



St. David's Episcopal Day School 2011-2012 Parent Handbook



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**BOARD OF DIRECTORS
2011-2012**

Rector:	The Rev. Brad Hinton
President:	Della Schweiger
Vice President:	
Vestry Representative:	Jane Noble Harvey
Parish Representatives:	Liz Hadley
Parent Representatives:	Liz Hadley Kim Anthony, PTPA Co-Presidents
At Large Members:	Kim Chase Kris Marvel

EX-OFFICIO MEMBERS

Early Childhood Administrator:	Janet D. Leishman
Recording Secretary:	Traci Raftovich, Administrative Assistant
Finance Manager:	Anne L. Hope
Staff Representative:	

MEMBERS OF THE SCHOOL BOARD MAY BE REACHED THROUGH THE SCHOOL,
475-3747, OR AT 2320 GRUBB ROAD, WILMINGTON, DE 19810.

PARENT-TEACHER-PARISH ASSOCIATION

This active group is interested in the life of the school, parish and community. The PTPA, through its committees and "Room Mothers" organizes fund-raisers, assists with special parish events (Shrove Tuesday Pancake Supper, Walk to Easter), and unique family events (Beginning and End of the Year Picnics, Ice Cream Social), and Staff Appreciation Week. A volunteer form is available for parents at the beginning of the year. The PTPA meets on varying mornings during the school day and during an occasional evening to accommodate working parents.

2011 – 2012 OFFICERS

Co-Presidents: Liz Hadley & Kim Anthony

Vice President:

Secretary:

Ice Cream Social:

FUND-RAISING EVENTS: "Original Works" (Fall) -
4th Annual Silent Auction (Winter) –
Pizza/Cookie Dough (Spring) -

STAFF APPRECIATION WEEK CHAIRPERSON:

Back to School Picnic, August 2011: Colleen Dillon Szpak

End of Year Picnic, May 2012:

Back to School Picnic, August 2012:

PARISH REPRESENTATIVE: Liz Hadley

**STAFF
2011-2012**

EARLY CHILDHOOD ADMINISTRATOR:

Janet Leishman
st_davids_day_school@verizon.net

5-DAY FOUR-YEAR OLDS:

Room 5 Erin Brenner
sddsMrsBrenner@verizon.net
Meetu Mohnot, Assistant Teacher

Room 6 Amy Marchioni, Teacher
sddsMrsMarchioni@verizon.net
Sandra Towne, Assistant Teacher

3-DAY FOUR-YEAR OLDS:

Room 1 Donna Chakar, Teacher
sddsMrsChakar@verizon.net
Erica Parrish, Assistant Teacher

5-DAY THREE-YEAR OLDS:

Room 2 Bev Igo, Teacher
sddsMrsIgo@verizon.net
Pam Nagle, Assistant Teacher

2 & 3-DAY THREE-YEAR OLDS:

Room 3 Natalie Williams, Teacher
sddsMissWilliams@verizon.net
Marcie Jorgensen, Assistant Teacher

Room 4 Shari McAllister, Teacher
sddsMrsMcAllister@verizon.net
Sandy Pierce, Assistant Teacher

EXTENDED CARE:

Sandy Pierce, Shannon Suiter, Amy Marchioni
Erica Parrish, Natalie Williams,

RECTOR/CHAPLAIN:

The Rev. Brad Hinton
Brad.stdavids@verizon.net

ADMINISTRATIVE ASSISTANT:

Traci Raftovich
st_davids_day_school@verizon.net

FINANCE MANAGER:

Anne Hope
st_davids_day_school@verizon.net

PHYSICAL EDUCATION:

CURRICULUM COORDINATOR:

Bev Igo

MUSIC SPECIALIST:

Sandy Pierce

FOOD SERVICE MANAGER:

Doris Catalano

SEXTON:

JT Walton

ORGANIZATION

The Delaware Department of Services for Children, Youth and Their Families licenses St. David's Episcopal Day School. A copy of those "Rules for Early Care and Education and School-Age Centers" (Delacare) is available in the school office and online.

St. David's Episcopal Day School is a non-profit (501)(c)(3) institution, with a volunteer Board of Directors, by virtue of the by-laws established by the Vestry of St. David's Episcopal Church, Diocese of Delaware.

The school is accredited by the Nursery and Kindergarten Association of Delaware (NKAD). The school is a member of the National Association of Episcopal Schools (NAES) and the Mid-Atlantic Association of Episcopal Schools (MAESA).

St. David's Episcopal Day School is a participant in Delaware Stars, a statewide voluntary quality improvement program. The goal of DE Stars is the increased quality of the care and education provided to the young children of the state. St. David's Episcopal Day School currently has two stars and hopes to receive its third star during the 2011-2012 school year. In addition, the school will soon begin a self-study, pursuant to accreditation by the National Association for the Education of Young Children.



HISTORY

The Vestry of St. David's Episcopal Church, Brandywine Hundred, New Castle County, Delaware pursuant to Article 18 of their By-Laws established the Day School in 1955.

The primary goal was to meet the educational needs of young children in Brandywine Hundred. Until the advent of public kindergarten in 1962, all classes served 5 year olds. Currently we serve classes for three, four and five year old children.

In 1972, St. David's Episcopal Day School's Board of Directors realized that many mothers were seeking quality care for their young children during hours given to work, on-going education or personal needs. Recognizing the potential advantages of integrating such care with the existing school program, St. David's opened an extended care program for a limited number of children who were enrolled in the School program.

In 2004, the kindergarten class was closed and additional classes for three-year-olds were added. Our licensed capacity on a daily basis is 136 children.

In 2005, St. David's Episcopal Day School began operating a summer program for children ages 3 through 7. This in effect created a year round program. All programs are closed for the Christmas holiday and for a maintenance period at the end of the summer.

PHILOSOPHY

St. David's Episcopal Day School exists to provide a nurturing, Christian community where children can learn and grow. We do this through:

Leading each child into caring relationships with peers and adults,
Offering each child a stimulating learning experience,
Valuing each child's unique growth, and
Encouraging each child's awareness of God in the world.

PURPOSE

The purpose of St. David's Episcopal Day School is to provide a safe environment where children ages three to five are encouraged to grow spiritually, emotionally, cognitively, socially and physically so that their greatest potential may be realized. This purpose is realized through a preschool and an extended day program.

Children are enrolled regardless of race, color, religion, gender, creed, marital status of their parents, national origin, disability or, insofar as possible, economic status. Emphasis is placed on Christian beliefs to assist the child in learning his or her place in God's world.

GOALS

The primary goal of St. David's Episcopal Day School is to enrich the life of each child within a loving environment. Our curriculum is designed to meet the needs of the **whole** child, and is approached both developmentally and academically.

- * To see each child truly as an individual and treat him/her accordingly, while fostering the socialization skills needed to develop meaningful relationships with peers and adults.
- * To foster a natural, healthy transition for children as they expand their educational development from the atmosphere of the home to the more formal atmosphere of the school.
- * To engineer the most productive learning environment for each child and encourage learning through participation, exploration and manipulation.
- * To prepare each child for entrance into elementary education through implementation of a curriculum in which the necessary skills are taught.
- * We achieve these goals through our developmentally appropriate curriculum, which includes many opportunities for play; and through our application of Delaware's Early Learning Foundations.
- * To give each child the opportunity to experience early spiritual awareness and an appreciation of Christian values.

APPLICATION/ENROLLMENT PROCESS

ELIGIBILITY

Children who have attained the appropriate age by August 31st for our 3-year old and 4-year old programs are enrolled regardless of race, color, religion, gender, creed, marital status of their parents, national origin, disability, or economic status. Our waiting list begins each September for the following school year. Registration begins in January for the following September session. Returning students are given priority placement. New students are enrolled on the following priority basis: St. David's Episcopal Church parishioners, siblings of currently enrolled students and siblings of alumni.

We reserve the right to request a professional evaluation on any child who needs unusual facilities or teaching methods. The results of this evaluation are one component in determining the best placement for the child.

WAITING LIST/REGISTRATION

Each year, beginning the day after Labor Day, in September, a new waiting list is started for the following year's enrollment. Enrollment for the following year will be filled first by St. David's parishioners and currently enrolled children and siblings and then using the waiting list and priority status.

TOILET-TRAINING

St. David's Episcopal Day School expects the children enrolled in our program to be toilet trained and able to use the bathroom with minimal assistance. Our three-year-old classrooms have a bathroom as part of the floor plan and children are encouraged to use the bathroom facilities. Parents are requested to keep at least one complete change of seasonal clothing available for the occasional accident (many children feel more comfortable wearing their own clothing). Staff members supervise the bathroom and assist with toileting accidents. We have neither the facilities nor staff for diapering children. A parent may be called to assist his/her child if there are frequent accidents that call for multiple changes of clothing or extensive clean-up.

FINANCIAL POLICY

REGISTRATION FEES

A \$50 non-refundable fee must accompany each year's application form. This covers school insurance, administrative costs, as well as guarantees class placement.

PRE-PAYMENT

New and returning students were required to prepay one month's preschool tuition by **March 1, 2011**. This will be fully credited to the account to cover the last payment of the school year in May 2012. This payment is non-refundable.

ENRICHMENT FEE

Students pay an Enrichment Fee, which is due by **September 25, 2011**. The Enrichment Fee covers all field trips (both away from the school and special in-school presentations), tote bags for 4's, bike helmets, programs, etc. For children in the three-year old classes, the amount due is \$50. For children in the four-year old classes the amount due in September is \$65. An additional fee of \$60 for four-year old children will be due by **January 15, 2012**.

St. David's Episcopal Day School reserves the right to assess additional fees depending on the actual costs of the above activities. While we strive to accurately estimate our expenses, should our cost for these Enrichment Activities be less than anticipated, any excess monies collected will be utilized to purchase school equipment.

PAYMENTS

Payments may be turned in to the office, placed in the hallway lockbox or mailed directly to the school. Payments should be made payable to St. David's Episcopal Day School. Classroom personnel are not permitted to accept payment.

PAYMENTS ARE DUE THE FIRST SCHOOL DAY OF EACH MONTH and a \$10 late fee will be charged for all payments not received by the 8th of each month. An additional \$10 late fee will be assessed if payment is not received by the 18th of the month. **Preschool and Extended Care fees are monthly charges - please speak to the Early Childhood Administrator or Finance Manager if this presents a hardship. Financial aid may be available.**

DELINQUENT PAYMENTS AND RETURNED CHECKS

Should payments become one (1) month delinquent, St. David's Episcopal Day School reserves the right to exclude the child from school and forfeiture of enrollment may result.

A \$25 charge will be made for all checks returned for insufficient funds. Cash, money order or certified check must pay replacement amount and Returned Check Fee.

WITHDRAWING a child during the school year is acceptable if one (1) month's written notice is given to the Early Childhood Administrator. In addition, the May 2011 prepayment will be forfeited.

LATE PICK UP FEE: A charge of \$15 will be assessed for each 5 minute period past scheduled pick up time. This applies to Preschool, Parent's Day Out and Extended-Care.

TUITION - Preschool - 9 to 12:00 p.m.

Tuition rates are applicable for children enrolled in our morning only programs. Rates are based on a yearly charge, broken into 9 equal installments. Refunds are not made for absences, inclement weather closing, holidays, etc.

Three and Four Year Olds:

Five days per week: \$335.00 per month

Three days per week: \$280.00 per month

Three Year Olds Only:

Two days per week: \$210.00 per month

Drop-in Extended Care is available to tuition-paying children, *on an occasional basis, any day they attend school, space permitting.* The fees are \$8 for before school care only (7:30 - 9:00), \$35 for after school care only (12:00 -5:45), or \$40 for both before and after school care. A hot lunch and afternoon snack are included in the after-school care rate. ***Please schedule drop-in extended care through the Administrative Assistant.***

Parent's Day Out (12:00 - 1:30) is available on a sign up/first come-first served basis on any day the child attends preschool. The fee is \$12 when children provide their own lunch; or \$14 if you want a hot lunch. ***Please sign up on the clipboards in the hallway.***

EXTENDED CARE - 7:30 a.m. to 5:45 p.m.

FULL-TIME EXTENDED CARE rates are applicable for children participating in our extended care program *EVERY DAY WHICH THEY ATTEND*, regardless of the hours attended. This rate includes tuition for preschool, hot lunch and two snacks.

Three and Four Year Olds:

5-days per week \$915.00 per month

3-days per week \$570.00 per month

Three Year Olds Only:

2-days per week \$390.00 per month

PART-TIME COMMITTED Extended Care children that participate in the extended care program on a regular basis but *FEWER DAYS THEN WHICH THEY ATTEND SCHOOL*. The *drop-in rate* will be assessed for each day ***in addition to*** the TUITION CHARGE. Committed extended care students pay for all days they have committed for, regardless of whether the child attends or not.

Extended Care children are accepted according to a specific number of budgeted places in our program, therefore, **Extended Care parents are committed to continue payment for the duration of the school year.**

Rates are based on a yearly charge, divided into 9 equal installments. Refunds are not made for absences, inclement weather closing, holidays, etc.

FINANCIAL ASSISTANCE

A limited amount of financial assistance is available through school and church sponsored

scholarships. Please contact the Early Childhood Administrator for additional information.

St. David's Episcopal Day School is a non-profit organization and carefully sets fees to cover only those expenses directly incurred in the running of the school.

TERMINATION OF CARE

The Board of St. David's Episcopal Day School may request withdrawal of a child for the following causes:

1. Failure to abide by St. David's policies.
2. Non-payment of tuition and/or extended care fees as stated in our financial policy.
3. Ten minutes or later pick-up of a child more than two times within a two-week period.
4. Aggressive behavior of a child, which endangers safety of child or others.
5. A determination that St. David's Episcopal Day School is not in the best interests of a child.



PROGRAM INFORMATION

STAFF QUALIFICATIONS

Our teachers meet or exceed the minimum state requirements for their position. Most hold degrees in early childhood education, education or a related field (associate's, bachelor's or master's). Assistant teachers may also have degrees, but not necessarily in the field of education. **All** classroom personnel are required to complete a minimum number of clock hours annually in approved early care and education topics.

All staff members are required to have current certification in CPR and First Aid. **All** staff members are subject to a criminal history search and fingerprinting when hired. Most staff members are certified by the State of Delaware to administer medication during the regular school day. **All** staff members are required to complete the Diocese of Delaware child and adult abuse prevention workshops.

All staff members are mandated reporters of suspected child abuse and/or neglect.

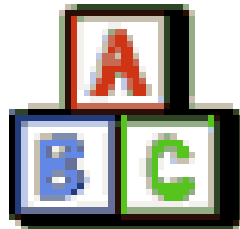
All classroom personnel are certified by Delaware First for their position. These certificates are displayed in the school office.

THE CURRICULUM

Our curriculum is developmentally appropriate. Our children learn through play, through interacting with their environment, their peers and the teaching staff. Our curriculum is constantly being evaluated and re-evaluated, by the curriculum coordinator, classroom staff and others, so that the needs of each child are met. Our curriculum is eclectic, taking the best of many philosophies and adapting ideas and activities to make learning fun, to give our preschoolers a firm foundation for academic success, and social and spiritual growth.

Our curriculum is aligned with the Delaware Early Learning Foundations, which were revised in 2010 and are available in the school office.

Our printing curriculum, adopted in 2005, is Handwriting Without Tears.®
The staff also refers to the mathematics curriculum "Everyday Math," prekindergarten edition.



TYPICAL PRESCHOOL (Morning) SCHEDULE

8:50 – 9:00 are	Arrival time – parents escort children to classroom door where they are greeted by the teacher or assistant teacher. Children who are participating in Morning Extended Care come to their classroom from the “gym.”
9:00	Day begins – typically with a “large group time” where the children sing songs, talk about special events that may be happening; discuss the weather; hear a story; create a graph; participate in “show and tell,” and so on!
9:30 – 11:55	Morning Activities - Learning through Play in the Classroom Gym time – Gross Motor Activities Chapel Outside Play on the Playground or Riding Bikes! Snack Story Time
11:55 – Noon	Morning Dismissal – parents gather children at classroom door while Extended Children and children participating in Parents’ Day Out program go to lunch!

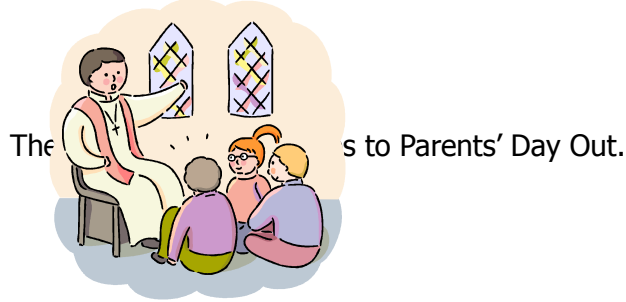
While every teacher’s morning routine is a little bit different – some classes sit in a circle, some in a row, some use “sit-ons,” some use shapes – the mornings all begin pretty much the same way. What is most important is that all children are here on time to begin that morning routine. We understand if traffic is heavier than normal or if the weather is nasty or if your other child’s school bus was late. Please call the office and let us know.

If children arrive late, they miss the opening information or activities (a song, a poem, the welcoming greeting). And, there are times when our day begins in a different location – chapel or all school sing, perhaps. So ***please***, try to arrive before those doors close!

PARENTS’ DAY OUT SCHEDULE

- 12:00 Noon Children participating in this optional program, which is offered almost every day the preschool operates transition from their classroom to the “lunchroom.” The children may bring their lunch or purchase a lunch prepared here. There is a staff person monitoring each table.
- 12:30 The children accompany the Parents’ Day Out staff (2) to the room they will be using that day – usually a classroom. They have their items to go home.
- 12:30 – 1:30 This is a fun part of the day – the children may play outside on either playground, ride bikes, or use materials in the classroom. The PDO staff may offer a special thematic activity like making a particular craft for a holiday or there may be a special enrichment activity for them to enjoy – a puppet show, perhaps.
- 1:30 Children must be signed out when they are picked up from PDO. Any child not picked up by 1:30 may be taken to the office or an adjacent extended care classroom.





EXTENDED CARE SCHEDULE (Morning)

7:30 – 8:55 Morning extended care takes place, usually, in our multi-purpose room. Children participating in extended care must be signed in upon arrival. Staff for morning extended care may include Teachers, Assistant Teachers and Administrative personnel.

Activities during this time may include puzzles, simple art experiences (crayons, markers, colored pencils), and tabletop toys such as legos, magnets, small blocks, etc. Books are always available. There may be days when the children go outside on the small playground or times when there is a brief gym class or music activity.

8:55 The children accompany their Assistant Teacher to their morning preschool room.

EXTENDED CARE SCHEDULE (Afternoon)

12:00 Noon Children accompany their classroom Assistant Teacher to the lunch tables, which are located adjacent to the kitchen in the “great hall.” Children are assigned to a specific table, where they can develop a rapport with other children and the staff member at that table.

12:30 Children accompany their Extended Care Teacher to begin their afternoon activities. Typically this includes indoor or outdoor play (weather permitting), and preparing for rest time. Bathroom use is encouraged.

1:15 – 3:00 Rest time. All children are encouraged to rest – some sleep, some do not. Each child has a cot. Rooms used for rest time are air conditioned.

3:00 – 5:45 After rest time, an afternoon snack is served. Later, additional indoor or outdoor activities take place until the building closes at 5:45.

CHAPEL

Our hope is that our Christian-based chapel services will be instructive, enjoyable, understandable and memorable. Usually our chapel is lead by our rector, Father Brad Hinton. Chapel includes stories, music and movement as a way of engaging a fuller range of senses. The vast majority of our chapel services take their inspiration directly from Biblical texts.

Chapel services take place weekly, shortly after the beginning of the school morning. Chapels are held on alternating Wednesdays and Thursdays, so that all children have a chance to participate. Parents, grandparents, and older and younger siblings are always welcome to join the children. Photography is appropriate, especially during the "Birthday Blessing" portion of the service.

When the classes are entering and exiting the worship space, please allow them to complete their procession undisturbed. We ask the children to observe the "specialness" of the sanctuary and the service and would appreciate your help in this matter.

Fr. Brad is available after chapels to meet with parents and other family members who have pastoral needs or simply just want to say good morning. He is also available for longer conversations which may need an appointment. The number to call is (302)475-4688.



DEVELOPMENTAL MOVEMENT

Developmental Movement classes are provided to each class and are taught by a specially trained teacher. This program sets goals for each age level to develop the child's ability to receive, interpret, and respond successfully to sensory information. Activities promote growth in the areas of body and space awareness, balance, rhythm, and gross and fine motor coordination.

Sneakers are the best footwear for "gym." If your child prefers another type of shoe, please be sure his/her sneakers are available. Each class has "gym" class everyday!

CLOTHES

Children should wear washable play clothes to school. Long pants and sweaters or sweatshirts are recommended during winter months. Children go outside to play daily weather permitting.

Sneakers should be worn every day. Boots, mittens and hats should be worn on snowy days. *Please mark each removable article clearly with the child's name.* The school will provide paint smocks, although classroom teachers may "create" their own!

It is recommended that each child have a complete change of clothes available (that fit!), in case of an accident.

Crocs™ and flip-flops are not permitted – even in warm weather!

FOOD AND NUTRITION

St. David's provides two snacks and a prepared lunch for the children each day. A mid-morning snack is provided for all preschool children; lunch is provided for extended care children at noon followed by a mid-afternoon snack. Snacks contain foods from two food groups and lunches are nutritionally balanced as required by Delacare regulations. Menus are posted and are subject to change without notice. Changes will be noted on the posted menus. Please notify us immediately if your child has any dietary restrictions and/or food allergies.

Extended care children eat lunches provided by the school. Exceptions are possible **if** approved by the Early Childhood Administrator. Parents of children with food allergies should notify the Early Childhood Administrator and modifications will be made, if possible, in the menu/lunch served to that specific child (see the ALLERGIES section).

Children staying for our Parent's Day Out program may bring a lunch with them. Lunch may be purchased for an additional fee (see Parent's Day Out Policy).

For additional information, please refer to Appendix viii at the end of this Handbook.

ALLERGIES

St. David's Episcopal Day School is a peanut and tree-nut free program. While we do our best to make sure that our snacks can be served to all children, we ask that parents of children with allergies (peanuts, tree-nuts, milk, etc.) provide a small assortment of snacks that can be kept in the classroom "just in case." This way, if there is a special snack that day or a substitute staff member or if we just are not sure of the ingredients, your child will still be served a safe choice. A Ziploc bag or a plastic storage box make great containers.

In past years, parents of children with allergies have communicated with other parents in the class about those specific dietary restrictions – so that everyone can enjoy birthday treats and other special occasions. Please speak to your child's teacher for more guidance regarding this issue.

St. David's Episcopal Day School is a latex-free space. Please do not bring latex balloons to school.

EDUCATIONAL ASSESSMENT

Each summer, new incoming four-year-olds are informally screened. The screening instruments include some of the Gesell, articulation, and gross and fine motor activities. This information is shared with the classroom teachers for planning purposes. At the beginning of each school year,

parents of all children are asked to sign a permission slip in case additional educational assessments are required. These assessments are for informational purposes only. When needed, referrals are made to outside agencies for individual therapy or further evaluation.

GUIDANCE

Our staff uses positive approaches to help children make good choices. Guidance methods include but are not limited to:

- Planning ahead to prevent problems
- Consistent, clear rules developed in conjunction with the children when possible and discussed and reviewed with them to make sure of their understanding of them.
- Redirection
- Encouragement of appropriate behavior
- Staff members are encouraged to describe the situation to encourage the children's evaluation of the problem rather than impose the solution.
- Logical or natural consequences are applied in problem situations.

Staff members are encouraged to use a quiet firmness, in a private one-to-one conversation, unless the immediate safety of a child is in jeopardy.

Should an unacceptable behavior be repeated, the Early Childhood Administrator will become involved and the parents consulted.

At no time will a child be verbally humiliated or frightened, corporally punished or restrained in any manner. There is no withholding of food, drink or bathroom privileges.

Guidance is always tempered with love and understanding.

ENRICHMENT ACTIVITIES

An Enrichment Fee is collected in the fall to cover the projected costs of off-site and in-house enrichment activities, bike helmets and t-shirts. An additional fee is collected in January for all four-year old classes. If necessary, a fee may be collected from all classes in the spring to cover additional costs. While we strive to accurately estimate our expenses, should our cost for

these Enrichment Activities be less than anticipated, any excess monies collected will be utilized to purchase school equipment.

A general Field Trip Permission Form will be provided in September for you to sign, thereby enabling your child to participate in off-site enrichment activities. Prior to each scheduled event, information will be sent home and will include the date, time, destination, and the method of transportation (walk or bus). No child will be permitted to participate unless the signed Permission Form is on file at school.

For the safety of your child during school off-site enrichment activities, St. David's Episcopal Day School children are only permitted to walk or to be transported by bus. St. David's Episcopal Day School children are not permitted to be transported by a car unless it is by their parent/guardian. A parent/guardian that desires to transport their child by car on these activities may do so with prior approval of the Early Childhood Administrator.

In addition, St. David's Episcopal Day School regularly invites musicians, puppeteers, museums, the zoo and/or nature center's outreach programs and others to present programs to the children. We call these in-house Enrichment Activities.

Due to the Delaware State law requiring children to wear helmets while riding bicycles, a portion of the Enrichment Fee will be used to purchase new helmets for the school year. These will be sent home at the end of the school year.

To celebrate "school spirit" a portion of the Enrichment Fee will cover the cost of a school T-shirt. Sweatshirts may be purchased in the office.

TRANSPORTATION

Parents must provide all transportation, with the exception of field trips. Delaware law requires child safety seats for children through age 8 years or 65 pounds. A student address list, sent out in August, enables parents to form car pools if they desire. All drivers **must** deliver and pick up children at the classroom door. This brief daily contact with the child's teacher and peers can provide meaningful communication.

Field trips, when taken off site, use rented school buses.



SECURITY SYSTEM

St. David's Episcopal Day School operates a security system at the main entrance door and at the hallway door to the church wing. These doors are locked during school hours and may be accessed by using the codes provided on the keypads. These codes are changed at least annually. No code is necessary to exit the building. This system is intended to secure our building and protect your child(ren).

PLEASE DO NOT GIVE THE CODE NUMBER to anyone except those authorized to transport your child on a regular basis. Persons without the code may access the building by pushing the intercom button next to the keypad. Office staff will “buzz them in” while watching the monitor/using intercom in the office.

VISITORS

All visitors must report to the school office upon entering and wear a nametag!

SIGN IN/OUT PROCEDURES

Any child participating in our before school and/or after-school extended care programs **must** be signed in at the time of arrival and signed out when picked up. The sign-in sheets can be found on the credenza by the kitchen door in the gym in the morning and with your child’s teacher in the afternoon. This policy includes drop-in extended care children as well as those who attend on a regular basis; Parents’ Day Out participants **must** sign out.

If you are picking up your child early from his/her preschool classroom (before the normal dismissal time of 11:55 – 12 Noon), for whatever reason, he/she must be signed out in the office. This sign out sheet will be located on a clipboard hanging on the wall adjacent to the door. This is very important. In case of an emergency all children must be accounted for.

LATE PICK UP POLICY

All children are to be picked up and/or signed out by their program closing time. This includes:

- Preschool at 12 Noon.
- Parents’ Day Out at 1:30 p.m.
- Extended Care at 5:45 p.m.

If you know that you will be late, you must call the school if at all possible, so that we can inform your child and reassure him/her that you are indeed on your way.

If possible, please seek an alternate pick up person if you know you will be late (and refer to the Release of Children policy on p. 19).

Children who are not picked up by Noon or 1:30 will be placed into an appropriate program (Parents' Day Out at Noon or Extended Care at 1:30) or will wait in the school office if necessary.

Children will be ready to leave. At the end of Extended Care, two staff members must stay with your child until you arrive. Please be considerate of their time.

A charge of \$15.00 will be assessed for each five (5) minute period past the closing time. That payment is due the next day your child attends St. David's Episcopal Day School.

RELEASE OF CHILDREN

Children must not enter or exit the building alone! Our halls are very crowded, especially at arrival and departure times – please keep your child with you, especially younger siblings!

Children will be released only to those people designated by the parent/guardian on our Permission to Pick-Up Form. This form may be updated at any time.

In the event of unforeseen circumstances or an emergency, a parent may request in person, by note, or phone call that the child be released to another person. For the safety of the children, we reserve the right to request verification of identity. The person picking up the child should be prepared to verify his/her identity.

In accordance with #413-415 of the Delacare regulations, no child will be released to an unauthorized person requesting release of a child. Instead, calls will be placed to parents until permission is received.

EMERGENCY CLOSING POLICY/INCLEMENT WEATHER



School closing information will be available on our telephone voice mail. Announcements are made on local radio (WILM 1450 AM, WDEL 1150 AM, WSTW 93.7 FM), TV stations (WPVI-TV Channel 6, WCAU-TV Channel 10) and their websites, and the State of Delaware School Closing website. St. David's Episcopal Day School usually follows the Brandywine School District for weather-related closings.

In the event of a natural disaster (flood, hurricane/tornado, snow/ice storm) or unnatural emergency (loss of utilities for a long-term, bomb threat, etc.) the staff of St. David's Episcopal Day School will follow this plan:

- If an emergency necessitates a last-minute closing, each classroom team (teacher and assistant teacher) will attempt to notify parents of students in their class by telephone, using the homeroom "telephone tree."
- If school is already in session, the administrative staff will attempt to notify a parent of each child in attendance at the time of the emergency. If the parent(s) are unavailable, the emergency contact will be notified. The school will remain open until the last child is safely picked up.
- Should the emergency require the evacuation of the school property, the children and staff will proceed to the designated shelter(s), accompanied with the children's records and emergency information. At the same time, parents will be notified where the children can be safely picked up. Parents should not call the school office but should remain available at their telephone number(s) and/or listen for emergency announcements.

CELLULAR TELEPHONES

Your children deserve your complete attention as they arrive and leave St. David's Episcopal Day School. Please discontinue use of your cellular telephone during these times – for your child's sake and as a courtesy to other parents and children.

Please remember that Delaware law prohibits texting while driving and not using a hands-free device. Thank you.

STAFF EMPLOYMENT POLICY

In accordance with St. David's Episcopal Day School's employee policies, St. David's school parents may not employ staff members during the hours for which the school employs them. Staff members may not transport any St. David's Episcopal Day School student other than their own to and/or from school at any time except for an emergency with prior approval of the Early Childhood Administrator.

St. David's Episcopal Day School disclaims any responsibility or liability for the personal conduct and/or job performance of any person employed by the parent for childcare purposes during hours for which he/she is not scheduled to work at St. David's Episcopal Day School. Parents are requested to sign a disclaimer to this effect.

HEALTH AND SAFETY POLICIES

All staff members are certified in First Aid and CPR. In addition, an Automatic External Defibrillator (AED) is located in the hallway near the nursery.

MEDICAL POLICIES

The following health policies have been instituted to ensure the best protection and provide a healthy environment for all St. David's Episcopal Day School children. **These policies are mandated by the state of Delaware.**

Each child must have a yearly physical exam. Medical forms to be used for this purpose are sent out in the spring and **must** be returned by the first week of school. If your child is scheduled for a fall physical, please return the form with **all but** the physician's section completed. **The Immunizations section must be completed.** The form can then be picked up prior to the date of the physical for final completion.

IMMUNIZATIONS

St. David's Episcopal Day School adheres to the State Board of Health Communicable Disease Regulations, thereby requiring that each child enrolled in our preschool have documented proof of receiving a minimum of:

1. Four (4) doses of DPT or DT vaccine
2. Three (3) doses of TOPV or IPV vaccine
3. One (1) dose each of Measles, Mumps, and Rubella vaccines given after the age of 15 months (MMR is the preferred vaccine). A second dose is required between the ages of 4 and 6
4. One (1) dose of Hib Conjugate Vaccine (Hb CV) after the age of 18 months
5. Hepatitis B vaccine series
6. Lead Screening
7. Chicken Pox

Acceptable documentation of immunizations is provided by St. David's Episcopal Day School's health form. Immunization dates must be noted and signed by a physician. Health forms should be submitted no later than the first week of school. Physicals scheduled later in the fall should be noted by date on the form, which can be picked up in the school office prior to the scheduled visit. Please note that state regulations allow a maximum of 14 days to complete the age-appropriate immunization schedule. An extension is permissible only upon certification by a physician. It is St. David's Episcopal Day School's responsibility mandated by the state, to exclude a child prior to admission or from continued attendance should documentation of required immunizations not be provided.



DAILY HEALTH CHECK

It is the parent's responsibility to carefully check their child each morning for signs of infectious conditions. ***If an elevated temperature or stomach/intestinal upset has been present in the previous 24 hours, do not send the child to school.*** All children will be observed on arrival for signs of communicable disease, physical injury or other evidences of ill health (Delacare #319).

Parents will be notified if a child has been exposed to any communicable disease. If your child contracts a communicable disease we request that parents also notify the school office as soon as possible. Please see the list at the end of this handbook - Appendix vi.

If your child becomes ill during the school day, the following procedures will be instituted:

1. A staff member will check your child for visible signs of illness (e.g. sore throat), and will take your child's temperature.
2. If signs of illness exist, a parent will be notified and requested to pick up the child.
3. If the parent cannot be reached, the emergency contacts will be called.
4. Your child will be taken to a separate area and provided with whatever is needed to make him/her comfortable until someone can be reached for pick-up.
5. In case of emergency, contacts will be made as listed above and 911 will be called. If necessary, your child will be taken to an emergency treatment facility. Your pediatrician will also be notified.

For the health of the children in our programs, children sent home with a fever or stomach/intestinal upset cannot attend school again until they have been symptom free without the benefit of medication for 24 hours. This is the state's policy.

ADMINISTRATION OF MEDICATION POLICY

In accordance with Delacare regulations, St. David's Episcopal Day School observes the following policies:

1. All prescription medications must be in the original container with pharmacy label intact and in the child's name.
2. Non-prescription medicines must also be in the original container with label intact and legible. Please tape or write on the container your child's name and room number.
3. All medications must be signed-in in the medical logbook located in the kitchen. Information must be filled in completely.
4. Medications to be given for an extended period of time may be filled in on a monthly log sheet with parent's signature.
5. A note must accompany non-prescription medications ordered by a physician with instructions that are different than the instructions on the label, from the doctor authorizing the medication and dosage.
6. In order to prevent administering medication incorrectly, two staff members must verify the identification of a child who is to receive the medication.



7. The Early Childhood Administrator will be the primary person to administer medications; in his/her absence any staff member who has the Certification of the Administration of Medication may do so. In case of an emergency, **any** staff member may respond (i.e. epipen or Benadryl).

Sunscreen and lip balm are considered topical medication and must, therefore, be treated in the same manner as listed above for medications. It is recommended that *extended care children* have sunscreen applied at home **before** coming to school **and** also provide a labeled bottle for the extended care staff to reapply if necessary on days when the children go outside. Preschool only children will usually spend less than 30 minutes outside per day. If you feel your child needs protection for this amount of time, please apply lotion **before** coming to school.

GENERAL SAFETY PROCEDURES

For the safety of all our children, we ask that you adhere to the following safety procedures:

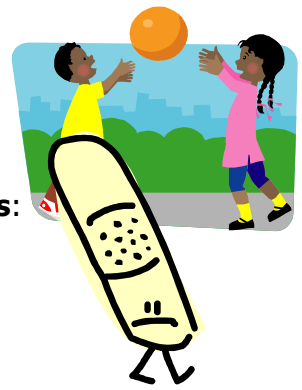
ARRIVAL & DEPARTURE

1. **Always** bring your child, including carpool children, to the classroom each morning.
2. The doors at the stairs end may not be unlocked in early morning, as those offices are unoccupied at that time. Be sure to close all doors firmly behind you. Remember to walk; no running in the halls, and remind children to use their indoor voices.
3. **Always** keep siblings, especially toddlers, with you at all times.
4. **Do Not leave any child in a car.**
5. Please do not leave your car engine running while you are dropping off or picking up children. And please lock your car.
6. When leaving, **insist** that your child(ren) stay with you until you have settled them in their seats.
7. **Please drive slowly through the entire parking lot.**

IN THE SCHOOL

8. Please do not allow children to play on **indoor** gym equipment during drop-off or pick-up times.
9. Please be sure all items fit **inside** your child's cubbie.

ON THE PLAYGROUND



You are welcome to use the playgrounds with your child after school when classes are **NOT** present. Please supervise your child using **our school rules**:

An adult must supervise children at all times.

Respect one another and the property.

Trash should be taken home or placed in trash container.

No throwing mulch, sticks, or sand.

Swings:

An adult must be present in the swing area if they are in use.

Children must all swing facing the same direction.

Sit on swings.

Children need to hold onto their swing.

Stop swinging before getting off it. **No** jumping.

Sandbox:

Sand and sand toys stay **IN** the sandbox.

No throwing sand.

Slides/ Rock Wall:

One child at a time.

Children go UP the ladders, steps, and rock wall.

Children go DOWN the slide.

No balls or toys on the slide.

Hanging Bars:

Children begin at open end; line forms at bottom of ladder.

Bikes are off limits: Bikes may be used with *teacher supervision only*.

Please keep the gates closed at all times.

If you picnic on our playground, please take your trash home with you.

No pets are allowed in the fenced in areas.

NO admission inside the retention pond.

We realize you may have different rules on your playground or in your yard, but we feel we need to have these consistent rules for the safety of all the children.

ACCIDENT POLICY

Our staff members strive to maintain a safe environment indoors and out for all our children. However, should an injury occur, parents will be notified either personally or in writing as to the nature of the injury, where, when and how it occurred, and first aid administered.

Should a child hurt another child, **both** sets of parents will be informed as stipulated above. Repetitive acts of aggression, such as biting, punching, or kicking other children or staff will not be tolerated. Measures will be taken by the Early Childhood Administrator to insure the safety of all children and staff in the school.

EMERGENCY ACTION PLAN - POISONING

In the case of an accidental application, contact or ingestion of a known or unknown substance (food, plant material, art or cleaning product, medication, etc.) the following procedures will be followed.

1. If the substance is identified and known with certainty, the procedures indicated on the container will be followed, i.e. contact POISON CONTROL, flush with water, etc.; as well as referring to the Red Cross or other first aid manual.
2. Parent(s) will be contacted immediately and advised of the situation.
3. If Poison Control has been contacted, their directions will be followed; i.e. administer syrup of ipecac, milk, water, call 911, etc.
4. If the substance cannot be identified with 100% certainty (no witness who can verify what the substance was, for example), 911 will be contacted immediately.
5. Parent(s) will be contacted at the same time as 911 and advised of the situation.



COMMUNICATION

Good communication is essential to the well being of the child at David's Episcopal Day School. To achieve this goal, many forms



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ar basis.

DAILY INTERACTIONS: The beginning and the end of the day are perfect times for those brief meetings and greetings. For longer or in-depth discussions please make an appointment with the Teacher or Early Childhood Administrator.

PARENT-TEACHER CONFERENCES: Formal parent-teacher conferences are scheduled twice a year (late fall and early spring). These formal settings provide an opportunity to discuss your child and their developing skills. Ideally, both parents should attend, but we understand that scheduling can be difficult.

In addition to the two scheduled conferences, parents, teachers or other staff may schedule a conference at any time if it is necessary or desired.

Our Early Childhood Administrator maintains an "open door" policy. Please feel free to stop by the office, call (302) 475-3747, fax (302) 529-1135, or email st_davids_day_school@verizon.net with your questions, concerns, comments or kudos. Positive or negative, it's important to communicate!

PARENT PARTICIPATION: You are encouraged and welcome to participate in the school life of your child. You may volunteer as a classroom aide, chaperone field trips, bring a special talent to the classroom, attend chapel, and provide a special snack. You are welcome to observe in a classroom at any time - just notify our Early Childhood Administrator that you would like to come.

NEWSLETTERS: The Early Childhood Administrator publishes a monthly newsletter. This newsletter may contain articles from School Board members, the Curriculum Coordinator, the PTPA, St. David's Church, and other pertinent information including a school-wide calendar and lunch menu. Classroom teachers usually provide parents with a monthly/weekly newsletter and calendar as well.

In addition to the regular monthly newsletters, notices from the "office" are distributed - these may pertain to a specific class (i.e. a child has contracted a contagious disease), a special event of interest to parents, or other timely information.

WHITEBOARD: The whiteboard at the school entrance often provides daily reminders and special notices. Check it daily!

WEBSITE and EMAIL: In response to parent requests, the school newsletter and accompanying menu and calendar are available on the St. David's Church website:

www.StDavidsDe.org

The Early Childhood Administrator provides information regarding special events. Teachers provide a school-wide email list for information regarding special events. Teachers provide an email address that you have provided the office is correct. Teachers provide an email address that you have provided the office is correct.



Each teacher has a dedicated email address. Teachers refer to your September newsletter for that information. Teachers may also request your email address to provide a listing for their respective class members at the beginning of the school year.

PARENT SURVEYS: These are conducted annually to aid in our mission to provide the best possible program for your child.

BULLETIN BOARDS: Notices, announcements and policy statements are posted on the bulletin board opposite the gym doors. A "white board" is outside the school office. Look for classroom information posted outside your child's classroom.

MISCELLANEOUS FLYERS: Occasionally, flyers from other organizations (i.e.. sport groups, educational institutions, stores) that we feel may be of interest to our school families are distributed. St. David's Episcopal Day School *does not endorse* these programs.

PARENT LIBRARY: St. David's Episcopal Day School maintains a Parent Resource Library. The Parent Library books are located on the white shelf in the school office. Please use these books as a resource to help you understand developmental stages and challenges that occur as your child grows. If you'd like to borrow a book, please fill out a parent library form and place it in the box on top of the bookshelf. Books can be borrowed for up to three weeks at a time. There also are a variety of pamphlets on different topics for you to take as well.

SPECIAL OPPORTUNITIES:

St. David's Episcopal Day School offers many unique opportunities in which children, families and extended families may participate. Some of these are:

- ★ **Prospective Parent Tours:** These are offered periodically to introduce the school to parents. Advance reservations are accepted when putting a child on the waiting list.

- ★ **Parent Open House:** This is held on an evening in September and provides parents with a chance to get a first-hand look at their child's classroom, meet other parents in the class, and enjoy a "preschool morning".
- ★ **Halloween Parades:** To observe this special day, we invite you to join the children as they parade in their costumes.
- ★ **Craft Fair:** St. David's Episcopal Church sponsors a fair on the second Saturday in November. Help is needed on Friday and again when the fair is over to move school furniture and materials, or just come and shop!
- ★ **Prospective 4-year old Parent Coffee:** Parents of children who will be ready to enter our 4-year old program in September are invited to gather to learn about the curriculum offered in our 4-year old classes and meet the current 4's teachers. This meeting comes before parents are asked to register for school in January.
- ★ **Christmas Programs:** Parents and extended family members are invited to join the children and our Rector for this special Chapel service and presentation of holiday songs.
- ★ **Community Open House:** This Open House, usually held on a Sunday afternoon in January, provides an opportunity for those parents interested in visiting St. David's prior to enrolling in the program.
- ★ **Shrove Tuesday Pancake Supper:** This is a feast for the senses as the men of St. David's Episcopal Church and Day School prepare a traditional pancake and sausage supper in anticipation of the season of Lent. Entertainment is provided for the children. Proceeds benefit the school's scholarship fund.
- ★ **Walk to Easter:** This has become a St. David's Episcopal Church tradition on Good Friday. Children ages 3 to 8 are invited to explore several stations representing the path Jesus took to Easter morning. It is a parish-sponsored event made successful with school participation.
- ★ **Family Picnics:** Hosted by the P.T.P.A., these fun events take place just before school starts (get to know you) and just before school ends (say good-bye)!
- ★ **Family Events:** May include ice cream socials, potluck suppers, fun nights, etc.

PARISH AND COMMUNITY PARTICIPATION:

As a partner with St. David's Episcopal Church, families are invited to participate in the regular and special events that occur in the life of the parish.

These include but are not limited to worship on Sundays or other church observances, Bible study groups, parish outreach activities and family social activities. St. David's Church regularly observes Episcopal School Sunday – this year scheduled for Sunday, November 14.

The Right Reverend Wayne Wright, Bishop of the Diocese of Delaware visits our school at least once a year and leads our chapel service on that day. Bishop Wright will visit on Thursday, April 19, 2012

For more information, please feel free to contact our Rector, the Rev. Brad Hinton. You may also contact the Church Office at 475-4688 or use email stdavidschurchoffice@verizon.net



BUILDING REGULATIONS

AHERA ACT OF 1986

In October 1986, the US Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, reinspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress.

In 2011, a representative of Environmental Testing Inc. will conduct our required 3-year inspection. You may review this plan during normal business hours.

If you have any questions about reviewing our management plan please contact Janet Leishman, our current Early Childhood Administrator and Asbestos Management Plan Coordinator.

SMOKING PROHIBITED

In accordance with the Delaware Clean Indoor Air Act and Delacare #411, smoking is prohibited in all areas of the building, on the playgrounds, while transporting children (staff) and in the presence of children during field trips or routine program outings sponsored by St. David's Episcopal Day School. We appreciate your compliance to this regulation.



EMERGENCY PROCEDURES GUIDES

Manuals are posted in every classroom, the offices, gym, kitchen and other frequently used areas. The guide outlines recommended procedures for responding to emergencies. Telephones are located in each classroom as well as in other spaces.

FIRE DRILLS

In accordance with state regulations, St. David's Episcopal Day School conducts monthly fire drills. The building is monitored for fire alarms by an outside service which contacts appropriate fire stations when necessary.

COMMUNITY NOTIFICATION REGARDING SEX OFFENDERS

In accordance with Delaware law, St. David's Episcopal Day School places all notifications received from the police in a notebook which is located in the school office and is available to staff and parents upon request.

As a matter of personal and family safety, Delaware maintains a website with more information about sexual offenders. That website is www.state.de.us/dsp/sexoff

CHILDREN'S CREED

I believe in God above,
 I believe in Jesus' love,
 I believe his Spirit too,
 Comes to show me what to do.
 I believe that I can be,
 Kind and gentle, Lord, like thee.

**Traditionally, this creed is spoken in English and
 interpreted in American Sign Language.**

SCHOOL SONG

"AT ST. DAVID'S"

Well, I walked right in to a little day school
 And, I said to myself, "Well bless my soul!"
 Went right in (clap, clap) Looked around (clap, clap) at St. David's.

Well, I went in the gym and I started to play
 Then I went to the classroom later that day
 Did some art (clap, clap) played some games (clap, clap) at St. David's.

Well, I got a little hungry and I had a little snack
 Then I got my coat right off the rack
 Climbed the bars (clap, clap) Dug in sand (clap, clap) at St. David's.

Well, I came back in and sat on my mat
 Got a book right out and put it on my lap
 A,B,C's (clap, clap) 1,2,3's (clap, clap) at St. David's.

Well it wasn't long 'til the day was at an end
 And, I had to say "good-bye" to all my friends
 Got my things (clap, clap) Said "Good-bye" (clap, clap) to St. David's.