a preschool program for 3-, 4- and 5- year-olds. As the years progressed the program grew to offer more classes with additional specialty classes. Once Kindergarten began in the 1970's in the Virginia Beach City Public School system, the five-year-old program was dropped. In the early 80's it was recognized that a 2 – 2 ½-year-old program was needed to accommodate those children not yet toilet-trained or for parents who wanted their children in a preschool environment earlier than 3 years old. This program became what is known as Chapel Cherubs. In 1995 a further outreach program was added, known as "Children First", which included full day care, children after preschool, and children after kindergarten. The members of the church wanted to create a full-day children's program that incorporated the needs of the working parents, provided quality programming to meet the needs of a diverse population, and assist parents in financial need. The children served in this age group were between 2.7 years – 5 years of age.

In 2004 all of our programs united and now function under one Director and one budget. Parish Day School consists of two, three and four-year old preschool classes, a full day multi-age class, an extended day class (before and after preschool), a class for children after public school morning kindergarten and Camp Turtle Trap. Our school is open from 7:00 am – 6:00 pm to provide for these various classes. We continue to offer financial assistance for qualified students.

Thank you for bringing your child to this great school. We will continue to serve and create new memories for your children and for those in the future.

PURPOSE STATEMENT

THE PURPOSE OF PARISH DAY SCHOOL OF EASTERN SHORE CHAPEL

Biblical Reference:

John 15: 12-17

"This is my commandment that you love one another as I have loved you. No one has greater love than this, to lay down one's life for one's friends. You are my friends if you do what I command you. I do not call you servants any longer, because the servant does not know what the master is doing; but I have called you friends, because I have made known to you everything that I have heard from my Father. You did not choose me but I chose you. And I appointed you to go and bear fruit, fruit that will last, so that the Father will give you whatever you ask in my name. I am giving you these commands so that you may love one another."

The purpose of Parish Day School of Eastern Shore Chapel, as a Christian community, is to incorporate into our daily lives the words of Jesus in John 15: 12-17. By so doing we are called:

***To Celebrate and Lift up the Love of God
To Pray and Proclaim the Love of Christ
To Receive and Send Forth the Love of the Holy Spirit.***

The educational program of Eastern Shore Chapel exists to promote the spiritual, social, physical, emotional and cognitive growth of the children in our care. We strive to build a strong foundation of learning and character development by calling forth the image of God in each child. We do this through play, the arts, and other developmentally appropriate experiences that allow children to explore the world around them and discover the world within.

GOALS

- To promote respect and love of God and country
- To foster a joy for learning
- To help each child build an awareness of self and a positive self image
- To encourage a sense of learning and discovery through play
- To help each child learn to be accepting of others, to share and to interact socially with peers and adults
- To allow children to experience differences in cultures through interaction with others, trying new and different foods, dress, etc.
- To help each child develop a sense of responsibility, practice self-control and become independent
- To develop the child's large and small motor skills
- To encourage language and listening skills
- To provide for a successful preschool experience
- To build a foundation for future learning

PROGRAM EXPLANATIONS

TWO-YEAR-OLD PRESCHOOL CLASSES

This is a structured program geared toward learning and positive socialization. Music and Chapel are offered in addition to classroom activities and outdoor play. Snacks are served. Children must have reached their second birthday before September 30th. Licensing requires that no more than five (5) children under the age of two and one half years (2 ½) be enrolled in this program at any given time. Children do not have to be toilet-trained to attend this program. Parents need to furnish disposable diapers, wipes and extra clothes for their child.

THREE- AND FOUR-YEAR-OLD PRESCHOOL CLASSES

This is a structured program geared towards providing a solid foundation for higher education. Learning is promoted through play that fosters independent thinking and problem solving. Music, Movement Education and Chapel are offered in addition to classroom activities and outdoor play. Morning and afternoon snacks are served. Children between the ages of three and four are eligible for enrollment. The child must reach the appropriate age for the class placement on or before September 30th.

Children must be toilet-trained by the time school starts in September. (Pull-ups are considered diapers and are not acceptable.) If a parent chooses to register a child and the toilet training is not accomplished by the beginning of school, the registration fee will not be refunded. Parents may choose to pay the monthly tuition to hold the placement until the child is toilet-trained.

FULL-DAY MULTI-AGE CLASS

This is a structured program geared towards promoting socialization, learning and positive decision making through play. Music, Movement Education, and Chapel are offered in addition to classroom activities and outdoor play. Morning and afternoon snacks and hot lunches are served daily. Children between the ages of 2.7 years – 4 years are eligible for enrollment. Children do not have to be toilet-trained to attend this program. Parents need to furnish disposable diapers, wipes and extra clothes for their child.

EXTENDED-DAY CLASSES

The post preschool and after school care programs offer extensions to children's learning through organized activities and play similar to regular daily routines. Afternoon snacks and hot lunches are served daily.

HOURS OF OPERATION/CONTACT NUMBERS/OFFICE LOCATIONS

The Director & Assistant Directors can be found in the Parish Day School (PDS) office located at the end of the hall, take a left to the first door on the right. The office is open from 8:00 – 5:00 Monday – Friday. You can contact the Director and/or Assistant Directors by calling the office directly at 491-6130. You may also send a fax to 437-8461 or email pds@easternshorechapel.org.

The Financial Assistant Director's office is near the Johnson Room. Go down the hall; take a right, then a left to the first door on the left. You may call her at 491-6130 or email her at elovering@easternshorechapel.org.

The Administrative Assistant's office is just past the Finance Assistant Director's office in the Resource Room.

PROGRAMS OFFERED AND TIMES- (preschool hours in the am – unless noted).

TWO-YEAR-OLD PRESCHOOL:	M, W, F T, TH	9:20-12:20 9:20-12:20
THREE-YEAR-OLD PRESCHOOL:	M, W, F T, TH	9:20-12:20 9:20-12:20
THREE/FOUR-YEAR-OLD PRESCHOOL:	T,w,TH	9:20-12:20 & 1:00-4:00 pm
FOUR-YEAR-OLD PRESCHOOL:	M – F M, W, F	9:20-12:20 9:20-12:20
FULL-DAY CLASS:	M - F	7:00 am - 6:00 pm
AFTER PRESCHOOL CLASS:	M - F	12:20 pm - 6:00 pm
BEFORE PRESCHOOL CLASS:	M - F	7:00 am - 9:15 am (Reservations Only)
AFTER SCHOOL KINDERGARTEN CLASS:	M-F	Release of public school – 6:00 pm
AFTER PM-K, 1 ST AND 2 ND GRADES:	M-F	Release of public school- 6:00 pm

ADMINISTRATION

The Parish Day School Director manages the program with assistance from two Assistant Directors, a Finance Assistant Director, and the Parish Day School Board.

CHURCH ADMINISTRATION

Rector, The Rev. C. Christopher Thompson

Associate Rector, Sr., The Rev. Julia Ashby.....

Vestry

Parish Administrator, Christina Wyman

Administrative Assistant to the Rector, Ann Turner

Parish Secretary, Linda Ekberg

Sextons, Jim Tansey, Anthony Lewis, John Dennis

SCHOOL ADMINISTRATION

Rector, The Rev. C. Christopher Thompson

Parish Day School Board

Parish Day School Director, Jean Edwards

Parish Day School Assistant Directors

Vicki Kirby – Logistics Assistant Director

Tracy Finn – Health and Safety Assistant Director

Libby Lovering - Financial Assistant Director

Parish Day School Resource Staff

Tira Hills – Administrative Assistant

Martha Swirzinski and Kristen Gunn - Movement Education Teachers

Carol Peterson - Music Teacher

Betsy Antanitus - Godly Play Teacher

**Teachers, Teacher Assistants,
Playground Supervisor, Food Service Specialist, Bus Driver**

STAFF QUALIFICATIONS

The staff members of Parish Day School of Eastern Shore Chapel Parish Day School all have experience in Early Childhood Education or childcare. Teachers all have either a Child Development Certificate, Associate, Bachelor or Masters Degree or experience in education or related field. All are required to complete at least eighteen hours of training annually in a variety of areas relating to the care and nurturing of children.

Most staff members are certified in CPR and First Aid. All staff members have had TB tests, Criminal Background Checks, Central Registry Checks and Diocesan Training in Child Sexual Abuse.

REGISTRATION

Pre-registration will take place in November and December of the school year. This is an opportunity for parents to update current registration forms to eliminate the need to fill out new forms. It is NOT done in place of registration. If it is determined that the number of children pre-registered does not exceed the number of slots available for a specific class, then parents of those children will not have to attend the January registration. Otherwise, parents will still need to plan to attend the regular registration process that will take place in January.

ADMISSIONS POLICY

Children between the ages of 2 and 8 are eligible for enrollment. Each program has specific guidelines outlined in the appropriate section regarding age and grade requirements. There is no admission testing. Children must have the developmental maturity to manage anxiety of separating from their parents. We respectfully request that you inform the Director of any special needs and/or circumstances pertaining to your child **prior** to his/her first day of school.

NON-DISCRIMINATION

Eastern Shore Chapel accepts children without regard to race, creed, religion, marital status of parent(s), sex, ethnic, or national origin. A diverse environment enriches the learning experience for children by providing exposure to different cultures and backgrounds.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act is a federal law passed in 1990 that prohibits the discrimination of qualified individuals with disabilities. Programs cannot discriminate against people with disabilities in regard to enrollment. The Parish Day School will try to accommodate the known disability of a qualified applicant if it would not pose an "undue hardship" on the operation of the school. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as financial resources, and the nature and structure of its operation.

CONFIDENTIALITY POLICY

Our NAEYC accreditation strongly encourages the school to provide families with a full explanation of our confidentiality policies.

- All children's files are kept in the Financial Assistant Director's office. They are available to you (the parent), your child's teacher and the administrative staff.
- Any assessments and screening results are kept in these files and are only available to the parents, immediate teacher and administrative staff.
- Children's assessments and screening results will be used to identify the best components of a curriculum to meet the educational, social and physical needs

of the child. Results may be shown to resource personnel upon signed permission of the parents.

REGISTRATION PRIORITY

1. Children who attended any Parish Day School of Eastern Shore Chapel program in the present academic year.
2. Siblings of any current or previously enrolled children who will be attending any PDS of ESC program.
3. Children whose parents are communicant members in good standing at Eastern Shore Chapel at the time the application is submitted and siblings of children who had attended in a previous year.
4. All other remaining applicants.

REQUIRED REGISTRATION PAPERWORK

1. The following information is required on the registration form of all children attending the program: Name, sex, birth date of child, parents' names, home addresses, home phone number(s), work phone number(s) and place of employment of each parent who has custody, name and phone number of child's physician, name, address and phone number of two local designated people to call in an emergency, name of persons authorized to pick up child, allergies and intolerance to food, medication, chronic physical problems and pertinent developmental information and any special accommodations needed.
2. In addition, any blanket permission slips and opt out requests, name of additional programs & previous preschools that the child attended and the grade or class level.
3. Immunizations: The center shall obtain documentation that each child has received the immunizations required by the State Board of Health **before the child can attend the program.**
4. Physical examinations: Each child shall have a physical examination by or under the direction of a physician **before the child's attendance.**
 - The schedules for examination prior to attendance for children are required within 12 months prior to attendance for children two years of age through five years of age.

ATTENDANCE RECORDS

All parents will be required to sign their child(ren) in and out of the classroom. Attendance sheets will be located outside each classroom on a clipboard. It is very important that all children are dropped off and picked up by an adult. If you arrive late and the children are not in their room, check the schedule, go to that location, and sign them in. Teachers will have clipboards with them at all times for you to sign in.

WITHDRAWAL PROCEDURES

Two weeks written notice is required prior to withdrawing your child from any of the programs. On this withdrawal notice please include the reason for withdrawal, final day of attendance and what your child's next arrangement will be (public school, sitter, home care, another center or school, etc.). This information will allow us to help your child make as smooth of a transition as possible. Your account will be charged for the two weeks from the day we receive written notice, whether your child attends or not. If your child is withdrawn the last month of the school season for reasons other than illness or moving from the area, parents will be held responsible for the May tuition (if enrolled in the 2-, 3-, or 4-year-old classes).

TERMINATION OF ENROLLMENT

1. If a child's unresolved behavior issue has not been resolved after attempting a cooperative solution in communication with the parents, the Parish Day School Director reserves the right to terminate a child's enrollment.
2. If a child or parent is found to be in possession of weapons on Eastern Shore Chapel property, with or without the intent to use, exhibits behavior that could be threatening or harassing to a staff member there will be immediate termination from the school.
3. Some children will experience separation anxiety. With some children separation anxiety is mild and usually a short adjustment period is needed. With others, however, the anxiety is severe and adjustment to new situations does not readily occur. The staff will work with the parents and the child to relieve this anxiety. Most of the time, the child will mature and over time the anxiety will decrease. If after a period of time, the anxiety level is still high, and the child is experiencing severe stress, we will recommend removing the child from the program with a full refund of the current month's tuition.
4. Please see Financial Policy section for termination of enrollment due to non-payment of an account.
5. If at any time a child exhibits behavior that puts other children at risk, the Director reserves the right to automatically terminate a child's enrollment in the program without advance notice.

FINANCIAL POLICY

REGISTRATION FEE

A **non-refundable** registration fee is due when your child is enrolled in the program. This fee may only be refunded in the case of a job transfer. No registration fee is required of children on a waiting list. PDS reserves the right to prioritize the waiting list based on the program's needs.

MONTHLY TUITION

Tuition is due on or before the first day of each month. No allowance is made for illness, vacation, holidays or inclement weather. Tuition may be paid in advance. If your account is in arrears of more than two weeks, full payment will be due the following week or your child may not be accepted back into the program until your account is paid in full. A late fee of \$10.00 is incurred for tuition received after the 10th of each month.

WEEKLY TUITION

Tuition for weekly programs may be made weekly, bi-weekly, or monthly. Please set up payment method with the Financial Assistant Director. Weekly and bi-weekly tuition is due on or before Monday of each week in which care is provided. Monthly payments for weekly programs are to follow the above payment process. If your account is in arrears of more than two weeks, full payment will be due the following week or your child may not be accepted back into the program until your account is paid in full.

LATE PICK UP FEE

If you are late picking up your child a fee of \$15.00 per every 15 minutes is charged after one written warning. This fee is payable the day after the late pick-up, and can be made in cash or check payable to Parish Day School. If the program has been closed for one hour, and we have been unable to contact parents or emergency contact(s), we will contact the police. This applies to all programs and is strictly enforced.

PAYMENT BOX/METHODS

Payments may be received in the form of check, money order, bank check or cash. Payments may be dropped in the tuition box, above the water fountain, across from the PDS office. Checks may be payable to Parish Day School. In the memo section of the check please write your child's name. Payments made in cash should be brought directly to the Finance Director's office. A receipt for payment should be received.

If a check is returned for any reason, there will be a \$10.00 charge. Anyone having two or more checks returned will be required to make future payments by cash or money order.

At the end of the school year, the total amount of payments for tax purposes may be obtained, by request.

FINANCIAL ASSISTANCE

Financial assistance in the form of tuition reduction may be available. Please see the Parish Day School Director for an application or more information. Not all applicants qualify for assistance.

HEALTH AND SAFETY POLICIES

SUPERVISION

The care, protection and guidance of our children is taken very seriously at PDS. Staffing has been arranged such that all children are kept within sight and sound. To this end you may notice among other things, staff members requiring children to stop before entering a room so that the teacher enters first. Teachers will frequently be *counting heads*. You will notice there is no playground equipment where children can play *hide and seek*. A staff member is stationed by the bubble to keep the traffic flowing and near the rock-climbing tunnel if children are using it.

When on the playground or elsewhere even when there is a resource teacher or playground supervisor the lead teacher and teacher assistant are responsible for their children. If three or more groups are in the same area the classes will rotate locations.

Any and all incidents and accidents will be noted on the PDS form and be signed by the staff member, parent and an administrator. The parents may have a copy if they so desire. These reports are used to study areas of concern, retrain children and staff and to realign staffing as needed.

CHILDREN'S ILLNESS

Every effort is made to keep the children healthy. The staff has been trained to follow proper sanitation habits and trained in the observation of children's communicable diseases. Please do not bring your child to the program if he/she has any of the following symptoms:

- A temperature of more than 99 degrees (oral) in the last 24 hours. (To attend, he or she must be fever-free for 24 hours *without the benefit of medication*).
- Intestinal disturbance accompanied by diarrhea or vomiting.
- Persistent cough.
- Any undiagnosed rash.
- Sore or discharging eyes, ears, or throat.
- Any contagious childhood ailments such as pink eye, ring worm, impetigo etc.

A doctor's note may be required before your child can return to the program. Please call the PDS office and report your child's illness along with any symptoms.

If your child develops any of these symptoms during the day, we will notify the parents and require that your child be picked up within the hour. **A child who is sent home with a fever should not return until he/she has been fever-free for 24 hours, without the benefit of medication.**

When children at PDS have been exposed to a communicable disease as defined by the health department, the parents shall be notified within 24 hours or the next school day unless forbidden by law, except for life threatening diseases, which must be reported to parents immediately.

Effective July 2008, we are required to notify the health department of any outbreaks of disease. At any time the Director and/or Assistant Directors determine that more children are ill than usual, she must call the health department so as to enable them to assess the situation and make recommendations to help prevent the spread of disease.

ABSENCES OF AFTER SCHOOL CHILDREN

In an effort to keep costs to a minimum, we require that you notify PDS of your child's absence in a timely manner. This will allow us to avoid unnecessary trips to the public schools. After one warning, you will be required to pay a fee of \$5 per unreported absence. This excludes children who utilize transportation from the public schools or private transportation. However, a phone call is appreciated.

MEDICATION

Medication Policy

If your child is enrolled in a half-day program, we will not administer any medication unless it is an emergency medication such as an inhaler or Epipen (and Benadryl). Medication will be dispensed during the full and extended day program with proper authorization from the parent and from the child's physician (if needed for longer than 10 days). Medication consent forms can be obtained from the PDS office. A staff member certified in MAT (Medication Administration Training) will log in the medication, administer the medication when needed, and record when the medication is administered on the child's individual medication log sheet.

The medication consent form is a 2-sided form that must be completed in its entirety for each medication to be administered. If the medication is an as needed or emergency type requiring it to possibly be administered more than 10 days, then the child's physician must complete the consent form. This form gives authorization for only 6 months. Parent and physician authorization will be required every 6 months. All medications must have a pharmacy label complete with your child's first and last name, name of medication, and amount/dosage to be given. Additionally, a package insert or pharmacy printout is highly recommended. The medication may not be passed back and forth between the home and school. Additionally, teacher requests may not be honored, although we will make an attempt. Because it is necessary for a child with an emergency or long-term medication to be in a classroom with a staff member who has had the training, it may be necessary to place your child in a classroom with a teacher other than the one you requested.

Parents are responsible for picking up medications if the child should withdraw. All medications remaining will be properly disposed of after 7 days. Diaper ointment/creams may be applied by our staff (full day and 2 year-old classes).

However, it will be treated as a medication requiring the completion of the medication consent form. Parents are responsible for supplying the ointment/cream in its original container and packaging.

GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES

Please be advised that Eastern Shore Chapel cooks peanuts in the church kitchen one day a week during the months of September through May. This has been an important fund-raiser for Eastern Shore Chapel for nearly 40 years. They make a substantial donation to the Parish Day School annually.

Approximately 10% of our student population has potentially life-threatening allergies. That percentage continues to grow every year. It is our policy that all PDS staff is trained in avoidance strategies and in the management of an allergic reaction. Classrooms used by children who have a potentially fatal allergy will be identified with a special poster.

However, it is a community effort to protect our children who have these deadly allergies.

Parents of children with allergies must provide the following:

- Medical concerns and allergies must be documented by a physician.
- An Allergy Action Plan that includes:
 - A detailed description of items which your child is allergic
 - Symptoms of a reaction
 - A small, recent photograph of your child
 - Emergency actions
 - Emergency phone numbers
- Epinephrine (Epipen Jr.) and/or Benadryl or other required medications along with a completed doctor and parent authorization form (most insurances will cover two sets of medications, one for home and one for school)
- A special snack list of items that are safe for your child (for special events/parties/projects)
- Must meet with your child's teacher(s) and the Assistant Director of Health and Safety *prior* to your child's first day of attendance
- At times a parent may be requested to supply specialty items
- Parents should also
 - Educate child about symptoms
 - How/ways to avoid exposure
 - When/who to tell if symptoms appear

** Please note that your child will not be allowed to attend the Parish Day School unless all of the above items are in place.*

All other parents are expected to:

- All parents in an allergen free classroom must sign a letter regarding allergies in the classroom

- Take an active role in helping to keep our school safe for children who have potentially fatal allergies
- Contact your child's teacher for guidance in selecting foods to be used for class parties
- Avoid bringing anything into the classroom that contains the deadly allergen
- Require your child to thoroughly wash hands immediately after entering the classroom

PDS has resources available in the office. If you have questions, please call the office at 491-6130. You can also obtain more information from the Food Allergy and Anaphylaxis Network (FANN) website.

ASTHMA

In 2007, six children in Hampton Roads died as a result of asthma episodes. Most of these children reportedly only had *mild* cases of Asthma or hadn't had an episode in a long time. They did *not* have medications available that would have saved their lives. Parish Day School recognizes the importance of keeping all children safe. As a result we have revised our policy on Asthma.

Parents of children diagnosed with asthma must provide the following:

- A written asthma action plan
- Medication to be kept at school
- Proper authorization forms completed by pediatrician and parent to administer the medication (most insurances will cover two sets of medications, one for home and one for school)
- Must meet with your child's teacher and Assistant Director of Health and Safety

INSECT REPELLENT & SUNSCREEN

Insect Repellent

In compliance with The Drug Control Act and DSS, a medication consent form (mentioned in the above policy) is required to be completed, with parent authorization, every 6 months granting PDS permission to apply insect repellent. We will not apply insect repellent to children enrolled in the ½ day programs. We will strongly recommend that parents apply it before bringing them to school. For our children enrolled in the full or extended day programs, we will apply insect repellent, with proper authorization of the above mentioned form, one time in the afternoon only. Again, we highly recommend that parents apply it before bringing them to school. Each child, having insect repellent applied will have it documented on the child's individual log sheet, as required by the Drug Control Act and DSS.

Sunscreen

The Parish Day School and Camp Turtle Trap staff will not apply sunscreen, unless the child's physician recommends it and the appropriate forms for authorization have been completed. Please apply sunscreen to your child before dropping off at the school.

FIRE/EMERGENCY DRILLS

Fire drills are held regularly to include all programs. Each room has a posted evacuation plan. All children, staff and any parents at the time of a drill MUST evacuate the building. Drills are timed and a log is kept showing date, length of time to clear building, number of children and adults evacuated and statement concerning drill. Shelter-in-place drills will be conducted two times a year.

EMERGENCY PREPAREDNESS PLAN

The school is required by Social Services to have an emergency plan that addresses staff responsibility and facility readiness with respect to emergency evacuation and shelter-in-place. The PDS Director is the primary decision maker in the event of a crisis. The Assistant Directors will consult as a team and/or act in the place of the Director in her absence. Staff has been trained in the emergency procedures of evacuation, shelter-in-place, and lockdown as well as what to do if specific events occur. Those specific events include accidents at school, allergic reaction, angry person, assault, bomb threat, bus accident, chemical spill, fire, gas leak, hostage situation, kidnapping/lost child, lightning strike, poisoning, terrorism, trespasser, weapons, and weather emergencies. Our emergency plan is available in the PDS office. In the event of an emergency PDS would use local television, radio, phones and email to communicate with parents.

INCLEMENT WEATHER

In case of inclement weather, the school will follow the Virginia Beach Public School's policy on opening and closing for the first day of the weather emergency (snow, hurricane, etc.). If the public schools are closed for the day, all programs will be closed. If the public schools are delayed for more than one hour, usually there will be no morning preschool. The Full and Extended classes will follow the same procedures for opening as the public schools.

If the public schools are closed for more than one day, the Parish Day School's delay or closing (for the second and subsequent days) will be announced on the local television stations or their websites. Full-day classes and extended -day classes are not automatically available on these days. Please call the school to verify if we are able to offer this care.

Although it is generally our policy to follow the public school schedule, there may be times the Parish Day School will be closed after severe weather, if the health, fire and/or safety inspectors deem necessary. Should weather conditions deteriorate during the day requiring that we close before 6 p.m. parents and/or emergency contacts will be notified by phone and/or email. If the public schools close earlier than normal, we will attempt to transport the kindergarten students to PDS in a timely fashion. It is important that if you do not want your child brought here by us on such a day, you must call the public school and pass this message through them.

Because the Parish Day School is private any missed days due to inclement weather will not be made up. Please make arrangements in advance for back up childcare plans in the event of inclement weather closings. No allowances will be made in tuition for inclement weather closings, absences, church closings and holidays.

MEDICAL EMERGENCIES

In case of a medical emergency, parents will be notified immediately. Staff will do their best to care for your child during this time. If contact with the parents cannot be made, your emergency contact will be called to pick up your child immediately. In life-threatening situations, the staff will call 911 and seek professional help immediately. Parents or emergency contacts will be informed of any medical assistance.

FIELD TRIPS

Due to safety seat laws, more on-site enrichment activities will be provided. Some field trips may be planned. Field trip permission slips will be required for all off-site trips. All children under the age of 8 traveling in the van/car/bus will be required to use the proper safety seats. The children should only be transported in a chartered school bus, church-owned bus or in their parent/guardian owned vehicles, according to each class's needs. Effective this year due to DSS strong recommendations and liability issues, we highly recommend parents drive their own children. In the event that a parent drives a child other than her/his own, the driver's vehicle acts as a school vehicle. The driver shall supply the PDS with proof of insurance, valid state inspection (VA), up-to-date license plates and a valid driver's license. We will inform you of planned field trips as far in advance as possible so that you may plan accordingly.

TRANSPORTATION

Staff members who are responsible for transporting children in the ESC/PDS bus (to include drivers and driver assistants) are oriented and trained in the use of the bus to meet the requirements of the Virginia Department of Social Services, Church Insurance Company, and the Virginia Department of Motor Vehicles.

The driver's primary responsibility is the safe transportation of children from public school to Parish Day School. The driver assistant's primary responsibility is the supervision of the children during the time they are being transported.

The driver assistant is responsible for teaching and enforcing the rules for bus riders. The driver's only responsibility is to focus on driving. Bus rules include:

- No arms, heads, or other body parts are allowed outside the vehicle.
- No horseplay or rowdy behavior is allowed inside the vehicle.
- Soft voices should be used.
- Remain seated and buckled while bus is in motion.
- Walk up and down the bus steps while boarding and unloading.
- Do not walk in front of or behind the bus.

A copy of the church insurance plan is available on the bus. Parish Day School's full transportation policy for staff is available in the Parish Day School office.

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

All persons in child-related programs are required by law to report suspected child abuse or neglect to the Virginia Department of Social Services (DSS). PDS staff members have received training to help identify signs of possible abuse or neglect. When we see signs, we are required to file a report with DSS, who may conduct an inquiry.

Some of the guidelines that we are given are as follows:

- Staff members are required to make a report if child abuse is suspected.
- Staff members are not permitted to conduct an investigation; trained DSS personnel will institute an inquiry if they deem it necessary.
- Staff members are not allowed to contact parents about suspected abuse or neglect. When a report is filed with DSS, many parents come back to the staff and say, "Why didn't you talk to me first?" The answer is that we are not permitted to do so. If there is a chance that child abuse is occurring, then notifying parents before notifying DSS may put the child at greater risk.

We cooperate with DSS not only because it is required, but also because we understand that caring for children is a shared responsibility. PDS is committed to the safety and well being of each child. We solicit the cooperation of all parents to this end.

Child Abuse Hotline Number – 437-3400

Child Abuse Hotline Number – 1-800-552-7096 (Before 8am – After 5pm)

ARRIVAL AND DEPARTURE/RELEASE OF CHILDREN

ARRIVAL AND DEPARTURE

The parking lot is crowded at the beginning and end of program hours. Please use extreme care when entering or leaving the building. Please:

- **Park your car only in a designated parking space. Do not park in the circular driveway, along the curbs, on the private road or near the orange cones.**
- **Hold your child's hand while crossing the parking lot. Do not let your child run ahead of you!**
- **Teach your child to look both ways before crossing the street.**
- **All children are required to be walked to their classrooms in the morning.**

- **Please keep voices down in the hallways as Eastern Shore Chapel clergy and staff is working in their offices.**

Parents are expected to bring and pick up their children promptly at the appointed times. Please do not bring your child earlier than five minutes before the program begins as the staff needs this time to prepare for the day! Never leave your child in a room without teacher supervision. Children will not be left with the extended day teacher unless authorized by the Director.

Should a parent know in advance that he/she can't pick up on time, another person must be designated in writing to pick up a child. A late fee of \$15 per 15 minutes is charged for late pick-ups (after one warning). If a child is one hour late being picked up and the program or Parish Office has not been contacted (491-6130), the police will be notified. **If you are calling after 5 p.m., be sure to use the cell number 241-1789.**

RELEASE OF CHILDREN

Children will only be released to their parents or persons designated by the parents in writing as having permission to pick up child from Parish Day School. Parents must designate on their registration form those persons who may pick up their child; or they may send in a note with the child. In either case, the person's identification will be checked to verify their identity.

The safety of the child will always be foremost when releasing children to authorized persons. Please let us know if there are special circumstances. As required by law, a custodial parent has a right to be admitted to PDS/facility. Without paperwork, PDS will not be able to prevent the release of a child to his or her custodial parent as listed on the registration form, without having a court document on file.

CHILDREN'S BELONGINGS

CLOTHING

Because accidents happen, we ask that you provide an extra set of clothing for your child. Please include outer clothes (shorts, jeans, shirt), underwear and socks, **labeled with the child's name**, in a large plastic Ziploc bag. We ask that the clothes be kept seasonally appropriate. Coat hooks are in the hallway for jackets, sweaters, or sweatshirts. Children wearing diapers or pull-ups will need to supply disposable diapers/pull ups and wipes.

ITEMS FROM HOME

Books, tapes, or nature's treasures are usually a safe choice of items to bring to share with the class, with the approval of the teacher. **We do not allow children to bring**

toy weapons, toy guns or balloons to Parish Day School. While we exercise care with personal possessions, accidents can happen. It is best not to bring items that are irreplaceable! Please do not send live animals or any items in glass containers unless the teacher gives express permission.

FOOD SERVICE PROGRAM

Parish Day School maintains a permit from the Virginia Health Department that allows us to serve snacks and meals. PDS adheres to the strict standards of the health department. Unannounced visits by Health Inspectors take place several times a year. Results are posted on the VHD website under Parish Day School.

SNACKS

We are required to serve two components at snack. 100% juice constitutes one of those components daily. Fresh fruits and vegetables may be substituted for the juice occasionally. Please realize that cost and preparation time play a vital role in the menu planning. You may want to check with your child's teacher and occasionally send in a couple of apples or a few bananas to complement snack.

A morning snack following USDA guidelines is provided each day for all children. Children participating in an afternoon program will receive an afternoon snack. Snack menus are posted in every classroom as well as on the information board in the main hallway. If your child has any allergies, be sure that those are indicated on the registration form. **Any child with allergies, a history of anaphylaxis or asthma, will require a written emergency treatment plan, medications to be kept at the school and a completed consent form from the child's doctor prior to his/her first day at PDS.** Please review all information with the Directors and staff having immediate contact with your child prior to the first day of attendance.

MEALS

If your child is enrolled in the full-day or extended-day programs, meals are included as part of the day. A light breakfast is available for those children who arrive between 7:00 and 8:15 a.m. Lunch is served between 12:15 and 1:00 p.m. Both meals meet the USDA nutrition guidelines for children ages two to six, and weekly menus are posted outside the classrooms for your reference. A menu is emailed on a monthly basis. A hard copy is available upon request.

BIRTHDAYS

Birthdays are very important to a child, and we would like to share those special days. If you wish to provide a special snack for that celebration, please speak to his/her teacher prior to the event so that we will plan appropriately. **SOME CLASSROOMS HAVE BEEN DESIGNATED AS ALLERGEN FREE ROOMS. THOSE TEACHERS WILL HAVE A LIST OF SPECIFIC ITEMS THAT ARE ACCEPTABLE. Food that comes from home for sharing among the children is either whole**

fruits/veggies or commercially prepared packaged foods in factory-sealed containers. Please note that bakery items are not considered commercially prepared items. Birthday snacks do not always have to be sweets—fruit, yogurt, pudding snacks, popsicles and specific brands of ice cream can also be served.

We ask that you send individual birthday party invitations through the mail, rather than through the classroom, unless you are inviting the entire class. Children can be easily hurt if not invited to a party.

PARENT-TEACHER COMMUNICATION

Our teachers are eager to keep parents informed concerning their child's development and growth. Examples of communication may include newsletters, calendars, individual notes, updates, and remarks for each child, as well as conferences.

The following are some suggestions of ways that parents can help facilitate communication:

- Please read carefully the notes and newsletters that come home periodically.
- If you have a concern about your child's development, please schedule a conference (time that is appropriate for all parties involved). Teachers are happy to discuss your child's growth and progress. However, we ask that you refrain from calling during school hours to schedule the conference. Non-emergency telephone calls during the school day take away from the students' learning experience. Please plan to call after school hours.
- Please ask questions or voice concerns promptly. Teachers would prefer that you contact them after program hours when there is time and space to talk comfortably.
- Please complete the program evaluations that are done during the year, so that we can better meet your family's needs.
- Please don't talk about your child in front of him/her. Children can be sensitive about being discussed as if they were not there.
- Extended day parents should check folders daily for information to be passed along from the a.m. class. Also, read information posted outside of the a.m. classroom daily.

PARENT ASSOCIATION

We have a Parent Association. You are automatically a member. Leaders of the Parent Association will keep you abreast of what the children in PDS need. We are confident that your child's experience in our program will be beneficial, and you can be a part of it. Your participation in the program is encouraged and welcomed in many ways, the Association will encourage you to volunteer. Each classroom is in need of a Room Parent. Other opportunities abound to tell stories, sing a song or poem, share a hobby or special interest, or simply to come and play and assist the staff. Children love to share family and friends with school friends. A child's self-esteem can be bolstered by a visit from a family member. Please let the teachers know how you would like to volunteer—take time to get involved! Parents volunteering on a regular basis will be

asked to complete the required paperwork. Speak with the leaders of the Parent Association.

CLASSROOM POLICIES AND PROCEDURES

CURRICULUM

The Parish Day School uses the philosophy and strategies in *The Creative Curriculum*. The goals and objectives of the curriculum are to promote Social/Emotional, Physical, Cognitive and Language development through teacher-directed and child-centered activities. This curriculum helps children grow and learn at their own pace through a warm indoor/outdoor environment. Each room will have activity centers such as Art, Blocks, Science, Dramatic Play, Library and Computers. We have implemented the Everyday Mathematics Pre-K curriculum that is used by the Virginia Beach School system.

- Social/Emotional Development –
 - Knowing oneself and relating to other people- both children and adults.
 - Following rules and routines, respecting others, and taking initiative.
 - Showing empathy and getting along in the world, for example by sharing and taking turns.
- Physical Development –
 - Achieving gross motor control – moving the large muscles in the body. Gross motor control includes balance and stability etc.
 - Achieving fine motor control – using and coordinating the small muscles in the hands and wrists with dexterity.
- Cognitive Development –
 - Learning and problem solving – being purposeful about acquiring and using information, resources and materials;
 - Thinking logically – gathering and making sense of information by comparing, contrasting, sorting, classifying, counting, measuring, and recognizing patterns.
 - Representing and thinking symbolically – using objects in a unique way, for instance, a cup to represent a telephone. Representation and symbols free children from the world of literal meanings and allow them to use materials and their imagination to explore abstract ideas.
- Language Development –
 - Listening and speaking – using spoken language to communicate with others, expressing oneself.
 - Reading and writing – making sense of written language, understanding the purpose of print and how it works.

SPIRITUAL COMPONENT

The staff at Parish Day School is committed to the spiritual growth of the children. We welcome children of all races, religions, and cultures. Our care for children springs from the conviction that God creates each child, is blessed with rich gifts, and is called to grow into a loving, creative, responsible person. Our programs are not designed to teach the specifics of the Christian faith, but to develop in the child an awareness of the presence of God. We promise to maintain an attitude of respect for other religious traditions and the families who may practice them. However, elements of the Christian tradition such as religious songs, stories, and holiday observances are a regular part of our program. All children participate in an age-appropriate chapel service on a regular basis.

DISCIPLINE POLICIES

Preschool is an important time for children to learn appropriate behavior in a social or group setting. Basic principles such as sharing, personal space, following directions, and respect for others are gained in these formative years and are invaluable preparation for entering the elementary school years. At Parish Day School we respect each child and his or her level of development, individual personality, and their family and cultural influences. We create a positive environment (plenty of toys, activities, space, and appropriate room arrangement) so as to influence behavior.

The program has a set daily routine but allows for flexibility. Clear guidelines are provided so that children know what is expected of them. Limits that relate to safety and protection of self, others, and the environment are clear and are enforced consistently in a positive away. Children are given time to respond to expectations.

Staff are oriented and trained in appropriate discipline techniques for the classroom, and monitored to ensure that these techniques are being consistently applied. Teachers may use a variety of strategies depending on the child and the situation. These strategies include: gaining a child's attention, staying in close proximity to the child, reminding, acknowledging feelings before setting limits, redirecting or diverting, age appropriate choices and natural consequences. Time out is used as a last resort (1 minute per year of child's age).

All children will be treated with respect. Children will not be disciplined in a punitive manner. No child will be spanked, hit, made to assume an uncomfortable position, shamed or ridiculed. No child will be punished by another child or put out of sight and sound of a staff member. Food will not be used as a reward or punishment. Our goal is to encourage children to develop respect, self-control, self-confidence, and sensitivity in their social interactions during their time at preschool.

Behavior which is considered severe or on-going will warrant a more direct approach. Staff will consistently document misbehavior. The PDS Director will visit the classroom to observe the child's behavior. A meeting will be arranged with the child's parents, teachers, and the Director in which the behaviors displayed by the child will be discussed along with specific techniques being used by the staff to help guide the child

to more appropriate behavior. An action plan will be developed that defines (a) observed unacceptable behaviors of the child; (b) method(s) of approach to handle behaviors; (c) indication from all parties of their support of this approach; and (d) a schedule for follow up meetings. If an action plan is created, staff will write down a simple log of observations (positive and negative) on a regular basis so that the situation can be more objectively assessed. If, after reasonable efforts on the part of the teaching staff and parents, a child cannot cope within the guidelines of the program, he/she will be asked to leave the program. This will be evaluated by both the teacher and the Director, based upon the written action plan and the observations/evaluations with respect to the child's behavior since the creation of the action plan.

Finally, we believe that guidance from parents is the most effective way to shape positive behavior in early childhood. Parents are invited to share their questions and concerns with their child's teacher and/or the Director. It is imperative that parents and teachers work together to encourage children's social development progress. We ask that parents keep an open mind and actively support any suggestions a child's teacher and/or the director may make in supporting this process. Unwillingness to follow through on recommendations and lack of cooperation on the part of parents may result in the termination of enrollment of the child.

Additionally, The PDS Director may suggest to parents the need to seek the guidance of a trained professional to support the efforts of the staff in meeting the needs of their child. It may be a result of identified or implied needs due to behavior, physical disabilities, educational achievement or other special needs. A description of the type of skills needed by a consultant, with a suggestion of some well known in the area, may be offered. More than one name will be provided and the parent will be encouraged to find someone who they and their child are comfortable with and meets their needs. The parents will need to contract directly with the specialist. The school staff will participate, as needed, to our abilities, in the relationship between consultant and child. All requests should be presented to the PDS Director before implementation. This policy applies to working with specialists in the private sector, as well as, those in a public agency. Adjustments in the classroom, providing locations for therapists to work in the Day School, getting additional training for staff are some of the ways we will try to accommodate the needs of the child. Often the first and second steps are a referral to your pediatrician and another to the Preschool Assessment Center

DAILY SCHEDULES/TRANSITIONS

All of the programs and classrooms at Parish Day School have a daily schedule that provides the framework for the day. Please familiarize yourself with your group's schedule, which should be posted in or outside each classroom. The schedule will have a balance of quiet and active periods, outdoor play for large muscular/gross motor play and time for small motor skills, large motor skills and individual play. Children transition with their teachers throughout the day to attend Music, Movement Education, Chapel and outdoors play. When children transition to an independent contractor or another program in the school they are signed out of the first and into the second.

At the end of the school year teachers will have lessons on transitioning to a new age level or new school. They will use a variety of resources including children's books, printed materials for the parents and suggestions for summer activities. The school does not automatically forward your child's records to the new school unless specifically requested by the parent and/or new school. The records are shared internally as your child moves from one Parish Day class to another.

STORAGE

Your child will have his/her own cubby space in the classroom. This can be used to store personal items and other items. Please clean out and check the cubbies on a regular basis to assist with keeping the rooms clean. There are hooks outside of each classroom for jackets and backpacks. Children in the early a.m. care are encouraged to hang their backpacks and jackets on the hooks outside of the Johnson Room. Be sure to label everything!

NAPTIME

For the children attending full/half day classes there will be an allotted nap/quiet time. The Parish Day School will furnish cots/mats and bottom sheets. Cots and sheets are washed and sanitized once a week and mats are sanitized daily. Each child needs to bring other bedding (blanket, sleeping bag) from home. These items must be taken home on Fridays to be washed. ***Blankets, sleeping bags and pillowcases are required by DSS to be labeled with your child's name.***

RAINY DAY ACTIVITIES

In lieu of playground time alternative activities will be scheduled during rainy days. The use of video viewing will not be an alternative.

REGULATIONS

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection and well being of a child for any period of a 23-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. We are proud to be a licensed facility. Most church preschools choose a religious exemption. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers

working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. Results of recent inspections are posted on the information board across from the PDS office. Parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services at 473-2116.

PHYSICAL PLANT (ASBESTOS)

The Code of Virginia, 63.1-198.01 requires that the administrator of licensed child care centers submit a written statement to the Commissioner's representative that response actions to abate any risk to human health have been initiated in accordance with a specified schedule and plan as recommended by an asbestos management planner licensed in Virginia.

Parish Day School is following the recommended asbestos management plan. As required by that plan, the appropriate staff members have received the necessary training and documentation of required inspections is on file with the Parish Administrator.

PARISH DAY SCHOOL BOARD

The Parish Day School has a Board that is comprised of the Rector, the PDS Director, a Vestry Member; three to five communicants in good standing at Eastern Shore Chapel and a member of the wider community may serve. This committee meets once a month to review policies, standards and operations of the school. Minutes are filed in the PDS and ESC offices.

MEMBERSHIPS

National Association of Episcopal Schools
National Association for the Education of Young Children
Places and Programs for Children, Inc.