



EDS

Parent

Handbook

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Preschool Mission and Philosophy

As a ministry of Epworth United Methodist Church, we seek to provide a warm and nurturing Christian child care center in downtown Norfolk, Virginia. Our program provides daily opportunities for spiritual, emotional, social, intellectual, creative and physical development through hands-on experiences and play.

Our preschool staff believes that children learn through play. Children construct their knowledge by touching, tasting, smelling, watching, listening, thinking, and doing. Our child-centered curriculum encourages choice-making, autonomy, and social competence. The exploration of music and movement, science and nature, families and culture, art and drama, language and numbers is integrated into the preschool day. Indoor and outdoor activities are planned with a concern for individual needs and developmental differences.

The children gather together for Chapel to celebrate the joy of living in God's world. Students of all denominations worship together to explore common bonds, create awareness of the needs of others, and develop a relationship with our Creator.

We want our children to build a positive self-image; explore their natural sense of wonder; discover their creative spirit; learn problem-solving skills; develop self-control and consideration of others; increase coordination, balance, and body image; and know that learning is fun!

We have an open-door policy at Epworth Day School and encourage you to visit with your child anytime, to observe their classroom activities or participate in special events and field trips. Parents are also encouraged to visit with the Director or Pastor if they have any concerns or issues that need to be addressed. We are fully committed to making your child's time at Epworth a positive experience and for you to be satisfied with our programs. We believe in open communication and appreciate any feedback or suggestions that will improve or expand our programs.

Our Classes

Before children enter kindergarten, they need to develop basic social and emotional skills just as much as reading and math readiness skills. These skills include a sense of trust in the world and the adults who make it a safe place. When our children leave EDS, we want them to have the self-confidence that they can do things for themselves and that they can make choices, solve problems and be creative. We also strive to build concern, empathy and compassion for others, and tolerance of others.

All of our classes follow weekly themes developed by the teachers. Themes are age-appropriate and increase in specificity as the children grow. The teachers submit their lesson plans to the Director for approval. Depending on the age group, you will either receive a Daily Experience Sheet or Monthly Newsletter from your

child's teacher informing you of what is being taught and what will be happening in the weeks to come. In addition, frequent e-mails will be sent out from Lead Teacher and the Director.

Epworth Day School is open from 6:30 a.m. - 6:00 p.m. Monday through Friday.

Teaching Staff

Since Epworth Day School is very selective about hiring, the EDS staff consists of only experienced, kind and creative individuals who have shown that they can further young children's development with patience and understanding. All Lead Teachers are required to have training/education which meet the licensing standards of Virginia. They have earned either a CDA Certificate, Associates, Bachelors or Master's Degree in Education or a related field of study. In addition to having education, experience, and training in the field of early childhood, the teaching staff is also CPR and First Aid certified (a person with this training will always be on site during our operational hours) and attends seminars and workshops throughout the year to keep skills and knowledge current. Our staff is trained on recognized and Child Abuse as well. Our staff is required to be certified annually by a practicing physician or nurse practitioner that they are free from any disability which would prevent them from caring for children. A Criminal Records Background Check with Social Services are submitted at the time of hire and every five years afterwards. If someone is hired who has lived in another state during the previous five years, a Criminal Records Background Check will also be done in that state as well.

Keys to a Successful Day

Children thrive when there is routine and consistency. The following 5 steps are keys to aiding your child in having a successful day here at Epworth:

1. Make sure your child comes to school rested and has eaten a good breakfast.
2. Help your child attend school regularly and arrive at school by 9:00am, so he/she are able to enjoy the main preschool hours.
3. Pay close attention to the weather and make sure your child is dressed appropriately. Being cold or hot can easily frustrate a child.
4. Do not allow your child to bring toys or electronic items from home, unless otherwise requested by your child's teacher. We cannot be responsible for lost or broken items or toys.
5. Accidents, spills and messes happen. Please maintain a complete weather and size appropriate change of clothing in the classroom including socks and underwear.

Admission

Children between the ages of 6 weeks and 4 years are eligible for enrollment to Epworth Day School. A visit to our facility is an important first step to admission. This is your opportunity to tour the school and discuss your child care needs and concerns. Feel free to schedule a second visit to discuss any questions you may have.

Epworth Day School fills open positions from our waitlist. Children with siblings in our school have first priority on our waitlists. All paperwork in the Enrollment Packet is required by Social Services to be completed in full and submitted prior to a child's first day of attendance. An Enrollment Contract is signed along with non-refundable \$100.00 registration fee and a \$45.00 supply fee at the time of your child entering. Some paperwork is required also by Social Services to be updated annually (re-registration). During re-registration, each May, a \$50.00 registration fee, and a \$45.00 supply fee will be assessed to your account. Discounted fees for multi child families are available only for re-registration costs.

Attendance Policy

As stated in your school contract, there is no reduction in tuition for absences, days missed, holidays or inclement weather. This is included in the amount of tuition charged. If your child is not going to be attending school for any period of time whether it is one day or a full week or your child will be arriving at a different time than he/she normally arrives, it is requested that parents notify the office at 313-5301 or enter this information into their Tadpoles App. You may also leave a message on the school voicemail. This assists the office in ensuring proper ratio coverage of all of the classrooms which is closely monitored throughout the day.

Withdrawal Policy

Tuition and fees are the sole income of the school. Therefore, if you choose to withdraw your child from the school at any time for any reason, you must give a **30-days written notice to the Director**, or you will be liable for the remainder of the tuition due for that school year, as well as **all costs related to the collection of any outstanding fees and tuition**. Records and financial statements will not be released until this balance is paid. All family parking passes are required to be returned before any paperwork requested by the family or other schools is released.

Termination of Care Policy

Epworth Day School reserves the right to terminate or void the school contract with a family for the best interest of a child's welfare, a group of children or the staff. Listed below are a few reasons for termination of care:

1. Failure to keep the family account in good standing including paying fees in a timely manner.
2. Continued disciplinary issues with a child (See Discipline Policy)
3. Repeated late pick-up of a child
4. Children engaging in inappropriate physical behavior or verbal threats towards staff members
5. Parents engaging in disrespectful or inappropriate behavior towards staff members.
6. Inability of a child to adjust to the school environment or continuous emotional or physical disruptions by a child in a classroom.

Reason for termination of care is not limited to the above listed. Determination of termination of care will be at the discretion of the Director. Fees and tuition are not refundable.

Waiting List

Licensing requirements limit our enrollment. Once we are full, we will maintain a waiting list. Available spaces will be filled from this list. It is the family's responsibility to update their status every month. Church member's children, EDS staff children and children with siblings and former families in our school have first priority on our waitlist.

Tuition and Fees

All fees/ tuition is either paid on a monthly or bimonthly basis. Families on a monthly payment schedule will have tuition due on the first day of the month preceding care. A late charge of \$50 is assessed on any payment received after 6 p.m. on the fifth day of each month.

Those paying bi-monthly must be pre-approved. Bi-monthly payments are due on the first and fifteenth of the month preceding care. A late charge of \$50 is assessed on any payment that exceeds the fifth and twentieth of the month grace period. Our tuition box is checked at closing on both the fifth and twentieth day of the month. Any payments received the following mornings will be considered late regardless of the date on the check.

Unless otherwise approved, failure to keep your account current will result in dismissal of your child from the program and your account will be subject to further action. You will also be held responsible for costs related to the collection of any outstanding fees and tuition. There is a \$35.00 fee for all returned checks, and you will be responsible for any additional fees associated with the returned check. After a second incident of this nature, tuition must be paid with a money order or certified check for the remainder of the contract period.

All Fees need to be paid with in five business days of being assessed to your account.

Because we must pay our staff whether your child attends or not, we cannot give tuition refunds or refunds for days missed for inclement weather. You are responsible for the full month's tuition whether your child attends or not. There are no discounts or credit given for sick days, weather days or holidays.

Tuition may be mailed or placed in the tuition box located in the office. Payments mailed to the school must be postmarked by the fifth day of the month and the twentieth of each month to be considered on time. Tuition may be paid by money order or check and should be made out to Epworth Day School or EDS. You may also set up with your bank to have a check sent to the school. Make sure if you do this that you have the check debited to your account at least a week before the due date.

If there is an overpayment of tuition, a credit will be placed on your account. You will be notified of your credit amount. Tuition decreases when a child has completed transitioning to the next classroom. This happens only when transitioning up to Two's and up to Preschool.

Summer Activity Fees are charged for organizations that the school brings in during the summer months of June, July and August for the children 2- 5 years old. These fees are due prior to the first "in-house field trip" scheduled after the Pre-K Graduation Celebration. These activities are schedule each week with the exception of the week of the Fourth of July and the last week of Summer Camp in August. Fees are based on the total number of children attending the events.

Paperwork

All paperwork is due no later than the first day of attendance with the exception of a state physical form (due within 30 days of enrollment) and viewing of a child's birth certificate (with 7 days of enrollment). If you have an appointment card for your child to receive a physical within 2 weeks of the first day of attendance, a doctor's appointment card may be submitted with the remainder of the child's paperwork. All shot records must be updated regularly for children under the age of two and over four years old when shots are received. Enrollment, allergy and authorization paperwork must be updated annually during the month of May during our re-enrollment period for each child as mandated by Social Services.

Please include with your child's paperwork any court papers regarding custody or visitation rights (required by 63.2-1813 of the Code of Virginia). If this is not on file, we cannot prevent anyone from picking up or visiting your child especially in the case of another parent. If there are any legal/court issues pending between parents, the Director needs to be made aware of this for the safety of the child.

Tadpoles App

We use a program called Tadpoles to communicate with parents and track staff and children in the building. Once you have turned in your paperwork to the office and your child starts at Epworth, you are able to download the Tadpoles app for free from where you normally get your apps.

You can view our menu and your child's classroom lesson plans. Teachers are able to send pictures of the activities and notes to parents. Your child's daily note will go out to you as soon as your child is picked up in the afternoon. Our office sends out texts through-out the day when needed. We also send out an alert when the school is closed due to inclement weather.

School Closings

Epworth Day School will close for inclement weather and poor road conditions. Closings, delayed openings or early dismissals will be communicated through our Tadpoles Program/App. We understand that these types of interruptions in care are stressful and inconvenient for families and staff. We recommend that families and

staff members have a backup plan for their children's care in case of closures. We will always use the best expert advice from city authorities and risk management. We also are required to meet state mandated ratios for care in order to be fully operational and will consider the number of staff who are able to safely come to work.

We will communicate closings, delayed openings and early dismissal in as timely a manner as possible. There are no refunds or make-up days for closings or delays."

Birthday Celebrations

We love to celebrate birthdays at school. Please feel free to bring something in on these special days. Speak to your child's teacher for a head count and the best time of day to do this. Please discuss with your child's teacher any food allergies in the classroom. For the safety of all children provide **only store-bought** treats for the classroom. Please check ingredients to make sure peanuts are not included as we are a peanut-free environment.

To avoid hurt feelings, we ask that you do not distribute birthday invitations at the school unless everyone is invited. Teachers will be happy to assist you.

Family Involvement Policy

We extend an open invitation for you to visit your child's class at any time. You are always welcome to come and have lunch with your child. Please let your child's teacher know by 9:00 that morning if you will be coming for lunch, so that we can prepare food for you. You are always welcome to attend Chapel with your child's class (Older Two's and up) on Wednesday at 10:30 A. M.

Another great opportunity to help out in your child's room is with reading to the class. Please see your child's teacher to schedule this. Whenever you see there is a theme with which you may assist, feel free to let your child's teacher know.

Furthermore, throughout the year we will notify you of any special programs, seminars or lectures concerning parenting and child care issues. We encourage parents to help with special events. Information will be distributed as these events come up such as our annual Thanksgiving Feast, Christmas by the Fireside and Graduation.

Our Programs

Our programs have been developed to provide opportunities for encouraging creativity, self-esteem, independence and a love of learning. The safety and individual needs of each child is of utmost importance to our staff. We allow children to make "good choices" and be "nice to their friends" in a nurturing and loving environment. We also encourage self-help decision-making skills along with critical thinking and problem-

solving abilities. We encourage each child with our Christian based philosophy and the teachings of Jesus Christ.

Infant Program

We care for children between 6 weeks and 12 months in our Infant Room with a ratio of 1:4. We provide a separate sleep room which also operates with a 1:4 ratio. Children are logged in and out on paper during nap time. As most of our Infants are spending their time on the floor, we have a “shoeless” environment in our activity room. Parents may cover their shoes with booties provided outside the classroom or leave their shoes at the entry way. If you bring your child in his/her car seat, it may be stored in the classroom next to the Infant Rooms. Strollers may be stored near the front entryway outside the Infant Rooms.

In order to create nurturing and trusting relationships with our Infants, caregivers will provide opportunities for learning through routines of diapering, napping, eating and learning. Children will be introduced to socialization and self-discovery through reading, singing and talking. “Tummy Time” is provided daily for younger Infants for developmental purposes and soft areas are designed for individual exploration and safety. Toys are sanitized and disinfected on a daily basis.

Any bottles or food items brought in from home need to be clearly labeled with the child’s full name and dated. All bottles need be taken home each night or they will be discarded. Breast milk needs to be brought in from home only in liquid form and may be frozen and stored for three months after which it will be discarded. It is vital that this is labeled with the child’s full name and also dated. We have a private area in the sleep room where mothers who are nursing may feed their baby. For safety reasons, glass bottles may not be used at school.

Infants shall be fed on demand as required by licensing standards and in accordance to parental instructions. Therefore, **an emergency supply of formula for each child is needed to be on hand at school in the original container and labeled with the child’s full name.** Bottles will be heated in a crock pot and not a microwave. Breast milk bottles and formula bottles will be heated in separate crock pots.

Each family has different nutritional preferences for their child. For this reason, we ask that you bring in all food for your Infant until he/she starts eating table food. Prepared baby food not eaten during a feeding may be used by the same child later in the day as long as it is not served out of a baby food jar and is dated. For sanitation purposes, food will be placed in a dishwasher-safe bowl. Formula or breast milk may not remain unrefrigerated for more than one hour or be reheated.

Infants who cannot hold their own bottle will be held by a caregiver. Children will not be allowed to walk around with a bottle or be put to sleep in a crib with a bottle.

Infants will be offered sippy cups as soon as they are ready for them. When a child transitions to the Waddler classroom (around 12 months) bottles will no longer be used throughout the day.

Once your child begins to eat regular table food, a nutritious meal will be provided by the school. A school menu is emailed to parents monthly. If your child has allergies or your family has religious food preferences, you will need to supplement your child's food.

A supply list of items needed for your child will be provided for you at enrollment time. The Infant staff will notify you when your child runs out of his/her supplies. Your child will receive a daily note from the teaching team outlining his/her day including diapering, sleeping and eating routines.

For pick-up and drop-off times, if you have an older child with you, he/she will need to remain seated near the classroom door while you attend to your Infant. This is needed for the safety of the other Infants in the room as they are "toddling" around or on the floor.

Waddler Program

Children transition to this program around their first birthday and remain in this classroom until 18 months. The ratio is also 1:4 with eight children in the classroom. These children are new at walking and are on the move constantly, discovering and exploring this new world that walking provides. They transition to sleeping on cots rather than cribs and nap midday. They eat snack and meals at a small table fit for their size and learn to remain sitting while eating. Waddlers are beginning to verbally communicate, develop their large motor skills and thrive on routine. They spend time outside, weather permitting, twice a day on our playground. You will receive a daily note from your team of teachers outlining his/her day.

Toddler Program

Toddlers are eighteen to twenty-four months old and are busy learners socializing with their peers during age appropriate activities provided by a team of teachers. Potty training may develop as early as 18 months depending on the child's physical readiness (see Potty training policy). Your child will be busy with learning new behavioral expectations, imaginative play, and further developing their motor skills. Circle time is provided in the morning where new concepts are introduced to strengthen your child's verbal skills. A daily experience sheet will be provided at the end of each day outlining your child's day.

Two's Program

Children will spend their time in our Two-Year-Old Program for one year or more depending on their future entry year into Kindergarten (this is related to the area's school's cut-off date. See "Transitions"). Depending on the number of Two Year Olds enrolled, the children will be divided into different classrooms depending on their birthday and developmental readiness. We practice a 1:8 ratio with our Two Year Olds. Hands-on experiences are provided for mastery of pre-reading readiness and math skills. Both individual and group learning activities will make up your child's day. The concept of "sharing" and being kind to our friends is emphasized with this age group.

If your child has not begun potty training yet, it will occur in this room. The teaching team will provide you with our Potty Training Policy and answer any question you may have. This is a team effort between home and school and your child's readiness both emotional and physically will be considered.

Preschool Program

Our Preschool Program includes children who have turned three by September 30th. Our children learn through play and theme-based activities exposing them to things which they relate to in their world. They are ready for more responsibilities and each day choose a job that is important to make the classroom run. As the child moves from parallel play to co-operative play, the world is opening up to role-playing in the housekeeping area, constructing in the blocks area, and discovering in the library area. All children who move up to our Preschool level must be fully potty trained.

Pre-K Program

Our Pre-K day begins routinely at 9:00 A.M. When your child attends our Pre-K Program, it is vital that you establish a routine drop off time for him/her. This will not only help teach your child the importance of school but relay to him/her that you also value the importance of school and education. The Pre-K curriculum is designed both to enable its four-year olds to anticipate happy experiences at school and to equip them with the skills necessary for a successful Kindergarten experience. This is accomplished through the use of hands-on centers and theme-based activities which enable the children to learn using all of their senses and provides for a variety of learning styles.

If your child is not attending school due to illness, vacation, etc. parents are required to notify the school office before 9:00 a.m. by phone, email or Tadpoles.

Parent Boards

Parent Boards are located either in the hall outside of your child's room or inside the classroom. They will include a list of our school closings, fire escape route, and monthly newsletters.

Supervision of Children

Supervision of the children is our top safety priority at Epworth Day School. Ratios will be strictly adhered to at all times to ensure the children's safety. If at any time a classroom is out of ratio, staff members are required to notify the office immediately. Ratios are doubled during nap time with the exception of the Infant classroom where ratios remain 1:4 at all times. If there is a mixed age group, the ratio for the youngest child in care will be used.

Classroom Ratios:

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| Infants (6 weeks to 16mos.) | 1:4 |
| Toddlers | 1:5 |
| Two's | 1:8 |

Staff **must** accompany children at all times when moving to other locations inside/outside the building. Children may **NEVER BE LEFT UNATTENDED**. This includes and is not limited to potty breaks. Cell phones for **any reason** are prohibited from use during a teacher's shift with the exception of the Pre-K Room where a cell phone is provided for communication purposes for the office or parents.

It is imperative that we are always providing the best care for the children. For safety reasons, the children will be closely monitored during active play outside. The children are not allowed to open or play with the gate, and they will be kept on the playground surface and away from the gate.

Playground Safety

It is vital that the children are supervised carefully whether in the classroom or outside on the playground. Children are discouraged from activities that may cause injury or illness (i.e. playing near stairs, eating plants), damage to property (i.e. playing in gardens, throwing ball against church walls) or hurting others feelings (i.e. excluding others, not sharing). Roughhousing, horseplay or other inappropriate behavior on or near any equipment will be discouraged as well.

Our strategy is to have one teacher (pivotal teacher) visually scanning all areas while others are actively engaged with children. Teachers are asked to be aware of all children on the playground, regardless of whose class they are in. Teachers are encouraged to interact and engage the children in outdoor activities. There is at least one teacher positioned near the Boush Street gate at all times which remains locked whenever a group of children are outside.

Our playground surface meets the standards required by the state licensing regulations. Equipment (stationary or mobile) is checked regularly for breakage, surface damage, protrusions, and any other injury hazards by our staff.

Drop-off & Pick-up Routines

Your concerns are important to us. However, drop-off and pick-up times are not always the best times to have a conference. Because we want to give you our undivided attention, please schedule appointment with your child's teacher or the Director.

Children are checked in and out each day on our classroom I-pads by staff, using our Tadpoles app. Their daily activities are recorded throughout the day as well. Once a child is checked out, daily information is transmitted to the parent's I-phone or email account. Parents may use their Tadpole's app to communicate with staff regarding any special needs, attendance, illnesses, etc.

Early Arrival and Breakfast

Breakfast Bunch care begins at 6:30 a.m. Children wishing to bring their breakfast to eat at school are welcome to do so, but they must **finish no later than 8:30 a.m.** All personal dishes and utensils will be rinsed and placed in each child's book bag. Please make sure you are not sending in any food items that contain allergens such as peanuts or eggs, if your child's classroom is a "free zone."

Drop Off

We have two entrances/exits to the school; the front Boush Street entrance and the alley way behind the church building. When dropping off your child, please park in our parking lot located on Freemason Street behind the church. Make sure if you are using our Boush Street entrance that once you enter the playground that both gate locks are re-locked. The school entrance is on the left of the playground. **Gently** press the buzzer on the wall. When greeted, please announce who you are dropping off. Once in your child's room, please make contact with the teacher so she is aware that your child is present. Teachers will sign your child in the classroom on their IPAD/Tadpole Program. Please do not allow your child to come in alone or with anyone under the age of 18.

Be advised that our parking lot is monitored by Jack's Towing Company. Every time you come to the school to drop off or pick up it is imperative that you display your parking pass in your window. If you do not have a pass or need an additional one, please come by the office for assistance. Upon leaving Epworth, all family parking passes must be returned to the office. If they are not received, a \$5.00 charge per pass will be assessed to your account.

Pick-Up

As explained above, all children are signed in daily by the teacher. Please keep in mind that, as you take your child's hand and say goodbye to the teacher, you become responsible for your child. It is imperative that once your child is under your supervision you always have them in your sight. It is not appropriate, nor is it safe, for your child to wander into another room, down the hall or around a corner without you. For the child's safety, always encourage him/her to use their "walking feet" while indoors.

Under no circumstances may children be released to another child (18 years of age or younger) or to anyone not appearing on your child's authorized pick-up list. Your child will be checked out for the day on Tadpoles. When this happens, your child's daily record for that day will be sent through Tadpoles to your I-Phone or email address on record.

Authorized Pick-Up

We will keep a list of the names of people authorized to pick up your child. This list should be kept current and only include names of people you want to have access to your child. If for some reason, someone other than

those on your child's Authorized Pick-Up Form will be picking up, please notify the school. Thank you for understanding that for safety reasons, children cannot be released to another child or strangers. In addition, adults other than yourself picking up your child must have a picture I.D. or your child will not be released to them. They must stop in the office before going to the classroom.

Policy for Late Pick-Up

Parents of half-day preschool students are expected to strictly adhere to the class hours of 9:00 a.m. – 12:00 p.m. Children who attend preschool only and are not picked up by noon will be escorted to the lunch room and served lunch. In such cases, parents will be responsible for the cost of the lunch (\$3.50 per day) and the extended care (prorated in half day increments). The center closes at 6:00 pm. We ask that parents cooperate in picking their children up on time. If for some reason a parent should be delayed, he/she should call the school and inform the office. After 6:00 there will be a late fee of \$1 per minute, according to the office clock. If this becomes a persistent problem, we will schedule a conference. Your account will be assessed a late fee and payment will be due following the day after you receive your statement. If parents do not call the office and let us know that they will be late with pickup, the office will notify your child's emergency contacts. They will be asked to come and pick up your child. If the emergency contacts are not available, we are required to contact Social Services.

Classroom Discipline

We are consistent in behavioral expectations and ask for your support of school rules. Behavioral guidance will be constructive, age and stage appropriate and intended to redirect your child to appropriate behavior. We will use a calm but firm manner when redirecting behavior. Redirecting the child, focuses on what the child can do instead of what the child cannot do.

In some instances, we may have the child take a break. This will allow the child to calm down and think about what he/she should be doing and decide when he/she is ready to rejoin the group with appropriate behavior. Your child will remain within the staff's eyesight at all times.

If the above measures are not successful, we will enlist the parent's help. Together we will determine how we can motivate your child to behave in a positive way.

Children's negative or inappropriate behavior may be documented in one or more methods: formal documentation or "Incident Reports" where parents are required to sign at pick-up or informal documentation not requiring a parent's signature on a "Behavioral Log".

Behavioral issues documented in Incident Reports may include one of the following behaviors:

*Biting, hitting, kicking, etc.

*Destruction of school property or objects being thrown

*Violent behavior or verbal threats towards staff or other children

If a child's behavior gets to the informal documentation phase using a Behavioral Log, it is because the behavior is reoccurring and causing a disruption in the classroom. Disruptive behavior causes teachers to focus more time on one child, affecting the learning experience of all the children in the classroom.

When a child exhibits recurring inappropriate behavior (such as biting, scratching, pinching, hitting, spitting, destruction of church or school property, refusal of age appropriate directions, etc.) after the informal documentation phase has begun, the parents may be asked to conference with the Director and teacher either in person or by phone. In some cases, a child may be suspended. Parents will be expected to work with their child during the suspension to assist the child in recognizing more appropriate behavior.

Upon return to school, the parents and the child will be required to meet with the Director and provide a written action plan for their child outlining how the child will avoid using aggression going forward. The plan will be signed by the parents and Director and will be placed in the child's file. Before returning to the classroom, the child must be able to verbalize what she/he will do differently if faced with the same problem again. This will be written down and given to the classroom teachers.

A child may be suspended from school at the discretion of the Director for whatever number of days deemed necessary. After two such repeated suspensions or when the director deems appropriate, a child will be asked to leave Epworth Day School. Depending on the seriousness of a situation, a child may be expelled prior to two suspensions at any time. A **tuition refund will not be given for suspensions or expulsions.**

Children verbally threatening physical harm to others at Epworth Day School, whether it is a staff member or another child, will be considered a very serious offense. It will not be tolerated and a child may be suspended from school upon the first occurrence. If it should occur a second time, the child will be expelled effective immediately.

If there are any life changing events happening in a child's life such as divorce, parent separation, a death of a family member, military deployment etc, it would be beneficial for your child's teacher to have this information. It will be kept in the strictest confidence. These situations can be stressful for a child causing his/her behavior to change drastically. Our teachers are eager to help a child through these rough patches.

Appropriate Behavior towards Staff

As a Christian Preschool, we believe that children need to learn kindness and respect, two basic Christian principles. Therefore, our staff will model appropriate behavior throughout your child's day. As children grow, they learn self-control, respect and appropriate ways to deal with their feelings. Unfortunately, a child may exhibit inappropriate behavior toward a staff member such as hitting, kicking, biting, spitting, pushing, or other aggressive behaviors. When one of these behaviors occurs, the teacher will document it and the parents will be notified and asked to sign an Incident Form. The parents will receive a copy and a copy will be placed in the child's file in the office. Depending on the severity and frequency of the inappropriate behavior,

a consequence will occur. It could include a phone call to the parent, conference with the parent, a suspension or termination of care. Consequences will be determined by the Director and could include more than one of those listed.

Biting Policy

Biting is a natural developmental stage that some children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the school is our primary concern. Our biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his/her peers. Toddlers have poor verbal skills and can have difficulty making their feeling known. They are impulsive and have little self-control. Sometimes biting occurs for no apparent reason. The staff will encourage the children to "use their words" if they become angry or frustrated. If biting is going on in a classroom the teacher will maintain close supervision (physically) of the biting child

The following steps will be taken if a biting incident occurs:

- The biting will be interrupted with a firm "No...we don't bite our friends! It hurts them".
- Staff will stay calm and will not overreact.
- We give immediate attention to the bitten child.
- Staff will remove the biter from the situation. The biter will be placed in "me" time.
- The bitten child shall be assessed and the bit will be cleansed with soap and water.
- The parents of both children will be notified of the biting incident. An Incident Report Form will be filled out and signed by the Director, Parents and Teacher.
- One copy will be given to the parent and the other will be placed in the child's file.
- **Confidentiality of all children involved will be maintained.**
- The bitten area should continue to be observed by parents and staff.

When we approach parents about the fact that their child is biting, we ask them to work with us to help their child learn to stop biting and teaching them the appropriate ways in which to react to their environment. If parents are unwilling to work with us or don't take the problem seriously, only then would we suggest that they may have to find another school.

Transition Procedure

When a child moves up to the next classroom, your Lead Teacher will discuss with you the plan that will be put in place to make your child's transition a positive experience. Each child reacts differently to the change, making flexibility an important factor in the transition process. During this time, we help the child become familiar with the teachers, classroom routine and the other children. Transitioning a child depends on developmental readiness, age, and space availability in the new classroom. Parents are welcomed to observe in the new classroom prior to transitioning in order to learn more about the activities and expectations.

Tuition changes upon completion of the transition process occur in the Two- Year-Old and Preschool Rooms only.

Children transitioning from the Infant, Waddler and Toddler Rooms will transition according to their chronological age and developmental readiness. Children transition up from the Two Old Year and Preschool Rooms according their birth date. EDS follows the Virginia Public Schools enrollment requirements. Your child's class placement will be determined by their age as of September 30. Parents will be given a schedule for their child's transition. If you wish to meet with the new classroom teacher, please contact the school office at 313-5301 and we will be happy to set up an appointment time for you to meet with the new teacher.

In order to transition up to the Older Two-Year-Old classroom, a child must be chronologically 2.5 years old per the city building code. They will also need to be developmental ready as well. They may no longer be wearing diapers to or at school (see the Potty Training Policy) and must visit the bathroom before being dropped off in the classroom. Accidents may occur infrequently and children will be expected to change their own clothing which is practiced before moving up to this classroom.

Health and Safety

Lunch and Snacks

Epworth Day School provides lunch for our students. Our Certified (Norfolk Public Health Department) Food Service manager develops a monthly menu for the children and is sent out through Tadpoles. Children are encouraged to taste new foods, but never forced to finish their meal. Seconds are served only after the child has eaten an adequate portion. We ask parents to provide a morning and afternoon snack for their child's class on a rotation basis. The Lead Teacher will notify each family when it's their turn to provide a snack. If you wish, you may join your child for lunch. Please let us know by 9:00 a.m. any day if you plan to join us for lunch that day.

Nut Free Environment

Epworth Day School is a nut free environment; any form of nuts is not allowed in any classroom. If you are bringing any type of prepared snack for your child's class, **please check the label for ingredients.**

Special Celebrations

If you are bringing food in for a special classroom celebration, it must be store bought rather than prepared at home. Please check all labels for ingredients making sure that peanuts are not included.

Special Diets

If your child has food allergies, we will provide substitutes within reason. If your child is a vegetarian, vegan or you have personal or religious preferences on foods which you do not want your child to eat, you will need to provide substitutes or a lunch for your child.

Choking Hazards

Certain foods will not be served to children under the age of 36 months as they are considered to be potential choking hazards. The following items may not be brought in for snack: grapes, raisins, pretzels, popcorn, marshmallows, carrot and celery sticks. Children over the age of 36 months may eat grapes but they are required to be quartered.

Diapers

Only disposable diapers may be used at school. We do not allow cloth or G diapers to be used for sanitation reasons. Your child's teacher will let you know when your child needs more diapers. Please make sure that you keep a least a week's supply at school. Your child's teacher will notify you on his/her daily sheet when he/she is running low. If your child's supply should run out before you refurbish it, we can borrow (one time only) from another child. After the first time borrowing, the office will notify you to pick up your child immediately or bring in the items within 30 minutes.

Rest Time

Infants sleep according to their personal needs and what each family has established as a schedule. Our Infant staff will gladly work with each family to meet individual's needs. Parents will need to supply their child's bedding for the crib we provide. We will place all babies on their backs during sleep time unless specified in writing by a physician. Once a child begins to rollover, he/she may remain in that position.

Older children, as they grow, require time to sleep or rest. We do not require the children to sleep but we encourage them to lie quietly during rest time. The children rest for approximately two hours depending on their individual needs following lunch time. Parents need to provide bedding. Children under the age of two may not have pillows due to Social Services prohibition. If your child likes a special soft doll or animal during rest time, you may bring one in. Cots are provided for the children.

Nap Time Pick-up and Drop-off

Because nap time is still a vital part of a child's day and part of our program, it is important that we provide a quiet, restful and uninterrupted naptime free of disturbances for the children. Therefore, if a child is picked up prior to naptime for an appointment, lunch or a family event and will be returning to school, they may not return to school during nap time. This most likely causes a disruption for the children sleeping. Secondly, children may not be dropped off at school for the first time during the day while nap time is in progress for the same reason. If you drop your child off just prior to nap time is beginning, please make sure he/she is ready to nap as well.

During nap time, the classroom ratios double as teachers are taking their lunch breaks while the children sleep. Therefore, if one child is dropped off unexpectedly, it can throw the classroom out of ratio while the number of staff is cut in half throughout the school. We may not have extra staff during this time to accommodate one more child being added to a room.

Children must be dropped off or returned to school no later than:

Waddlers-Two's 11:45

Preschool and Pre-K 12:30

Clothing

At Epworth Day School, we believe that children learn through play. Having said that, we encourage our children to explore and experience their environment to the fullest. It is important that children are wearing comfortable clothing that are loose fitting and can be put on without assistance. Please do not send your child in expensive or Sunday-best clothing as we will not be responsible for **soiled, stained, lost or damaged clothing**. If a child is potty training, please send him/her in clothing that is easy to remove. Belts, onesies, and overalls are not appropriate for potty training and can cause a child to become frustrated (see Potty Training Policy).

Weather permitting; we take the children outdoors every day. Please dress your child in weather appropriate play clothes and comfortable shoes such as sneakers or boots. For safety reasons **flip flops or thong sandals are not permitted. If you want your child to wear sandals, they must be close-toed**. If it is cold, please remember to send a hat and mittens.

Please remember the convenience of elastic waistbands and Velcro shoes when getting ready for school in the morning. If a child uses his/her extra clothing due to an accident, please replace them immediately in case of future incidents. Please help your child's teacher by printing his/her name on all loose articles of clothing and all personal belongings brought to school. Jewelry and articles of clothing that tie around the neck and waist also are prohibited as the ties can get caught in things.

Clothing or Items with Beads

Beads of any type, size or shape can present a choking hazard for young children. If a child is wearing clothing or jewelry with beads included and the beads break off, falling on the floor, another child could pick up the beads and put them in his/her mouth. Therefore, any item with beads are prohibited from being worn or brought to school.

Personal Belongings

Our school provides the children with fun and educational manipulatives and toys throughout their day. Please remind your child to leave their toys at home, as bringing personal toys to school can cause tension in the classroom. All electronic items are prohibited from being brought to school. Items may get lost or broken, and each child's storage space is limited. We cannot be held responsible for personal items being lost or broken.

Handwashing

When entering a classroom, children and staff need to wash their hands. We encourage the children to do this throughout their day by staff modeling handwashing before and after eating snack or lunch after using the bathroom facilities, diapering and when returning from the playground. Handwashing procedure signage is posted in each classroom and in the school's bathrooms.

Daily Health Observations

Our teachers have been trained by a health care professional on performing daily health observations on children. A religious exempt facility may not offer daily care to sick children. The daily health screening includes a health observation designed to alert staff to the signs and symptoms of an illness by identifying changes in a child's pattern of behavior or physical appearance. A screening may result in the exclusion of a child. This screening is done each morning at the time of drop-off.

Emergency Information

Emergency information is required to be on-file for your child before entering day care. If there are any changes in your address, telephone numbers, place of employment or emergency contacts, please notify the office and your child's teacher in writing. This information will need to be updated each year when you re-enroll your child.

Immunizations

The school must have a Commonwealth of Virginia School Health Form on file for each child within thirty days of enrollment. Immunizations must be updated by parents with child under the age of two every six months or upon receiving new shots. A parent must submit a notarized Certificate of Religious Exemption to the Director if the child is entering the school without immunizations for religious beliefs. If a child is not immunized because of medical reasons, the parent needs to submit documentation from a physician, registered nurse or a local health department that one or more of the required immunizations may be detrimental to the child's health.

Toilet Training

Toilet training is a gradual process that helps children master toileting as a self-help skill. We want toilet training to be a non-stressful experience that is appropriate to each child's individual development and involves the child, parents, and teachers. We want to be moving children in the direction of being able to do the following by themselves:

***Realize they need to use the toilet without anyone reminding them.**

***Take themselves to the toilet.**

- *Undress enough to use the toilet.**
- *Urinate and have bowel movements in the toilet.**
- *Wipe themselves.**
- *Pull up their pants.**
- *Flush the toilet.**
- *Wash their hands.**

The main questions both parents and teachers ask is, “When should a child start toilet training?” There is no clear-cut age for when children are ready. No two children will toilet train on the same “timetable”, but there are predictable physical and behavioral clues that a child is ready. These clues are the indicators that a child is ready. They help us to identify a window of opportunity when starting is most likely to be successful.

Readiness questions for Parents and Teachers

- *Is the child at least eighteen months old?** Muscle and bladder capacity begin to develop around 18-24 months of age.
- *Are the child’s diapers dry for at least two hours at a time?** This is an indication that the child’s bladder is large enough for successful training.
- *Does the child know and let you know when he/she is wet or has a bowel movement?** A child who is ready will pull or tug at wet or soiled diapers or may indicate in another way that he/she is uncomfortable and wants to be changed.
- *Can the child sit upright for five minutes?** He/she will not be able to sit long enough to urinate or have a bowel movement –especially at first.
- *Can the child undress enough to sit on the toilet?** If not, he/she needs to be able to pull on their own pants so that toileting can become a self-help skill.
- *Is the child able to get himself/herself to the toilet?**
- *Does the child follow simple directions and can answer yes-and-no questions?** He/she will need to be willing and able to follow simple one step directions and answer simple questions such as “Are you wet?”
- *Does the child trust the adults who care for him/her and feel comfortable with them?**
- *Does the child show pride, joy or excitement when he/she learns a new skill?**
- *Are you willing and able to devote the time and attention to helping the child learn to use the toilet?** You will need to make some changes in your routines, some sacrifices, and some time adjustments in order for the

process to go smoothly for the child. Going back and forth between using the toilet and putting the child in diapers is very confusing to the child.

Toilet Training in a Group Setting

When children are in group care, parents and teachers must work together so the child can be comfortable, confident, and successful while the learn toileting skills. Toilet training in a school or daycare setting creates unique issues because children are training in two different places by two different sets of people. When toddlers are home all the time and are being toilet trained, parents can and do use many different methods. The home situation is basically one Toddler, one place, one method. In a group environment, there may be two, three, even ten Toddlers who are all being toilet trained. Our teachers know that working with parents is extremely important. However, they also know that it is not possible to have multiple toilet training methods going on at the same time in one room. Therefore, toilet training in a group setting really does have to be several toddlers, one method. The question then is which method? In order to be successful in group care we need a method that is carefully thought out, appropriate for toddlers, and appropriate for group care. Toilet times throughout the child's day will be at the following times:

| | | | |
|-------|----------------------------|------|-----------------------|
| 9:00 | After breakfast | 3:00 | After Nap |
| 9:30 | Late arrivals | 4:30 | After playground time |
| 10:30 | Before playground time | 5:30 | Late pick-up children |
| 12:00 | After lunch and before nap | | |

In order to be consistent with Toilet training, it is suggested that parents use this schedule. Children who need to use the toilet will be taken to the Toilet regardless of what time it is.

Pull ups vs. Cloth Training Pants

There are a couple steps for a child in realizing they have to urinate or have a bowel movement. They may have verbal indicators from an adult when they ask, "Are you wet? Or are you peeing or having a bowel movement?" The adult gives feedback to an action that helps the child put words to actions. However, a child needs to be able to feel they are wet or have had a bowel movement rather than continuing to rely on this feedback. Heavy training pants are absorbent and they allow children to feel that they are wet. Disposable diapers and pull ups are designed for such comfort that a child may not be able to tell that they are wet. Pull ups are marketed as underwear to be used during toilet training. However, they really are diapers as they are made out of the same material as diapers. So why not use real underwear? Rather than confuse the child or send him/her the message, "we want you to learn to use the toilet but we're going to put a diaper on you anyway."

Policy of Toilet Training

The following are the steps that we follow in toilet training the children in our facility:

- *We will work with parents to ensure that toilet training is consistent between home and our program.
- *We will maintain written communication about the progress using daily experience sheets or sharing any concerns through phone conversations or conferences.
- *We will use a set of readiness question that both parents and teachers will complete when a child is ready to begin toilet training.
- *We will never force a child to sit on a toilet.
- *We recognize that during this process, there may be accidents. Children will never be made to clean up a mess because they made it.
- *We will not allow children to remain in wet or soiled clothing following accidents and will change them immediately.
- *We will not shame or punish children for accidents as they are inevitable. Children do not learn through intimidation, fear or shame.
- *We will not use practices that violate state regulations about toilet training or that conflict with our philosophy
- *We will provide a list of clothing guidelines that will help children master toilet training.

Medication Administration Policy

All prescription or over-the-counter medication will be administered by a staff member who has completed an eight-hour state required training program. **ALL** prescription or over-the-counter medication must be brought to the office and will be kept in the office. It must be picked up at the end of the week by a parent or guardian. **The infant room is the only classroom that may store their children's medicine in the provided locked box.** All medication including topical ointments (diaper ointment, sunscreen, etc) must have a completed medication form with it. All medication and topical ointments must be labeled with your child's full name. We are required to adhere to the expiration date on all container labels. Any medication administered to your child before arriving at school will need to be written in Tadpoles by the teachers upon arriving to school or communicated to the teacher. This will help us in determining when to administer the next dosage in a timely manner. A medication measuring spoon (labeled) will need to accompany any oral medication. **We cannot give any medication on an "as needed" basis.** Time for administering medication must be specific. **The signature of the physician on any forms must be the signature of your child's physician of record and not a parent who is a physician.**

Medication Authorization Forms

A Medication Authorization or Topical Ointment Form must be completed before any medication or topical ointment is administered during school hours. This includes any prescriptions, over-the-counter medication, diaper ointment, sunscreen, or bug repellent. If the form is not properly filled out, medication will not be administered to your child until the parent completes it in full. These forms are located in the office, the classrooms and the entryway of the school. Please submit them to the office upon completion and give the medication to the individual in the office (diaper ointment, sunscreen, teething gel and bug spray are stored in the classroom along with their forms as the teachers can apply these forms of medication).

Prescription Medication

All Prescription medication must have a Medication Authorization Form completed and be on file in the office. Medicine must be in the original container with the label on it specifying the child's name, name of medication, dosage, and frequency of the dosage to be given. **If your child's medication comes in a box with the prescription form on it, the box must accompany the medication container.** Medication must be picked up at **the end of the week** by the parent or guardian. If it is a long-term prescription medication (more than 10 days), it must be accompanied with a doctor's authorization specifying the dosage amount, time of dosage and the name of the medication. Forms will need to be renewed every six months for long term medication.

Over-the-Counter Medication

We can only administer the recommended dosage which appears on the label for your child's age and/or weight. If you are requesting a different dosage than what is on the label and for a longer period of time longer than the recommended dosage, you will need to provide a doctor's note/signature specifying the exact dosage, the times which we will need to administer the medication and the number of days the medicine will be given. Once again, a Medication Authorization Form is required. **Tylenol or Motrin will not be administered without a doctor's note giving the reason for the administration of this type of medication.**

Topical Ointment

A Topical Ointment Consent Form will need to be completed for the application of diaper ointment and teething gel. If you wish to have teething gel applied longer than the recommended usage on the label (usually 7-10 days) you will need to have a doctor's note accompany it. Topical Ointment Forms for diaper ointment must be filled out every 30 days. A specified time such as "after every diaper change" is required for the "time" for usage. Any staff member may apply diaper cream but teething gel must be applied by a staff member with the proper training. The name brand of the diaper cream or teething gel will need to be included on the Topical Ointment Form. Both will need to have your child's full name labeled on the container.

Sun Screen

Sunscreen shall be hypo-allergenic and have a minimum of SPF of 15. It will need to be in the original container and labeled with the child's full name. A Topical Ointment Form may be filled out at the beginning of the summer and will be

good through the season (90 days). Once again, please be specific on the time issue (“during any outside activity”).
Aerosol sprays are prohibited.

Bug Repellant

Insect repellent shall be in the original container and labeled with the child’s full name. The center is required to follow the age, duration and dosage suggested by the manufacturer. A MAT Form will need to be filled out at the beginning of the summer and will be good through the season (90 days). Aerosol insect repellant may not be used at school.

Medication Storage

All prescription medication for ears or eyes which are in drop form must be stored in the office. Diaper ointments, sunscreen, and bug repellant may be stored in the classroom out of reach of the children. Teething gels may also be kept in the classrooms if a teacher is MAT trained. The Lead Teacher is aware of those individuals with this training. Please do not leave any form of these medications or products in your child’s bag as little fingers sometimes go exploring!

Allergies

Allergies are taken extremely serious here at EDS. All allergies should be noted in your child’s file. Furthermore, if there are any children in our Infant, Waddler, or Toddler Rooms with an allergy, the class it will be considered a “free zone” of that food item (that food item is not permitted in the classroom). We believe that children at these ages are too young to understand that they are not able to eat specific foods and are quick to grab another child’s food. Therefore, we are requesting all parents be understanding and patient with this. Free zones will be created for life-threatening allergies. It is not possible for our school to eliminate essential dietary needs such as dairy, vegetables and fruits, for children with allergies. Therefore, we will be making other accommodations when the food your child is allergic to is being served, such as closely monitoring what he/she or providing an alternative. Please come by the office to discuss what will be done to best meet your child’s needs. Parents of older children can request at any time that their child’s room be a “free zone”. We will do our best to accommodate “free zone” requests when it pertains to necessary dietary staples.

We are requesting that you pack a lunch from home on days when EDS is providing a food item that your child can not eat.

We will provide your child’s teacher with a list of children with food allergies. If you do not see your child’s name on the list, please come to the office and update your child’s file. Please understand that your child’s name and allergy food will be posted in the room. This is done for safety reasons ONLY so that any and all staff members that enter your child’s room will know they are not permitted to have a specific food.

All prescribed antidotes for allergic reactions need to be on file in the office on the first day of school. As with any other medication, allergy antidotes and medication must be in the original bottle and labeled with the

child's name, prescription number, name of the doctor and dosage directions with a Medication Authorization Form on file.

As with many things, children allergies tend to change as they grow out of an allergy or develop new ones. Please come to the office to update your child's file when you have discovered new allergies or when he/she has outgrown one. It is imperative that our files are current.

Please be aware of our policy when a severe allergic reaction occurs, a parent will be contacted, and concurrently, another staff member will be calling 911 so that your child receives immediate medical attention.

Sick Child and Illness Exclusion Policy

If your child is ill, please keep him/her at home. We play outside every day. If you feel your child is not well enough to be outside, she/he is probably not well enough to come to school. Please remember that the teacher taking your child in for the day will do a Daily Health Observation on your child. If any pertinent symptoms are discovered, you will receive a call from the office to pick up your child.

There are times when children must stay home. Please do not bring your child to school if your child has any of the following symptoms or illnesses:

- Sore throat
- Fever
- Vomiting
- Diarrhea
- Red or pink eyes, including itching or discharge
- Impetigo
- Head Lice (we have a "no nits" policy for returning to school)
- Ringworm
- Fifth Disease
- Hand, Foot, and Mouth
- Thrush
- Any other contagious illness

If your child becomes ill at school, we will call you immediately and ask that your child is picked up **as soon as possible and within the hour**. If we are unable to get in touch with both parents, emergency contacts will be called to pick up a child. Parents are requested to sign an Illness Exclusion Form explaining our return to school policy. If a child is taken to their physician before returning to school, parents are also requested to call the school so that we may share illness information with the other parents. The school will not share information

regarding the identity of the sick child. Children who become ill during school hours must be isolated from others to prevent illness from spreading.

A child will be excluded from school when he/she exhibits the following symptoms and shall not be allowed to attend the school for 24 hours or more if he/she has

- A temperature of 100 F or higher
- Recurrent vomiting or diarrhea (If a side effect of a current medication being taken by a child, a doctor's note will need to be on file stating the cause of diarrhea.)
- Severe coughing or croupy sounding cough
- Difficulty breathing
- Unusual rash or hives including ones that are hot to the touch
- Cuts, wounds or insect bites that are red or swollen
- Change in behavior
- Lice (may not return to school until all nits are gone)
- Blood in the stool
- Swollen eye/s or discharge
- Children who are excluded and are diagnosed with strep throat must be on an antibiotic for no less than 24 hours before returning to school.
- Children who are excluded and are diagnosed with Pink eye must be on medication for no less than 24 hours before returning to school.
- If your Infant, Waddler or Toddler is excluded due to a fever we cannot assume that he/she is teething. The child will be excluded from care and will need a doctor's note to return to care if teething, in fact, is the cause of a fever.
- Children with Hand, Foot and Mouth Disease must no longer be breaking out or have open wounds. Wounds must be scabbed (not oozing) over before returning to school.

Children should be free of fever (without the aid of medication), vomiting, and diarrhea for a full 24-hour period before returning to school. This information will be included in the exclusion report. If you have questions about whether your child can come to school, please call us and ask. Furthermore, if you administer any type of fever reducer to your child to reduce their fever, they are not permitted to attend school that day. When parents pick their child up due to exclusion, they are expected to sign an Exclusion Report Form outlining the reason for exclusion and instructions for returning to school.

Families will be notified if there is an outbreak of any communicable or contagious illness/disease at school. Children returning to school after an illness will be expected to participate in all activities including outside time as it is part of our curriculum.

If your child is unable to participate in any of the daily activities due to lethargy or is unable to stay awake and is not exhibiting any other symptoms, your child will be excluded from care.

These policies will be strictly adhered to for the health and safety of all children attending EDS.

Accidents or Medical Emergencies

If there is a situation where the office needs to call 911 for the health and safety of a child, the child will leave the building in the care of emergency medical responders. Family members will be notified immediately in the event of a serious accident or severe allergic reaction. Incident reports will be sent home outlining the details of the situation and action taken by our staff.

Incident reports will also be written for minor situations occurring between children. Please note that in these types of situations, the other children's names will not be given. In doing so, it would be a breach of confidentiality. We will discuss the incident with all families involved, and appropriate disciplinary measures will be taken.

Toileting Accidents

We require our preschoolers (ages 2 1/2 and up) to be fully toilet trained. However, we need to be aware that infrequent toileting accidents are simply a fact of life when dealing with young children. We do not have diaper changing tables in our Preschool Rooms. We have regularly scheduled bathroom breaks, during which everyone in the class is given the opportunity to visit the restroom. Breaks will be spaced throughout the day to avoid accidents. At EDS, we try to handle toileting accidents as quickly, calmly and discreetly as possible. Children will be encouraged to let a teacher know any time they need to use the restroom.

When a child has an accident, he/she will be escorted to the restroom and given a plastic bag in which to put the soiled clothing (this will be done by the child or a gloved staff member). The child will use the toilet, wash hands, and change into a spare set of clothes. Soiled clothes are then sent home to be washed. Your child will need a new set of spare clothing when this occurs. If a child is without spare clothing, a parent will be called and asked to pick up the child for the day.

Fire Safety

Smoke detectors, heat sensors, fire extinguishers, sprinklers and fire pull stations are located throughout the building. Epworth Day School, in compliance with Norfolk Fire Code, holds monthly fire drills and weekly tests of our smoke detectors. Emergency exit maps are located in all classrooms.

Child Abuse

We are required by law to report to the local Child Protective Services any suspected neglect or abuse, whether physical, sexual or emotional in nature. All staff members are trained in Recognizing and Reporting Child Abuse at the time of hire.

Licensure

Our facility operates in conformity with applicable Federal, State and City laws and regulations as a religiously exempt facility. A copy of the certificate is posted on the bulletin board outside the office. The school is inspected annually by the Norfolk Fire Department's Fire Marshall. The Norfolk Health Department inspects the church's commercial kitchen every six months. These certificates are also posted in the church kitchen. Our Food Service Manager is certified by the Norfolk Health Department and is required to update certification every three years. Any one working in the kitchen and classrooms is required to have a current Food Handler's Card also issued by the Norfolk Public Health Department.

Physical Facility and Enrollment Capacity

Our facility consists of 8 classrooms in the Educational Building of Epworth United Methodist Church. The school was established under religious exemption in 2002 and is required annually to submit paperwork to Social Services. EDS has been approved for a capacity of 125 children.

Christian Curriculum

The greatest gift we can give our young children is an introduction to God and Jesus Christ and His unconditional love. We introduce the word of God to children as young as our Infants. Beginning in our Two-Year-Old room, our curriculum is the *Hands-on Bible*. Weekly lesson plans are prepared by our Lead Teachers and vary from classroom to classroom based on age appropriateness. Each week the teachers introduce a new Bible story to the children. On Wednesday, the children in the Older Two's Classroom through the Pre-K classrooms attend Children's Chapel in the Southgate Chapel. The Chapel Service lead by the Pastor is based on the weekly Bible story. Parents are encouraged to join us for Children's Chapel at 10:30 every Wednesday.

Insurance

Epworth Day School is covered by Brotherhood Mutual who specializes in working with churches. If you or your child is hurt while at EDS and you need to seek medical assistance, please contact the Director for a claim to be file with Brotherhood. Brotherhood Mutual also covers our Workmen's Compensation claims as well.

Epworth Church and Day School reserve the right to withdraw or change the policies and procedures described in this handbook at any time, for any reason, and without prior notice. Every effort will be made to notify parents when an official change in policy or procedure has been made. The current version of the Employee Handbook supersedes all previous versions.

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