

# Parent Handbook



4449 N. Witchduck Road  
Virginia Beach, VA 23455

(757) 499-2283

e-mail [odeds@olddonation.org](mailto:odeds@olddonation.org)

[www.olddonation.org](http://www.olddonation.org)

**Preschool Hours 9:00am – 12:20**

**Early Drop Available 8:00am**

**After School Programs Available until 2:20pm**

**Directors**

*Jody Baker and Amy Borden*

## Welcome to ODEDS!

*"A Place Where Memories Begin!"*

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The Code of Virginia, Section 63.1-196, allows child day centers operated by religious institutions the opportunity to file for exemption from licensure by meeting documentation and other requirements specified within the exemption law. In compliance with the Code of Virginia, Old Donation Episcopal Day School is exempt from licensure and is classified as an "Exempt" child day center.

# Old Donation Episcopal Day School

*"A Place Where Memories Begin"*

**Mission Statement: To maximize the potential of every child in an age appropriate, safe, nurturing, and spiritual environment.**

Old Donation Episcopal Church offers preschool and kindergarten classes as a service to the Church and the community. Through the Day School program, we work to help our children grow into their full stature as created by God. We exist to provide an environment in which the child can develop a wholesome self-image and grow physically, intellectually, socially, and spiritually. We believe that children learn through their play and as they explore, question, listen, build, paint, and sing they develop a love of learning and readiness for school and other life experiences. Furthermore, the quality of these early experiences will have a profound life-long influence on each child's potential. Our program goals were developed to enable children to:

- Grow in independence – To learn to make decisions and choices. To do things for themselves and to begin to think of themselves as independent, competent people.
- Learn to interact positively with others – To learn techniques of interaction that will bring positive responses from others so that satisfying relationships with adults and peers can be developed.
- Develop self-control – To become self-disciplined, self-guided, self-directed and to develop a sound basis for appropriate behavior.
- Gain control of and begin to understand their own bodies – To learn self-care skills, good nutrition and hygiene, and to enhance fine and gross motor skills.
- Understand and control the physical world – By encouraging curiosity, thinking, reasoning, problem solving and gathering information.
- Learn to use symbols – To develop facility with spoken language and other forms of symbolic representation such as songs, pictures, written language and mathematical symbols.
- Develop a positive self-concept – We want children to view themselves as successful, likable, competent individuals.
- Experience a sense of God's love – Through weekly chapel services, to become acquainted with sacred space in which a personal, loving God is encountered through symbol, story, and song.

**Planned within the framework of philosophy and purpose, our curriculum includes:**

Sharing and conversation time...stories, songs, and finger plays  
Creative art activities, crafts, and easel painting  
Games for large and small muscle development



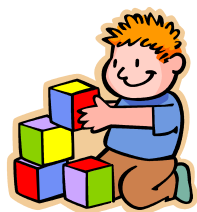
Daily playground free play  
In-school programs  
Cooking experiences  
Science and nature activities  
Exposure to shapes, colors, numbers, and letters  
Weekly chapel, music, computer and library Celebration  
of Birthdays and Holidays



## Preschool Classes

***\*THERE WILL BE NO EXCEPTIONS TO THE AGE REQUIREMENTS***

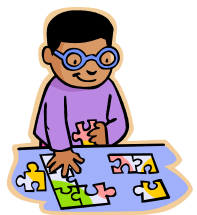
### 2-year-olds



Our two-year-olds meet **2 days (Mon/Wed or Tues/Thur) or 3 days (Mon/Wed/Fri)** a week. This is a wonderful opportunity for your young one to experience preschool for the first time in a nurturing, safe and fun environment. *Children in this program do not have to be potty trained!* We offer a small class size...only 8 children per class with 2 staff. Enjoy daily art activities, stories, dramatic play, sensory center, play dough, blocks and weekly music, library and chapel. In-house fieldtrips are also incorporated into our curriculum.

*\*A child must be 2 years old by September 30 to be admitted into the 2-year-old class.*

### 3-year-olds



Come join our three-year-olds **3 days** (choose Mon/Wed/Fri or Tu/Thur/Fri) or **4 days** a week (Mon-Thurs). We have a small class size (only 11 with 2 staff). Children explore blocks, art, manipulatives, puzzles, easel painting, dramatic play, books, sensory table, counting and matching centers, play dough, magnets and more! In addition to weekly music, chapel and library time, we also have a computer teacher who spends one-on-one time with each child. Inhouse fieldtrips are also incorporated into our curriculum.

*\*A child must be 3 years old by September 30 and completely toilet trained to be admitted into the 3-year-old class.*

## 4-year-olds



Our four-year-olds meet **5 days** or **4 days** (Mon-Thur) with 12-14 children and 2 staff in each class. Our classrooms are arranged in different learning areas. Centers include: Language Arts, Mathematics, Writing and Drawing, Art, Easel Painting, Science, Books, Blocks, Dramatic Play, Play Dough, Sensory and Snack. Our 4s are introduced to the alphabet with weekly group and individual activities featuring “**The Letter People**”...crayon “rainbow writing” and “shaving cream writing” are their favorites. Our 4s enjoy weekly computer lessons, music, library and chapel. In-house fieldtrips are also incorporated into our curriculum.

*\*A child must be 4 years old by September 30 to be admitted into the 4-year-old class.*



## Potty Trained Policy

We recognize that potty accidents occur, however...children must be completely potty trained to remain enrolled in our 3 and 4-year-old programs. If a child continues to have accidents, we will have to meet to discuss options for him/her to remain in our program. Please remind your child to tell us when they need to go potty. This is an important part of the potty training process.

Always try using the potty just before you come to school...say “we need to just try before we go”.

We ask that children attend to their toileting needs. Teach your child **how to wipe**...even poopies! Please dress your child in clothes he/she can take off and on without assistance (pants with elastic, no overalls).

## Kindergarten



*\*A child must be 5 years old by September 30 to be admitted into the kindergarten class.*

**We offer a small class size (14-16) so that we can meet the needs of each individual child.** We believe that children learn through their play and as they explore, question, listen, build, paint and sing they develop a love of learning and readiness for elementary school and other life experiences. Carefully planned lessons guide the children through a variety of thinking processes so that they gain confidence in their abilities and talents. Our classroom may look a bit less structured and less orderly, sometimes even a bit chaotic. That's how kindergarten should feel. Play is not a break from learning or a way to fill time for the little ones: play, imagination and discovery are how kindergartners learn. In addition, all Kindergarten students participate in the After School Class- Super Scientists and stay until 1:30 on Mondays as part of their tuition.

Planned within the framework of our philosophy and purpose, our curriculum includes...

## Math



Recognizing and writing numerals  
Sorting, graphing, patterning, counting  
Shapes, simple measurement, money,  
Days of the week and months of the year, telling time to the hour  
Using objects for addition and subtraction

## Language Arts



Developing oral language, listening and speaking vocabularies  
Communication skills and listening comprehension  
Review of Alphabet and corresponding sounds using **“The Letter People”**  
Rhyming, syllables, beginning/ending sounds, some middle sounds  
High frequency words  
Understand how print is organized and read with one-to-one matching  
Reading and explaining own writing and drawings  
Printing letters, writing first and last name  
Yellow word book sound sorts  
Handwriting: proper formation and transition to lined paper



## Social Studies

Appreciation of our history through learning about important people and holidays  
Ethnic diversity and traditions  
Basic introduction to maps and globes  
Differences between long ago and today Economics:  
need and wants



## Science

Inquiry based with a focus on hands-on activities and problem solving  
Life cycles of Animals and Plants...Earth Patterns and Cycles  
Magnets, Water, Ecology- Conservation, Senses

## Health

Taking care of oneself and safety



## Equally as important

Creative Art Activities, Easel Painting, Daily Playground, In- House fieldtrips and weekly visits to Chapel, Music, Computer, and Library.

## Before and After School Programs

**School hours are 9:00am – 12:20**

If you need an earlier drop off or a couple of hours after school, we can help.

### Early Drop:

Early drop-off is **available beginning in September for all age groups (2s – kindergarten)** as a special service to parents when needed, for an additional fee. One of our staff members will be available at **8:00a.m.** Parents may sign up for this program on a regular basis or on occasion with 24 hour advance notice. Email us or check our website for a letter explaining this program.

### ARK: After-School Recreation for Kids

After-School Recreation for Kids “ARK” is a program we offer from **12:30pm – 2:20pm** for those needing additional care after our regular school hours. *ARK is available on Monday, Sept. 6<sup>th</sup> for children enrolled in our 3s – kindergarten.* Parents can register for this service on a regular basis or on occasion on a case by case basis. Choose 1:30 or 2:20 dismissal. Email us or check our website for a more detailed description.

- Cost: email for fee schedule.
- Parents provide a bag lunch
- Activities: Lunch, Playground time and classroom playtime



### ASCs: After-School Classes (will be available for the Fall of 2023)

We will offer two 1 hour After School Classes per age group for our 3s, 4s, and Kindergarten. All after school classes will be taught by our Day School staff. Classes are for children in our **3's - kindergarten** only and most begin in October. Parents provide a bag lunch and classes follow lunch time. Classes are subject to change, however, here are the classes we have scheduled for the Fall:

“Messy Mission”...Sculpting Fun for the young artist

“LEAP”...Let’s Exercise and Play

“Excited Explorers”...Facts, stories, games or crafts relating to a science concept

“Little Sprouts”...Gardening and caring for God’s world

“Spanish”...Have fun learning vocabulary and early foundations in Spanish.

“Junior Builders”...From concept to assembly, each child will make a project a month from wood (Kindergarten)

Starz Dance- Starz Dance Class encompasses ballet and jazz skills. Throughout the year your dancer will be introduced to gymnastics and creative movement.

**See our current ASC line up by checking our website.** Sign-up is on a first come/first served basis. Call or e-mail to check availability. Children can stay for an additional hour after ASCs in our ARK program, with advance notice.

## Day School Calendar

Our Day School calendar is provided in the orientation packet, posted on-line at [www.olddonation.org](http://www.olddonation.org) and on the hallway bulletin board. The annual calendar has 160 days and school opens in September with two days of orientation prior to the first day of school. Please refer to our current calendar on-line for specific opening/closing dates, parent/teacher conferences, holidays and vacations. Additionally, teachers send monthly calendars showing holidays and other important dates. Our school year ends on the Friday before Memorial Day.

## Playground



Each class has a ½ hour scheduled time slot for the playground and we use the playground everyday unless it is raining! Please send gloves/mittens, hats and warm coats during late fall and winter. We have a shaded playground in the spring and even on warm days a sweater is needed. Make sure you put your **child's name on coats, sweater, hats, etc.!** Remember to keep those pretty sandals and dress shoes at home. Our playground has several small and large climbers to enhance motor skills. A covered sandbox, tunnel and park bench allow for quiet getaways.

## Library, Chapel, and Music

All of our children will have the opportunity to check out a book either Monday or Tuesday. *Please store the book in the special zip lock bag we provide.* They can get mixed up with your own very easily! Books are due the following week. Replacement fees are charged for lost or damaged books.



All of our children will have a chapel lesson either Wednesday or Thursday.



During Chapel the children become acquainted with a sacred space in which loving God is encountered through symbol, story and songs.

Each class attends **music class** once a week (our 5-day 4's attend twice a week) on either Wednesday, Thursday or Friday. A variety of instruments, songs and movement are enjoyed by all.

## Outdoor Classroom...ODCR

The back fenced area of the Day School houses our ODCR. We have...



- a butterfly garden to attract butterflies, bees and other pollinators
- a "native plant" garden with plants that are native to the Tidewater area
- a sensory garden where the children feel, smell and listen to different plants
- a rain barrel, composter, and worm bed
- planting tables and benches for group lessons

We are the 1<sup>st</sup> preschool in Virginia Beach to receive the **Pearl School Award** through Lynnhaven River Now and have continued to receive that award annually, since 2015.

Go to [www.lynnhavenriversnow.org](http://www.lynnhavenriversnow.org) to see how you can become a Pearl Home!

## Let's Get Registered!

**Email or call for current availability.** Registration for the next school year begins in January.

**In January, registration forms (for the next school year) will be accepted in the following order:**

1. **Currently enrolled:** Registration forms will go home in all backpacks during the first week of January and will open to our currently enrolled children and their siblings first. We will begin accepting registration forms from our *current families the following Monday and Tuesday.*
2. **Previous Families, Alumni and Parishioners:** Registration will open to previously enrolled families and children of Old Donation Church members the third day. **Please bring your child's birth certificate for proof of identity and age.**
3. **New Families:** On the fourth day, registration will open to new families. Please bring your child's **birth certificate for proof of identity and age.**

- Registration Forms are available from the Day School Office, via e-mail or on-line at [www.olddonation.org](http://www.olddonation.org). Please mark your 1<sup>st</sup> and 2<sup>nd</sup> choice. Attach your registration payment payable to ODEDS. *Please note that the **registration fee is non-refundable** and request for a specific teacher may not always be honored.*
- Parents or guardians of a child enrolled or registering for enrollment must notify the Director of any condition requiring special needs or attention.

Children will be accepted providing we can meet their special needs. These needs will be considered on a case by case basis. If a child is found to have a severe emotional, physical, or mental handicap, which interferes with adjustment to the classroom, we reserve the right, after consultation, to withdraw him/her from our school so that help from a more qualified source may be found. Old Donation Episcopal Day School does not discriminate on the basis of race, color, religion, national and ethnic origin, or sex.

## **Tuition and Payment Policy**

**TUITION IS AN ANNUAL FEE.** For current fees, please refer to the tuition and fees form on our website. Tuition may be paid in full, or in ***nine equal monthly installments*** due on the first of each month, beginning at orientation for \*September and ending in May. (**\*Exception to Payment Schedule for Kindergarten only:** *The first kindergarten tuition payment is due on June 1<sup>st</sup>.* The kindergarten materials fee of \$150.00 is due at orientation and the remaining payments are due at the beginning of each month in October – May.)

- Because tuition is an annual fee: no refunds are given for illnesses, vacations or snow/inclement weather days.
- Because tuition is an annual fee, *children who withdraw after March 31<sup>st</sup> are responsible for the remaining payments.*
- Please make your checks payable to ODEDS and write your child's name and class on the memo line. Your canceled check will serve as your receipt unless otherwise requested.
- Credit Card payment is available, however an additional fee is charged for this service. Please see Jody Baker who is authorized to accept Visa/MC/Discover/American Express payments

We reserve the right to request cash, cashiers check or money order after receiving checks with insufficient funds. It is important that tuition be paid on time. In the event that payments are late, parents will be given up to one month to make restitution. Old Donation reserves the right to assess an additional charge of up to 15 percent (15%) of the amount past due. Children who enroll after the session has begun will be charged full tuition through the 15<sup>th</sup> of the month and half tuition after the 15<sup>th</sup> of the month enrolled.

## **Enrollment Forms**

**Below is a complete list of forms and requirements that must be completed in order for your child to attend our school.**

**Proof of Identity and age...** must be presented **within seven school days** of initial attendance or ODEDS *must notify the local police of such failure* to provide the requested information. This is a STATE CODE (VA Code 63.2-1809). A certified copy of the birth certificate, notification of birth (hospital, physician or midwife record), or baptismal record are acceptable forms of proof. *Photocopies cannot be accepted.* The director will record the information and give the certificate back to you.

**Virginia School Entrance Physical Examination and Immunization Form...** Upon **initial** entry to the Day School, each child must show proof of a current physical examination and up to date immunization records using the ***Commonwealth of Virginia School Entrance Health Form***. Parents complete part I and the physician completes part II and III. *A new examination and immunization record is not required again until entry into kindergarten.* A physician, public health nurse, or preschool screening clinic can do this physical. Forms are available online at [www.olddonation.org](http://www.olddonation.org). Click the Day School link.

**Orientation packets** will be mailed mid-August. In this packet, you will find our school calendar and your orientation date/time and teacher assignment. During orientation, you and your child will spend approximately 20 minutes getting acquainted with the teacher and exploring the new surroundings. We hope this will serve to make the first day more exciting and help to prepare your child for making a smooth transition. We ask that you make other arrangements for the care of siblings that day so that this will be a special time for your child and his/her teacher.

The following forms will be included in your Orientation Packet. **ALL forms are due when you come to orientation.**

Office Form/Dismissal - Emergency Pick-up Form (blue)

Health History - Allergy Policy Form (pink)

Emergency Medical Authorization Form (pink)

Administration of Medications policy form (pink)

Teacher Information Forms (yellow)

Acknowledgement of Attendance (green)

**We must have these forms on file for each child to satisfy Department of Education regulations and insurance requirements. If these forms are not provided in a timely manner, we may ask you not to bring your child to school until these forms are turned in.** Please keep in mind that the questions we ask are for the purpose of helping us protect, care for, and give appropriate guidance to the child you are entrusting to us.

## Withdrawal Policy

Because tuition is an annual fee, children who withdraw from preschool or kindergarten after March 31<sup>st</sup> are responsible for the remaining payments. Prior to March 31<sup>st</sup>, if a child needs to be withdrawn from school, ARK or any ASC, a **four week paid notice is required**. Should more notice be possible, it would be appreciated. Old Donation reserves the right to withdraw a student in respect to delinquent tuition payments.



### Preparing for School Tips for the 1<sup>st</sup> day



If you anticipate difficulties separating from your child on the first day of school we suggest that you visit the school several times over the summer. Come and play on the playground so that he/she is familiar with the surroundings. Visit the public library...they have some wonderful books about the first day of school. On the first day, we suggest that you give them a big hug...tell them they are going to have a fun day...(be positive!) and that you will be back for them in a few hours...say good-bye and leave the classroom area. Our teachers and assistants will be there to reassure your child and to help with the transition. Feel free to call the office and the director will be glad to check on your child. Later, we invite you to visit the classrooms to reassure yourself of your child's smooth adjustment to his/her new environment. In the unlikely event that your child does experience extreme difficulties adjusting, we may suggest a more gradual initiation such as spending some time visiting, leaving and returning to the classroom at gradually increased intervals until the child understands the sequence of events.

- For the first week of school, please attach a tag to your child's shirt with your child's name, and teacher's name.

## Dress Guidelines

Children are encouraged to wear **play clothes and tennis shoes**. **Please do not send your child in sandals or dress shoes as they can be dangerous on the playground.** Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. **The child's name should be placed on all outdoor clothing and other belongings** to help ensure the return of all possessions and clothes.



Each child should have a complete change of clothes kept at school, in a zip lock bag. This includes socks, underwear, pants, and shirt. If your child experiences an accident, he/she will be assisted in changing and cleaning up. Please provide a clean set of clothing in a new-labeled zip lock bag on the next school day.

## Snack Time

Please send a **small water bottle** each day with your child's **nutritious snack**. We encourage children to drink water and will serve this at snack time. Please do not send candy, fruit roll ups, or gummies! 9:00 – 12:20 is a long time to go without a wholesome snack. We suggest cheese + crackers, yogurt, ½ sandwich, fruit + pretzels or graham crackers placed in a small ziploc bag. Please do not send lunch size portions or more than two items. You may use a small freezer pack to keep any perishable items chilled. Please label with your child's name!

- **No lunch boxes or drinks for snack time**, they will use their water bottles
- We will also let you know if there are any food allergies in the class that must be avoided.

## Food Allergies

Food allergies are handled case by case...per class. Parents are informed if there is a child in their class with a food allergy and we request that item NOT be packed for snacks. The same applies for After School Classes.

- Children with food allergies must provide appropriate snacks. Your child's teacher will inform you of special snack days and discuss alternative snacks if necessary. For parties and festivities, you may be asked to send special substitute foods for your child to enjoy.
- All staff members are aware of all children with special health needs. Instructions are reviewed during our staff meetings. We want all of our staff members to know how to respond in the event of an emergency.

## Birthdays

Parents usually send a small birthday treat to eat during snack time. Please coordinate your plans with the teacher. **Please ask your teacher about any food allergies and keep in mind choking hazards when choosing a snack.**



- **LATEX balloons are not allowed in the school.** They can be a choking hazard! **Mylar balloons** are okay.
- If you are planning a special birthday party at your home and plan to include any of your child's classmates, please try to include them all, if possible. Being left out of such an important social event at this age is extremely painful.
- FYI...the Day School playground can be reserved for parties! See Amy or Jody for more information.

## Handling Discipline

Staff members are trained to redirect inappropriate behaviors by substituting positive behaviors, distraction and by using active listening techniques to determine the cause of inappropriate behavior. Giving positive verbal rewards encourages acceptable behavior. This reinforces good feelings about their behavior and serves as an example to the other children.

Any behavior that interferes with the safety and enjoyment of the school environment is unacceptable and will not be tolerated. Staff members will provide children with age-appropriate behavior guidelines and lessons that promote self-control and a positive self-concept. Discipline methods will be constructive, positive and developmentally appropriate for the child.

If the above approaches fail, the staff member will separate the child to a safe place in the classroom for an age-appropriate time. Should this fail to stop inappropriate behavior, the child will be removed from the classroom to the Director's office where the child will discuss the behavior with the Director before returning to the classroom.

*If dangerous behaviors occur (biting, kicking, etc.) the parent/parents may be called to pick up the child.* An appointment will be made to talk to the parents (without the child present) as soon as possible. Teachers often contact parents if a child appears to be unusually stressed, anxious, or engages in behaviors that are unusual. Parents and staff working together will convey to the child that inappropriate behaviors are not acceptable at school. In some cases, the teacher or director may recommend that a child development specialist, pediatrician or other appropriate professional assess the child.

If all the above procedures fail, the school reserves the right to terminate participation of any child who causes physical pain or injury to others or to his or herself in the school setting.

## In-house Fieldtrips

The setting outside the classroom provides varied opportunities for children to explore things that they might otherwise only experience through books, pictures, and films. In-house fieldtrips are planned throughout the year to correlate with the classes' unit of study. Classroom activities further reinforce the concepts gained from these in-house fieldtrips. A pumpkin patch and hayride in our field, animal visitors, storytellers, police officers, horses, and firefighters are some of our favorites.

## Parent Volunteers

Volunteers play a key role in the Day School program. Parents are encouraged to help in the classroom, read during library time, and help with fundraisers...the list goes on and on! A Volunteer Round-Up is held in September followed by a sign-up form via backpacks. You are encouraged to sign up and volunteer. Please remember that this is your school and your child's education, so come and find out what is happening!

## Staying Healthy Policy

**A religiously exempt child day center may not offer childcare services to sick children.** The Code of Virginia at § 63.2-1716 B 3 requires the religiously exempt child day center to follow policy and procedure for a **daily simple health screening and exclusion of sick children**. We will not be taking temperatures upon arrival this year, but will have the thermometers with us to take a child's temperature if we feel it is necessary. Exclusion of a child means the child is not allowed to remain at the center. Should a child **arrive ill or become ill** during the day, the parent will be notified immediately. The child will be taken to the office and remain there under adult supervision until the parent or authorized person arrives to take the child home.

In the event a child contracts a communicable disease and exposes other children, notice of such exposure will be e-mailed and posted.

### KEEP YOUR CHILD HOME IF he/she....

had a fever in the past 24 hours...must be fever free without the use of Tylenol! Medications often mask an illness!

vomited or had diarrhea in the past 24 hours

has an undiagnosed rash, cough, sore throat, stomach ache, pinkish or crusty eyes

has a heavy nasal discharge

has frequent coughing, asthma symptoms, or any difficulty breathing

had a rough night sleeping and is fussy, cranky or tired

has been on an antibiotic **less** than 24 hours (an allergic reaction during this time could be life threatening).

You may be asked to provide a doctor's note upon your child's return.



Sending a sick child to school not only put others at risk, but his/her resistance is low and may pick up another illness. The ill child will not be allowed to return to school until the period of contagion has passed. **Please remember to call the school** and let us know the reason for your child's absence.

## Boo Boos

In the event of a “**Boo Boo**” while at school, the staff will administer first aid, lots of hugs and a written report of the injury. All teachers and co-directors are certified in First Aid and CPR. If the injury appears to need additional medical attention, we will call you as quickly as possible and 911 when necessary.

**Please keep phone numbers, emergency numbers, and other pertinent information up to date.**



### Medications Policy



Always inform your child's teacher if your child is on any medication whether administered at home or school. Sometimes medications cause symptoms of fatigue, irritability and/or excitability. If we know the cause of the problem, we are better able to help your child cope.

**Please do not pack medications (including bug spray, sunscreen, cough drops, inhalers, etc.) in your child's bag or backpack.**

Only specific Day School staff, trained in MAT (Medication Administration Training) can administer prescriptions and/or over-the-counter medications. Medications can only be administered during school hours **IF the appropriate administrative forms have been completed.**

**Pick-up a Medication Authorization Form from the Day School (or available on our website) and have it filled out by your doctor.** This form covers:

- **Information from your child's physician** explaining your child's health needs (asthma, allergies, etc.). Including what precautions need to be followed and the prescribed medication and treatment plans. We will make a copy for your child's office file and for the classroom teacher.
- **Written emergency instructions.** Including known triggers and early warning signals, with specific information on when to call for help.

**After you have the form filled out,** parents need to set up an appointment with the school director and the child's teacher **before** the start of school to discuss any special health needs requiring us to administer medication to your child. **Please bring with you:**

- **A set of medications** with full instructions to be kept in the Day School Office. Epipen, inhalers, etc. Include the dosage, instructions for usage, expected results and the physician's phone number. Label all medications and equipment with your child's name.

- **Completed Emergency Medical Authorization Form** (this Pink Form is mailed in your orientation packet mid-August ). List home, work, cell numbers if appropriate. Also list two backup people, in case primary contacts are unavailable. Make sure each backup person has written instructions detailing what to do if your child has an emergency.
- **Update information as necessary! Update medications when expired.**

## **Emergency Drills**

**Fire safety** is an important part of the curriculum at Old Donation. The children practice how to exit the building when monthly Emergency/Fire Drills are conducted.

## **Staff Requirements and Training**

All employees are required to take an on-line class provided by the Diocese of Southern Virginia on policies and practices for the prevention of child abuse and neglect. All employees, substitutes (and volunteers who will be alone with children)

- must sign a sworn statement disclosing whether he/she has ever been convicted of or is the subject of pending charges for any offense within or outside of Virginia and whether he/she has been the subject of a founded complaint of child abuse or neglect.
- submit to a National Background Check by submitting to fingerprinting.
- authorize ODEDS to obtain a copy of the search results

All *Lead Teachers* and Directors are certified in First Aid and CPR. All teachers have experience and/or training in early childhood education. Both teachers and assistants participate in annual programs or workshops to enhance their education.

## **Substitute Staff**

The director maintains a list of potential substitute teachers/assistants in the school office. Teachers are given a copy of this list to keep at home so that they are able to contact already screened substitutes and discuss lesson plans when necessary. Most often when a teacher needs to be away, the assistant takes the teacher's place and another assistant is hired for the day. Parents, former parents, and other qualified persons are often interested in substituting and are invited to complete an application form.

## **Communication**

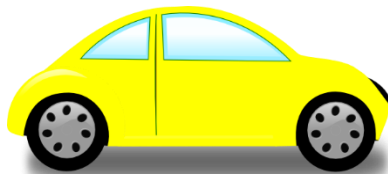
In addition to this handbook, parents are informed of school activities through teacher newsletters and/or calendars. Newsletters include weekly unit topics, class activities, in-house field trips and suggestions for parents. Many important papers come home

from the teachers and you'll find them in your child's backpack or via e-mail. Please take the time to review your child's papers each day. **News from the office is sent via e-mail** and a copy will be posted on the front hall bulletin board.

## **Parent – Teacher Conferences**

Teachers of the **3s, 4s and kindergarten** classes will hold conferences with you in **November** and **March/April** to discuss your child's adjustment and progress in our program. **Two-year-old class parents will meet with their teacher in the Spring only.** Please feel free to call the school to schedule additional appointments with your child's teacher and/or the Director. Also, let us know of events that may stress your child and cause behavioral changes in school. Events such as a parent's extended absence from home, the death or illness of a family member or pet, an impending divorce, or the birth of a new sibling can cause children to be irritable, hostile, distracted, or balky. If we can anticipate, we can provide better support and better reassurance for your child.

Messages can be left for your teacher and at the first possible break, she will return your call. Please know that we welcome your input at any point during the year. Please don't hesitate to share your ideas and suggestions with us. Should you have any concerns or questions, please feel free to speak directly with your child's teacher and/or the director so that we may address your issue as soon as possible.



## Arrival Procedures

**For the 2023-2024 school year, all children should arrive between 8:50-9:05. The Day School Doors will open at 8:50 AM. We ask families to escort their child directly to their classroom.** Say a quick goodbye and then exit the building. There are often tears during those first few days, but we have found being positive with your child and enforcing how lucky they are to get to go to school encourages a positive mindset towards school. If you wish to chat with other parents, we ask that you do so outside the building so we can begin our Circle Time promptly at 9:05. We are excited to welcome families back into the Day School for Drop Off. During Covid we had to stop letting parents come to the classrooms and miss families seeing artwork in the hallways and making a personal connection to their child's classroom.

### Late Arrivals:

If you arrive after 9:05 and the front door is closed, please knock on the office window or wait patiently by the front door until a director sees you. We will then escort your child to the classroom to minimize disruption.

### Parking Tips

**Please remember we share the parking lot with many church activities.**

- Please **DO NOT** park in handicap spaces unless you are handicapped...not even for a minute! We have many elderly members who visit the church, and these spots should be available to them.
- Please **DO NOT** park in front of the Church Office/Great Hall area. We share the parking lot, and this area is reserved for those visiting the church, church office staff, and two parents.
- Please **DO NOT** leave siblings unattended in your car...not even for a minute.
- **Do PARK in the grassy areas alongside the church entrance driveway or PARK across the Street in the Hospital Parking Lot.** Be mindful of other families walking near or around you as you are exiting.
- **Please enter to park from the long driveway closest to Cathedral Drive and exit the at the end of the Great Hall.** Limiting traffic to one direction will make a smoother and safer drop off for all.

## Dismissal Procedure

This is a **very important** letter for **everyone to read**. Please ask for additional copies if you have several people picking up your child. We have established a safe dismissal procedure using “animal names” and walkie talkies. The Director and two staff members will be outside and one staff member will be inside the front hallway. Every child (except our 2-year-olds) will be assigned an **animal dismissal name** and you will receive your sign at orientation. Children in our 2-year-old classes are not assigned animal names and your teacher will explain their dismissal at orientation. Familiarize your child with his/her new animal name as this procedure begins on the **first day** of school and helps us to reinforce good listening habits and following directions.

- A blue “Dismissal and Emergency Pick-up” form is also included in this packet. On this form, you will state who is and is not authorized to pick up your child. **THIS FORM MUST BE RETURNED at ORIENTATION!**

**The following is our procedure for picking up 3’s – kindergarten BEGINNING at 12:20. In order for our dismissal system to work effectively, we need your patience and cooperation. It usually takes a week or two to work out the kinks and get dismissal running smoothly!**

1. Use the driveway entrance closest to Independence Blvd. Stay to the right of the driveway and form a line along the sidewalk/grass. The first car should pull up past the sidewalk...a teacher will be there to direct you. **DO NOT** enter via the entrance by our mailbox. The mailbox area is the **EXIT ONLY** during dismissal! Also, for the safety of our children...**DO NOT** park on Witchduck Rd.
2. FYI...Please be aware that the parents of 2-year-olds follow a different dismissal procedure. They will be arriving at 12:05...passing the line and parking their cars. They may even park parallel to the dismissal line if parking spots are not available.
3. As soon as you are parked in line...hang your **“Car Rider Pick Up”** sign **from your mirror** so that when the Director or staff member with a walkie talkie comes around, she can see it. Please **DO NOT** leave your sign on the dashboard as the sun's glare makes it impossible to read.
4. The Director will call the children to line up for dismissal from inside the building. We will call five at a time and escort to your vehicle. Remain in your car with doors shut until you are one of the first 5 cars.
5. **Once your car is one of the first five cars, PLEASE GET OUT AND REMAIN BESIDE YOUR CAR** and wait for your child. Have the doors on the **passenger** side open so there will be little delay in the pick up line. The children will be reminded that during dismissal...we use our **“walking feet”** and we **“stay on the sidewalk”**. Please do not allow your child to run in the grassy area, climb on the tombstones or run through the flower beds. When the weather is nice and you want to socialize...park your car and go to the fenced area of the playground where it is safer!
6. As soon as you child is buckled safely in your car and the cars in front of you are finished...drive away slowly so the cars behind you may move ahead. **Please wait for the cars ahead of you...DO NOT PULL OUT OF LINE and pass the cars ahead of you.** It should only take a minute for everyone to finish, and this is for the safety of your children.

7. Any neighborhood **WALKERS** are asked to wait in the grassy area **BEHIND** the church, **keeping the sidewalk clear**. Parents of 2-year-olds who are picking up older children will be waiting there as well.
  8. If you are not a walker, please use the dismissal line and refrain from walking up unless you need to. We feel it is safer to greet your child beside your passenger door as it minimizes the number of children crossing the parking lot during dismissal.
- **If you need to enter the building, please park your car and wait until all the children have been dismissed.** The teachers are busy assisting with dismissal procedures, and they must give their full attention to the children.

**“PLAY DATES”...WE MUST HAVE A NOTE** (signed and dated in ink,) **EACH TIME** your child goes home with another student that he/she does not carpool with on **a regular basis**.

Please **give the note to your child's teacher** to alert her of the change. She will then forward the note to the Director so that she can verify that this person is on the list for pick up. Without this note your child **will not be released to another carpool or individual until it can be confirmed**. Written permission is required as well as identification if we do not recognize the person picking up your child. Please do not call the office to make a dismissal request unless it is an absolute emergency!

- If you would like to walk-up to pick-up your child, please park across the street at the hospital and walk over. Do not park in the grassy area along the drive. Do not park in the parking lot in front of the Great Hall, we would like to reserve that area for our two-year-old parents to use.
- If you would like to participate in the carpool line please park parallel to the grass in front of the Bell Tower, using the driveway entrance closest to Independence Blvd to enter.
- If someone we do not know is picking up your child, they will be asked to show ID and they must be listed on your dismissal pick-up form unless a written note is provided to the directors.
- FYI...please be aware that we have two dismissal times. The parents of the two- year-olds will be picking their children up at 12:10 by walking up to the designated areas in front of the Great Hall the parents of 3s, 4s, and Kindergarteners will be picking up their children via walk-up or carpool dismissal line at 12:20.
- The children will be reminded that during dismissal...we use our **“walking feet”** and we **“stay on the sidewalk”**. Please do not allow your child to run in the grassy area, climb on the tombstones or run through the flower beds.



- If you are picking up a two-year-old and an older sibling. After you have picked-up your two-year-old, please walk over and wait at the designated area for the dismissal of your older child.

**If you realize you need something from the building, please wait until all of the children have been dismissed.**

**Play Dates...WE MUST HAVE A NOTE** (signed and dated in ink) **EACH TIME** your child goes home with another student that he/she **does not carpool with on a regular basis**. Please **give the note to your child's teacher** to alert her of the change. She will then forward the note to the Director so that she can verify that this person is on the list for pick up. Without this note your child **will not be released to another individual until it can be confirmed**. Written permission is required as well as identification if we do not recognize the person picking up your child. Please do not call the office to make a dismissal request unless it is an absolute emergency!

### **Severe Weather Dismissal Plan**



We want to ensure your child/children are always safe. In the event of **heavy rain**, we will use the old chapel. We will escort all 3s, 4s, and K children into the chapel and will then dismiss only 2 cars at a time using the carpool lane and their animal dismissal sign. This way your little one is not walking as far in the rain. We want to prevent falls in the mud and can safely escort 2 children at a time using the brick pavers in front of the chapel. 2s will exit from the glass doors outside the Great Hall narthex.

In the event of **thunder/lightening or a severe thunderstorm alert**, we will escort 3s, 4s, K, ARK & ASCs to the Great Hall. Parents will come to the red Great Hall doors closest to the parking lot using their animal sign to pick up. 2s will be dismissed from the double, glass doors outside the Great Hall narthex. This is the covered entrance to the left of the Day School. We will attend to your child until it is safe for you to walk to the doors.

In the event of a **tornado warning**, we will not dismiss any children. We will follow our procedures to take cover safely inside the interior of the Day School until it is safe to dismiss. In this event, parents would need to come to the Day School Doors using their animal dismissal sign.

### **Keeping Children Safe**

The doors to the Day School will be locked during school hours. Our magnetic lock system will be activated when the director is in the office. Please do not yank on the doors! Just knock on the window and we will meet you at the doors.

**CHILDREN WILL NOT BE RELEASED TO ANYONE UNLESS AUTHORIZED BY THE CUSTODIAL PARENT.**

Authorization is determined by those listed on the blue DISMISSAL EMERGENCY PICK-UP FORM or by an ink-written, signed and dated note from the custodial parent.

If there is a court order concerning custody of your child, we must have a copy on file in our office. This information is confidential and will only be used by our staff.

To delete or add persons authorized to pick up your child on a permanent basis, please come into the office and make INK-WRITTEN, DATED AND INITIALED changes to the authorization form on file. Please do not call the office to request a child go home with someone not on your authorized list. Please keep this form up to date!

For **TEMPORARY AUTHORIZATION CHANGES...** a dated, ink-written, signed note must be given to the director. Please include the stated time period.

If we do not recognize the person picking your child up, we will **request identification**. If for any reason a staff member suspects a child's safety is at risk, we will not release the child to a third party. Every effort will be made to contact the parents should this situation occur. If necessary, proper authorities will be contacted.

### **Late for Dismissal?**

Most importantly...when you realize that you are going to be late, please call the school immediately so that we can reassure your child and make plans for his/her supervision. Overtime charges are collected to help compensate the teacher who is supervising your child. Please keep in mind that our staff frequently has other obligations following school and a delay in getting away can cause problems for them.

### **Dismissal Late Fees**

**PARENTS of four-year olds and Kindergarten:** The carpool line will start at 12:15, Please park parallel along the grass in front of the bell tower. your child's classroom door. If you are picking up more than one child, please pick-up your oldest child first then proceed to pick-up your younger child. **Parents arriving after 12:20pm are considered late** and we reserve the right to charge a late fee.

**PARENTS of two year-olds and three year-olds:** **Please plan on arriving at 12:25!** Our first dismissal will be dismissing at 12:15 and we want to allow them time to exit the parking lot before the second dismissal will begin. When you arrive, please park in the grassy area in front of the bell tower. Walk up to the designated area in front of the church to pick-up your child. **Parents arriving after 12:30pm are considered LATE...**and you will be billed accordingly.

**PARENTS of ASCs** – Please plan on arriving 5 minutes before the class ends! Parents will enter the school and sign-out their child from their ASC at 1:30 (except for Dance and Soccer who dismiss at 1:45). **Parents arriving after 1:30 are considered LATE...**your child will go to ARK and you will be billed accordingly.

**PARENTS of ARK** – Please plan on arriving at 1:25 for 1:30 dismissal. Parents will enter the building at 1:25 and pick their child up from the ARK classroom. We will meet parents at the front door for 2:20 pm ARK Dismissal! **Parents arriving after 2:25 pm will be charged a late fee.** We will wave your first late charge, but after that, a late fee of \$2.50 will be collected for each **MINUTE** you are late beginning at 2:25pm.

## Umbrellas



You know that old saying...“You live and learn”? We have learned that umbrellas and preschoolers don’t mix! We found it is very difficult and potentially dangerous to carry and hold an umbrella at dismissal time. If you have a child’s umbrella to use, please follow these guidelines:

- During arrival, your child can use his/her umbrella as you walk up to the front door. Assist your child in closing the umbrella and drop it into the umbrella tub, in the front foyer.
- After you drop your child off, take your child’s umbrella HOME with you. On rainy days at pickup, your child can continue to use his/her umbrella on the sidewalk as they walk to the car.
- Each teacher will discuss our umbrella policy in their classrooms as well.

## Inclement Weather Closure Policy

Since the weather can be so unpredictable in our area, it is important to know what to do if you wake up to flooding, a blanket of snow or unsafe conditions. The following is our school policy:



If the Virginia Beach Public Schools close... **we close too.**  
If the Virginia Beach Public Schools **start late...** **we do not open at all.** If the Virginia Beach Schools close early (before 12:00)... **we will too.**

Television stations will not post our closure information because we are too small...so look for posting from Virginia Beach City Public Schools. **If our closure information differs from VBCPS, we will record the information on the answering machine at the Day School (499-2283) and/or** send a school-wide e-mail if possible. If we

miss more than 2 days due to inclement weather; we will try to make up those dates when possible.

### **Tuition Assistance**

The Day School has established a scholarship fund called the *Julia Tucker Scholarship Fund* and also annually budgets a limited amount of money for financial assistance. Please see the Director for an application. The Day School Commission awards financial aid to 3s and 4s first, on a case by case basis. All Scholarship information is confidential.

### **Student Records**

Children's records are confidential and open only to the child's teacher, Directors, Headmaster (Rector), or the child's parent or legal guardian.

Updated: July 2023