Parish Day School
OF EASTERN SHORE CHAPEL

Parent Handbook

Revised 2026

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Established 1962

TABLE OF CONTENTS

Director's Letter 3

Administration/Parish Day School Board 4

Introduction.....5
- History
- Purpose Statement
- Goals

Preschool and Afterschool Program Information.....6
- Hours of Operation
- Parent Teacher Fellowship
- Program Explanations
- Curriculum
- Staff Qualifications
- Associations, Accreditations, and Licensing

General Policies.....9
- Registration/Enrollment
- Financial/Tuition
- Arrival and Departure Information
- Classroom Procedures
- Food Service Program

Health and Safety Policies and Procedures.....18
- Supervision of Children
- Smoking
- Children's Illness
- Medication
- Food Allergies
- Asthma
- Insect Repellant and Sunscreen
- Diaper Ointment
- Emergency Plans
- Inclement Weather
- Medical Emergency
- Field Trips
- Transportation
- Reporting Suspected Child Abuse or Neglect

Regulations.....23

FROM THE DIRECTOR

Dear Parish Day School Families,

Welcome to **Parish Day School of Eastern Shore Chapel** (PDS)!

Thank you for reading through this handbook to make sure you are aware of our information for the upcoming year. We are hopeful you will be able to use it as a resource throughout the year. We have included information about the Parish Day School's history, goals, mission, philosophy, and curriculum along with policies and procedures. We have also put this information on our website at www.parishdayschool.org.

This year we celebrate our 65th year as a preschool. We look forward to having a great year with your child. Please feel free to give us a call or stop by the office whenever you wish!

Kristen Whalen, M.S. Ed
Director
Parish Day School

Half Day Preschool Program: 2, 3 & 4-year old's
(9:00 ---12:20 pm)

Full Day Program
(7:00---5:30 pm)

National Association of Episcopal School (NAES)
National Association for the Education of the Young Child (NAEYC)
American Academy of Pediatrics (AAP)
Center for Disease Control (CDC)
Virginia Department of Health (VDH)
Virginia Department of Education (VDOE)

ADMINISTRATION

The Parish Day School Directors manage the program with assistance from a Financial Administrator, an Administrative Assistant, the Rector, and the Parish Day School Board.

CHURCH ADMINISTRATION

Rector, Father Shawn Malarkey

Associate Rector, Rev. Jean Vinson

Parish Administrator **Parish Director of Administration**, Bob Suter

-------- **Sextons**

SCHOOL ADMINISTRATION

Rector, Father Shawn Malarkey

---------- **Parish Day School Board**

Parish Day School Director, Kristen Whalen, Director, and Eric Mantel, Assistant Director

Parish Day School Administration Staff
Chris Crocker- Health, Safety, and Curriculum Administrator
Julie Shippy- Afternoon Administrator

Teachers, Teacher Assistants, Resource Staff,
Playground Staff, Kitchen Manager

PARISH DAY SCHOOL BOARD

The Parish Day School has a Board that is comprised of the Rector, the PDS Director and Assistant 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 the policies, standards, and operations of the school. Minutes are filed in the PDS and ESC offices.

INTRODUCTION

HISTORY

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 1970s in the Virginia Beach City Public School system, the five-year-old program was dropped. In the early 80's it was recognized that 2 – 2 $^{1}/_{2}$-year-old programs 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 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 2.5 years – 5 years of age.

In 2004, all of our programs united and now function under the same 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 – 5:30 pm to provide for these various classes. We continue to offer financial assistance for qualified students.

Parish Day School achieved accreditation through the National Association for the Education of Young Children (NAEYC) in 2006 and is currently re-accredited until 2027. Additionally, PDS has been participating in the Virginia Quality program since 2011. Virginia Quality is a new program supported by Smart Beginnings of South Hampton Roads. In 2018, we received a level five out of five. Parish Day School is also a member of the National Association for Episcopal Schools (NAES). More information can be found at *www.episcopalschools.org.* In 2020, due to the global pandemic, PDS had to close the Afterschool program and we currently only serve preschoolers.

PURPOSE STATEMENT

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.

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."

GOALS

- Promote respect and love of God and country
- Foster a joy for learning
- Help each child build an awareness of self and a positive self-image
- Encourage a sense of learning and discovery through play
- Help each child learn to be accepting of others, to share and to interact socially with peers and adults
- Allow children to experience differences in cultures through interaction with others, trying new and different foods, dress, etc.
- Help each child develop a sense of responsibility, practice self-control, and become independent
- Develop the child's gross and fine motor skills
- Encourage language and listening skills
- Provide for a successful preschool experience
- Build a foundation for future learning

PRESCHOOL PROGRAM INFORMATION

HOURS OF OPERATION/CONTACT NUMBERS/OFFICE LOCATIONS

Director- Kristen Whalen- 757-491-6130- kwhalen@easternshorechapel.org

Assistant Director- Eric Mantel- 757-491-6130- emantel@easternshorechapel.org

Curriculum, Health and Safety- Chris Crocker- 757-491-6130- ccrocker@easternshorechapel.org

All Administrative offices are located on the main hallway as you enter the preschool.

PROGRAMS OFFERED AND TIMES (*special drop off times are assigned due to our updated COVID-19 plans).

TWO-YEAR-OLD PRESCHOOL:	M, W, F	9:00-12:20
	T, TH	9:00-12:20
THREE-YEAR-OLD PRESCHOOL:	M - F	9:00-12:20
	M, W, F	9:00-12:20
	T, TH	9:00-12:20
FOUR-YEAR-OLD PRESCHOOL:	M – F	9:00-12:20
	M, W, F	9:00-12:20
FULL-DAY PRESCHOOL:	M - F	7:00 am – 5:30 pm

PARENT TEACHER FELLOWSHIP

We have a Parent Teacher Fellowship (PTF) and you are automatically a member. You can serve as a Room Parent for your child's classroom or help with activities the Parent Teacher Fellowship puts on each year. You will see emails and reminders of getting involved throughout the year. Some of these activities include our Fall Festival, Preschool Dance, Silent Auction, Teacher and Staff Appreciation Week, and Spring Fling. Your participation in the program is encouraged. Our preschoolers 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, including a TB test and an FBI Background check.

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 $^1/_2$) be enrolled in this program at any given time. Children do not have to be toilet-trained to attend this program. Parents are asked to provide disposable diapers, wipes, and extra clothes for their child.

THREE-YEAR-OLD AND PRE-K 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/Outdoor Learning, and Chapel are offered in addition to classroom activities and outdoor play. Snacks are provided. 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 CLASSES

This is a structured program geared towards promoting socialization, learning, and positive decision-making through play. Music, Movement, and Chapel are offered in addition to classroom activities and outdoor play. Morning and afternoon snacks are served daily as well as a hot lunch. Children between the ages of 2 and 5 are eligible for enrollment. Children under 3 years old do not have to be toilet-trained to attend this program. Parents need to provide two pairs of extra clothes and a pillow with a pillowcase for their child. These programs offer extensions to children's learning through organized activities and play similar to regular daily routines.

CURRICULUM

Parish Day School uses the *STREAMin3 Curriculum*. The STREAMin3 curriculum model was developed at the University of Virginia's Center for Advanced Study of Teaching and Learning (CASTL). The curriculum integrates the development of five Core Skills (Relate, Regulate, Think, Communicate and Move) to for the building blocks for later learning across six STREAM Skills (Science, Technology, Reading, Engineering, Art, and Math) to prepare children for kindergarten. Through the curriculum we offer a variety of classroom activities and routines, intentional teaching practices, assessments, and teacher professional development.

The goals and objectives of the curriculum promote Social/Emotional, Physical, Cognitive, Creative, and Language development through teacher-directed and child-centered activities. They do this through the five core skills of STREAMin3. This combination helps children grow and learn at their own pace through a warm indoor/outdoor environment. We also have many resources readily available for our teachers to integrate into their lesson plans. Each room will have activity centers such as Art, Blocks, Science, Dramatic Play, Math/Manipulatives, and Library.

- **Relate**
  We support a child's ability to connect with adults, engage with peers, and foster their growing sense of self. This includes building and maintaining relationships, managing conflicts, and developing empathy and confidence.

- **Regulate**
  We foster a child's ability to manage their emotions, attention, and behavior. This includes understanding and coping with emotions, controlling behaviors, and developing the ability to pay attention, remember, and think flexibly.

- **Think**
  We foster a child's ability to think deeply about and make sense of the world around them. We promote observation, investigation, and encourage children to think critically about what they encounter and experience.

- **Communicate**
  We support the development of communicate skills by intentionally encouraging children to use language. For older children, we incorporate early literacy concepts, including print knowledge, writing, and sound awareness.

- **Move**
  Young children are busy learning how to move their bodies to achieve their goals. We support the development of gross and fine motor skills, as well as a child's ability to care for themselves.

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, 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. Although Eastern Shore Chapel is an Episcopal Church, we maintain an attitude of respect for other religious traditions and the families who may practice them.

Elements of the Episcopal 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 and say grace before meals and snacks.

STAFF QUALIFICATIONS

The staff members of Parish Day School all have experience in Early Childhood Education or childcare. All teachers have a Child Development Certificate, Associate's, Bachelor's, or Master's Degree and/or experience in education or related field. All lead and assistant teachers are required to complete 30 hours of training and professional development annually. All other staff members are required to complete at least sixteen hours of training annually.

Most staff members are certified in CPR, First Aid, and OSHA. Additionally, several staff members are trained in Medication Administration Training (MAT). All staff members have had TB tests, Criminal Background Checks, Central Registry Checks, Virginia Preservice Training for Child Care Staff, and Diocese Training in Child Sexual Abuse Prevention.

ASSOCIATIONS, ACCREDITATIONS, AND LICENSING

National Association of Episcopal Schools (NAES)

National Association for the Education of Young Children (NAEYC)

Virginia Quality, Level 5 (VQ)

Virginia's Quality Measurement and Improvement System (VQB5)

Virginia Department of Education (VDOE)

GENERAL POLICIES

NON-DISCRIMINATION

Eastern Shore Chapel accepts children without regard to race, creed, religion, marital status of the parent(s), sex, ethnicity, 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. 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.

OPEN DOOR POLICY

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since our days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

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 Administrator'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. These assessments are used during planning for overall community improvements.
- 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. Teacher's communications regarding developmental or special needs are conducted in a sensitive and supportive manner. The teacher will meet with the family and together come up with an action plan to support the needs of the child.

REGISTRATION

The process will begin on January 18th with an in-house registration. Parents will be required to submit their registration paperwork for the next school year. A specific deadline for submitting the forms will be provided. The administration will notify families of their registration status. If the number of in-house registrations should cause enrollment to exceed capacity, the program will resort to first come, first served registration on the original registration date for only those groups affected. All families will be notified by email. During the first half of February, parents must update their child's file and pay the registration fee. **Children are considered officially enrolled when a registration fee is submitted to PDS. No refunds will be given on registration fees except when documentation is provided in the case of a job or military transfer from the Hampton Roads area.** In mid-February, registration will open to the general public. Any fees not paid prior to the General Public Registration date will result in those slots being opened to the general public. **Please note that specific dates related to registration will be posted on the school calendar and website.

ADMISSIONS POLICY

Children between the ages of 2 through 12 years old 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 the anxiety of separating from their parents. We respectfully request that you inform the Directors of any special needs and/or circumstances pertaining to your child ***prior to*** his/her first day of school.

REGISTRATION PRIORITY

1. Children who attended any Parish Day School of Eastern Shore Chapel program in the present academic year (*account must be in good standing*)
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
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/cell 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 along with insurance information.
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 complete with the physician's signature **before the child's attendance.** 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
5. Provide proof of identity and age: (any of the following is accepted) certified copy of child's birth certificate, birth registration card, and proof of birth letter or passport.

WAITING LISTS

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. Once a spot becomes available, we will utilize the phone numbers provided to notify the family. If the family has not returned the appropriate paperwork and paid their registration fee within 48 hours, we will go to the next person on the list.

ATTENDANCE RECORDS

All parents will be required to sign their children in and out of the classroom. When dropping or picking up child use the ProCare app to sign your child in/out. An email is required to get an invite to ProCare. See Assistant Director for more information. 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. Please make sure you check in with teacher at drop off and pick up as children require adult supervision while in our building.

WITHDRAWAL PROCEDURES

Two-week written notice is required prior to withdrawing your child from any of the programs. On this withdrawal notice please include the reason for withdrawal, the 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 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. Tuition will not be refunded.

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 Directors reserve 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, or 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. For most 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 the 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 Directors reserve the right to automatically terminate a child's enrollment in the program without advance notice.

FINANCIAL POLICY

MONTHLY TUITION, HALF-DAY PROGRAM

Tuition is taken out the first Tuesday of the month. No allowance is made for illness, vacation, holidays, inclement weather, or emergency-related closings mandated by the government or church. 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 $15.00 is incurred for tuition received after the 15th of each month.

WEEKLY TUITION, FULL-DAY PROGRAM

Tuition for weekly programs may be made weekly, bi-weekly, or monthly. Please set up your preferred payment method through Tuition Express with the Financial Administrator. No allowance is made for illness, vacation, holidays, inclement weather, or emergency-related closings mandated by the government or church. Weekly and bi-weekly tuition is due on or before Tuesday 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.

FINANCIAL ASSISTANCE

Financial assistance in the form of tuition reduction for the school year may be available. In cases of temporary hardship, financial assistance may be available. Please see the Financial Administrator for an application or more information. Applications are given to the PDS Board for approval. Not all applicants qualify for assistance.

TUITION PAYMENTS AND FEES

Payments for all students will be submitted through our Tuition Express. Tuition Express is an automated payment processing service to pay for tuition by credit card (Visa or MasterCard) or electronic funds transfer. There will be a $2.00 fee assessed for using the bank draft option or a weekly 2.5% fee for each credit card transaction. If a payment is returned for any reason, there will be a $15.00 charge. At the end of the school year, tuition information for tax purposes may be obtained by request.

LATE PICK-UP FEE

If you are late picking up your child a fee of $15.00 per child every 15 minutes or any increment thereof, may be charged after one written warning. This fee will be added to your tuition the day after the late pick-up. If the program has been closed for $^1/_2$ 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. It is imperative that families refrain from being late.

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. Do not leave your car engine idling.**
- **Do not leave siblings or children in the car if you do not have an adult with them.**
- **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 parking lot.**
- **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 are 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.

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. Please see policy on Late Pickup Fee above.

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. 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.

CLASSROOM PROCEDURES

BIRTHDAYS/CELEBRATIONS

Food that comes from home for sharing among the children is either whole fruits or commercially prepared packaged foods in factory sealed containers. Bakery items are not considered commercially prepared packaged foods.

CLOTHING

Because accidents happen, we ask that you provide an extra set of clothing for your child. Please include outer clothes (shorts, jeans, and 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 located in the hallway for jackets, sweaters, or sweatshirts. Parents of children in the two-year old class are asked to supply diapers or pull-ups and wipes.

ITEMS FROM HOME

Books, CD's, or nature's treasures are usually a safe choice of items to bring to share with the class upon 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.

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, private classroom social media accounts (Bloomz), updates, and remarks for each child, as well as conferences. Teachers are trained in August on our assessment tools and how to pass this information along to our families.

You may have a conference at any time. Formal conferences will be offered in late January or early February. During the month of May, you are welcome to request a final conference before your child transitions to a new setting. Anyone needing a translator to help with written or verbal communication between the school and family please notify the Directors. We encourage families to bring a family member or friend to help with communication if needed.

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

- Please read carefully the notes and newsletters on Bloomz, in your child's folder, and on the white board outside the classroom.
- 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. We can schedule a time with your student's teacher.
- Please ask questions or voice concerns promptly. Teachers might 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.
- Parents should check Bloomz and classroom folders daily for information.

CHILD ASSESSMENT TIMELINE

Sept, Oct, Nov	Fall	Initial Assessments Documented
Dec, Jan, Feb	Winter	Second Round of Assessments Documented
		Parent Teacher conference offered
		Copies of Assessments provided for Families
Mar, Apr, May	Spring	Final Assessment Reports completed
		By request conferences offered
		Copies of Final Assessments for Families
		Assessment filed in Student File

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. In addition, our staff is trained on managing behavior in a loving and respectful way as to teach children to problem solve.

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 way. 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, taking a break from the situation, age appropriate choices, and natural consequences.

Despite our best efforts to avoid biting, it does occur in early care and preschool programs, usually with toddlers but at times with older children as well. It is something that we take very seriously at Parish Day School. When biting happens, it can be frightening for the child who bites, the child who is bitten, and the rest of the children in the group. Biting occurs more often when a child is experiencing stress, changes in environment or when transitioning from one feeding level to another. In toddlers this behavior is looked upon as a developmental need for oral sensory stimulation. This can be addressed through offering appropriate foods and objects on which to chew.

Often for the older biter it may be a result of frustration, anger, or excitement. We try to teach the child to use words to express these feelings instead of biting. In some cases, the classroom environment may be too stimulating for the child. At Parish Day School, we immediately separate the biter and bitten child. We provide comfort and first aid (clean the area and apply ice) to the child who was bitten. If the skin is broken, we will call the parent of the child who was bitten. The biter rinses out his mouth. The biter is addressed genuinely, briefly, and seriously. The child is told that it is not okay to bite and that it hurts the other child. We try to explain why it is not acceptable and give the child words to express his feelings.

We will keep the identity of the children who bite confidential to avoid labeling or confrontations. We will comfort the bitten child, work with changing the environment and the biter's behaviors and will keep the parents informed. Conferences may be scheduled to discuss this or any other matters relating to your child and Parish Day School.

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 Directors will visit the classroom to observe the child's behavior. A meeting will be arranged with the child's parents, teachers, and the Directors 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 Directors, based upon the written action plan and the observations/evaluations with respect to the child's behavior since the creation of the action plan.

Additionally, 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 Directors. It is imperative that parents and teachers work together to encourage children's social development. We ask that parents keep an open mind and actively support any suggestions a child's teacher and/or the directors 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.

Finally, the PDS Directors 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 professionals 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 contact the specialist directly. The school staff will participate as needed 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, and 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.

CHAIN OF COMMAND

We hope parents feel comfortable addressing any concerns with the teacher. The Parish Day School Directors are also available to address any concerns. If necessary, concerns may be brought to the Rector and/or the Parish Day School Board.

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, fine/gross motor activities, and individual play. Children transition with their teachers throughout the day to attend music, Chapel, movement, and outdoor 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. A note regarding the child's learning style, medical or safety concerns should appear on the final assessment given to the parents and put in the child's file. If the public school does not request a copy of your child's records, we recommend that you offer the new teacher a copy of the final assessment.

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 their main classroom. Be sure to label everything!

NAPTIME

For the children attending full day classes, there will be an allotted nap/quiet time. Parish Day School will furnish cots/mats, blankets, and bottom sheets. Cots/Mats are sanitized daily and sheets are washed once a week. Each child needs to bring a pillow with a pillowcase from home. ***Lovies and pillowcases are required by Virginia Department of Education to be labeled with your child's name.***

Preschool aged children are required to rest on their cots/mats for 30 minutes. Most students fall asleep during this time; however, we do not require them to sleep. We allot from 1-3pm for preschool naptime.

PLAYGROUND

Virginia Department of Education requires a minimum of 15 minutes of outdoor activity, weather and air quality permitting, for our $^1/_2$ day programs and a minimum of 1 hour per day for our full day programs. Dress children for the weather including appropriate shoes. Crocs, croc-like, and open- toed shoes are not permitted due to the increase in the likelihood of the occurrence of accidents. On rainy days, extremely hot days, extremely cold days (wind chill below 20 degrees) or poor air quality days, the administration may limit or eliminate outside activity for the day. In lieu of playground time, alternative activities will be scheduled during those times.

FOOD SERVICE PROGRAM

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

SNACKS

We are required to serve two components at snack time. We will serve fresh fruits/vegetables for a component; however, 100% juice maybe substituted occasionally. Please realize that cost and preparation time play a vital role in the menu planning.

A breakfast snack following USDA guidelines is provided each day for all children for all children arriving before 8:00am. All children enrolled at Parish Day School will receive a mid-morning snack following the same guidelines. Children participating in an afternoon program will also receive an afternoon snack. Snack menus are posted outside of 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 Curriculum, Health and Safety admin and staff having immediate contact with your child prior to the first day of attendance.

HEALTH AND SAFETY POLICIES AND PROCEDURES

SUPERVISION

The care, protection and guidance of our children are 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.* On the playground, a staff member is stationed by the bubble to keep the traffic flowing and near the rock-climbing tunnel if children are using it.

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, educate children and staff, and to realign staffing as needed.

SMOKING

Smoking is prohibited inside any of the church buildings, school facility, playground, or in front of child.

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 100 degrees or higher 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 (must be symptom - free for 24 hours before returning to school)
- 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. Should your child not be under-immunized for a vaccine-preventable disease will ask promptly suspend attendance for your child's safety.

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. The ill child will be taken to an administrator's office to rest until a parent or designated person arrives. **A child who is sent home sick should not return until he/she has been symptom-free for 24-hours, without the benefit of medication. To clarify, children sent home will not be allowed to return to school the following day.**

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.

We are required to notify the health department of any outbreaks of disease. At any time, the Directors may determine that if more children are ill than usual, we must call the health department so as to enable them to assess the situation and make recommendations to help prevent the spread of disease.

MEDICATION

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 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 Authorization form 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 Medication Authorization form. 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. Parents may drop off the medication and proper authorization forms to the Curriculum, Health and Safety Administrator. **Medications may not be left in backpacks.**

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 (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/ MEDICAL CONCERNS

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 fundraiser for Eastern Shore Chapel for nearly 40 years. They make a substantial donation to the Parish Day School annually.

It is our policy that all PDS staff is trained in avoidance strategies and in the management of an allergic reactions and medical concerns. Classrooms used by children who have a potentially fatal allergy will be identified with a special poster. In addition, our Johnson Room where lunch is served is a peanut free area. However, it is a community effort to protect our children who have these deadly allergies.

Parents of children with allergies or medical concerns must provide the following:

- Medical concerns and allergies must be documented by a physician.
- A Medical/ 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 Curriculum, Health and Safety Admin *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
- Signed confidentiality letter

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

All other parents are expected to:

- 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 the past several years, several children in Hampton Roads have 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.

Families Must Provide The Following Information for Asthma:

- 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 the Curriculum, Health and Safety Admin

INSECT REPELLENT

In compliance with The Drug Control Act and VDOE, a medication consent form is required to be completed, with parent authorization, every year granting PDS permission to apply insect repellent. We will not apply insect repellent to children enrolled in the $^1/_2$ day programs. We will strongly recommend that parents apply it before bringing them to school. For our children enrolled in the full 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 VDOE.

DIAPER OINTMENT

Diaper ointment may be applied by the PDS staff. Parents are required to complete the authorization form and supply the diaper ointment. The form must be resubmitted every 10 days.

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 PREPARDNESS PLAN

The school is required by the Department of Education to have an emergency plan that addresses staff responsibility and facility readiness with respect to emergency evacuation and shelter-in-place. The PDS Directors are the primary decision makers in the event of a crisis. The staff will consult as a team and/or act in the place of the Directors in their 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. In the event a child is not picked up during an emergency, an administrator will remain with the child until an authorized person arrives.

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 one hour, PDS will open at 8am for our full day program and regular time for our half day program. If the public schools are closed for two hours, the preschool will open at 9am for all programs. If the public schools are closed for more than one day, Parish Day School's delay or closing (for subsequent days) will be announced on the PDS website, email and Bloomz classroom pages.

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 5:30p.m. parents and/or emergency contacts will be notified by phone, website, and/or email.

Because 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/government 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. If it is necessary to transport, the child will be taken in an ambulance to the nearest facility as directed by the ambulance personnel. A member of the administrative staff will ride with the child, take the child's file which includes the insurance and other information about the child and parents will be notified immediately. We have adequate staff that is trained in CPR and First Aid ensuring that someone with the training is available with each group of children. Each child who has a severe allergy or other medical concern has an emergency action plan.

FIELD TRIPS

Many 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. 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.

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 investigate; 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 – 1-800-552-7096 (Before 8am – After 5pm)

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 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Virginia Department of Education 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 and family day homes.

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 Education. Results of recent inspections are posted on the information is located at the front entrance of the school. Parents or other individuals may register a complaint about a program, which will be investigated if a standard is violated.

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.