

Emmanuel

Episcopal Church

Day School

We at Emmanuel Episcopal Day School strive to meet the needs of the community by providing a quality Christian education program. Through a play-based curriculum we develop the cognitive, social, emotional and physical growth of each child entrusted in our care. We foster in each child a love for God, learning, humanity, and the earth in a nurturing, nondiscriminatory environment.

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2011 - 2012 STAFF

Director	Sarah Singer
Administrative Assistant	Karen Kearse
Teacher of two-year-olds	Anita Simonis
Teachers of three-year-olds	Francis Cullins Annie Sessions
Teachers of four-year-olds	Cathy Reese Ann Stump Kathy Walker Christina Smith
Chapel Leaders	Rev. John Baldwin Rev. Julia Messer
Computer Teacher	Sarah Caviness
Spanish Teacher	Ida Ferrer
Music Teacher	Ebony Williams

All staff members are experienced early childhood educators.

Each teacher receives Episcopal Diocese Training, First Aid and CPR training, criminal record check, and ongoing early childhood training.

Curriculum information is provided during orientation.

Web site: <http://dayschool.emmanuelvb.com>

Email address: dayschool@emmanuelvb.com

Phone: (757)499-7393

DAYS AND HOURS OF OPERATION

The Day School is open daily from 9:00 a.m. to 12:30 p.m.

Our school year begins in mid-September and ends in May.

The Day School holidays include:

Veterans' Day, Thanksgiving, Winter Break, New Year's Day, Presidents' Day, Martin Luther King Jr. Day, and Spring Break.

You will be given a detailed calendar at orientation.

In case of inclement weather, Emmanuel Episcopal Day School follows the closing decision of the Virginia Beach Public Schools. If there is a two-hour delayed opening, or if the public school kindergartens are closed, we are closed. If there is a one-hour delay, we will also have a one-hour delay. If the public schools are closed for an internal problem, the Day School will remain open. Inclement weather days will not be made up.

THE DAY SCHOOL COMMISSION

The Day School Commission is comprised of parishioners who meet monthly to support and assess the Day School. The Chair may be contacted through the church office at 499-1271. Any questions or concerns regarding the Day School may be discussed first with the Director, then the Chair and Father John Baldwin if needed. Please contact us by following this procedure or if you are interested in serving on the Day School Commission. We welcome your input.

ADMISSIONS

The following documents are required upon enrollment:

- physical and immunization records
- birth certificate
- authorization for pickup from school (and any pertinent custody documentation)
- completed child information packet.

All 2-year-old students must be 2 1/2 years old by September 30. All 3-and 4-year-old students must be potty-trained. Children do not advance to the next grade on their birthday.

The Day School requires a non-refundable \$166 registration fee upon enrollment to reserve a space for your child.

Enrollment is provisional subject to the child's adjustment to the program during the first six weeks. We will work with you if there are separation or behavior concerns. Please notify us in writing if your child must withdraw from the school. Children who need special accommodations beyond the scope of the Day School will be referred to the appropriate resource.

The Day School staff will make every effort to guide students toward appropriate behavior. Examples of inappropriate behavior include: biting, hitting, yelling, profanity, spitting, bullying, and disrespect. Teachers will address age-appropriate rules and consequences by following these steps:

1. The teacher will address the inappropriate behavior with the child.
2. If the behavior continues, the teacher will redirect the child toward appropriate behavior and will discuss consequences, e.g. renewal time apart from the group (one minute for each year of the child's age) and will document the incident.
3. If the behavior persists or is harmful, the teacher will notify the Director and the parent and will document the contact and incident.
4. If the behavior does not improve, the Director and teacher will arrange a conference with the parents to discuss a plan of action, followed by a letter confirming the plan of action and documenting both the behavior and the contact.
5. If the problem persists and has the potential to harm, upset, or influence other children or staff members, we reserve the right to disenroll the child from the program. There will be no reimbursement for tuition or other fees already paid.

Children's records are kept at the school for one year. If the child does not return to the school for the consecutive year, the file is shredded for privacy purposes.

FINANCIAL INFORMATION

The Emmanuel Episcopal Day School is a mission of Emmanuel Episcopal Church and is a non-profit organization.

A non-refundable annual registration fee of \$166 per child upon enrollment reserves a space for the child and provides for all materials needed during the school year. The cost of field trips and a t-shirt is included in the registration fee. The registration fee must be paid in full to finalize enrollment.

Tuition is paid in nine equal installments due on the first of each month from September to May. A 10% discount is given for the second child and subsequent children enrolled from the same household. A 5% discount is given for tuition paid in full at the beginning of the year. There is no provision for partial or pro-rated payments. Because tuition is an annual fee, no refunds are given for illness, vacations, snow days or withdrawals. Two weeks' notice is requested for withdrawal.

Tuition is due by the first of the month and may be placed in the white box located outside the Director's Office or may be paid by credit card. Make your checks payable to E.E.D.S. (Emmanuel Episcopal Day School). Parents will receive a written account statement at the end of each month.

A \$15 late fee will be applied to outstanding tuition and fee payments not received in the Day School office by the tenth of the month. Returned checks will incur a \$25 fee.

Parents who have accounts thirty days overdue will receive a phone call from the Director. An additional \$15 late fee will be applied to outstanding tuition and fee balances not received by the second month. The Director and Director of Finance will consult with the Rector about action to be taken regarding accounts more than 60 days overdue.

TUITION RATES

Registration Fee:		\$166 per child
2 year-olds:	3 Days per week (MWF)	\$195 Per Month
	2 Days per week (T,Th)	\$170 Per Month
3 year-olds:	3 Days per week (MWF)	\$195 Per Month
	2 Days per week (T,Th)	\$170 Per Month
4 year-olds:	5 Days per week (M-F)	\$220 Per Month
	3 Days per week (MWF)	\$195 Per Month

FINANCIAL ASSISTANCE

Please see the Director for an application and more information about tuition assistance.

NON-DISCRIMINATION POLICY

The Emmanuel Episcopal Day School accepts children to its program regardless of race, creed, religion, ethnic, or national origin. The Day School believes that children are enriched by diversity and multicultural activities.

HEALTH AND SAFETY

Your child's health is very important to us. All children must have a completed child information packet and an up to date copy of the Commonwealth of Virginia's physical/immunizations form before the child's first day of school. Please keep us informed of any changes to this information, especially phone numbers.

If your child becomes ill or injured at school, you will be notified and asked to pick up your child. If we are unable to reach you, we will call the designated emergency number. In case of serious injury, we will seek professional help immediately.

Please keep your child at home if he or she has symptoms of: a communicable disease, a fever within the last twenty-four hours, a cold less than two days old, persistent cough, discharge from the eye, ear or nose, an undiagnosed rash, vomiting, head lice or diarrhea. Your child should not return to school until he or she has been symptom-free for 24 hours.

The staff is not permitted to administer medications during school. Please see the Director concerning chronic allergies or illnesses and special accommodations. All medical aids (such as inhalers) must be kept in the Day School office.

Our school will follow the Virginia Beach school system decision of school closings in case of health-related issues.

Fire and safety drills will be held monthly. All staff members are trained in safety procedures in case of danger to the children and the school building. A policy is in place for procedures during hurricane, tornado or a lockdown emergency.

The outside doors will be locked at 9:15 a.m. while school is in session and will remain locked until 12:15 p.m. daily.

Children must be supervised on the playground at all times. Playground rules are to be obeyed before, during and after school hours.

ARRIVAL AND PICK UP

Parents are expected to drop off and pick up their children promptly. Please use the Day School entrance and parking lot to the rear of the church (the red roof and doors). Parents may gather in the Day School lobby until the bell has rung and then proceed to their classroom. Please keep your child as well as siblings with you until admitted by the teacher. Children are released individually at the door at dismissal time. The Day School uses the “hand-to-hand” policy for both drop off and pickup times.

If you know that you will be detained, please notify the Day School immediately so that we can reassure your child and arrange for supervision. A late fee will apply. If your child has not been picked up by 12:45 p.m. without notification, we will call your designated emergency names minutes after 12:45 p.m.

Children will be released only to designated names listed on the parent authorization card (and any pertinent custody documentation). Identification will be checked for the safety of your child.

Please make an appointment with your child’s teacher if you need to speak with her before or after school.

CLOTHING

Please dress your child in simple, washable, seasonably appropriate clothing without complicated fastenings. Slacks are more appropriate for girls than dresses at school, and shorts must be worn under skirts. Shoes should have rubber soles for a good grip on climbing equipment. Open-toed shoes and flip-flops are not permitted at school.

TOYS AND BELONGINGS

Toys may be brought in on sharing day only as scheduled by the teacher. Please check your child's monthly calendar for this special day. Toys should be small enough to be carried by the children and to fit in their cubbies.

Please do not send candy, gum, umbrellas, weapons, breakable items or valuables to school.

A roomy backpack is essential for carrying artwork, snacks and treasures home after school. Please check this bag daily for information from the school. Please be sure to label the backpack with your child's name.

SNACKS AND LUNCHES

All students will bring a packed lunch to school. Please be sure to pack nutritious, nonperishable and easy-to-open items. Water is served with lunch, so do not pack a beverage.

Two and three-year-old students will also need to bring a separate mid-morning snack.

Birthday celebrations are held during snack time. Parents may bring special treats for the class. Please coordinate your plans with the teacher in advance. Private party invitations may be given out in class if everyone in the class is invited.

PARENTAL INVOLVEMENT

We enjoy having mothers and fathers share their talents in the classroom. Please let us know if you would like to volunteer in the classroom, chaperone a field trip, or be a room parent. The teachers will provide sign-up sheets.

FIELD TRIPS

Field trips are an integral part of the three and four-year-old curriculum. Designated drivers must have a copy of their license number and insurance coverage on file with the Director. Parents are expected to chaperone and supervise children for at least one field trip per year. One parent serves as a chaperone for 1-3 children.

Siblings of students are not permitted to attend field trips. Chaperones will take attendance at several points during the trip. All students will attend the entire trip. Each child must be belted in a safety seat provided by the parent as required by Virginia state law.

PLAYGROUND

A thirty-minute playground period is scheduled for each class daily. If weather does not permit outdoor play, an indoor play space is available. The Emmanuel Episcopal Day School playground rules are:

1. Children must be supervised at all times before, during and after school.
2. Sit on swings (do not lie across the seat, stand, twist, or swing too high.)
3. Take turns.
4. Return sand toys to toy bin.
5. Slide down the slides; do not walk up them.
6. Throw away all trash in the can provided.
7. Keep gates closed at all times.
8. Do not throw mulch, sand, dirt, sticks, or rocks.
9. Wear closed-toe shoes and appropriate clothing on the playground.
10. Notify the Director of any safety concerns.

Read Daily With Your Child

Reading aloud to your child

Inspires a life-long love of learning