

## **ALL SAINTS EPISCOPAL PRESCHOOL PARENT HANDBOOK**

Welcome to All Saints Episcopal Preschool. Our teachers have planned an exciting year of quality programs for our children, as well as programs for our Preschool parents. Our school enjoys the support of an active Parent Council and Preschool Board. We encourage parents to visit the Preschool and to become involved with your child's classroom and the Parent Council. Please feel free to contact your child's teachers or the Director at any time.

### **OUR MISSION**

All Saints Episcopal Preschool was founded in 1964 as a ministry of the church to provide a quality half-day educational program in a caring environment for toddlers through pre-kindergarten age children. The school draws families from several counties and the City of Richmond.

### **PHILOSOPHY**

All Saints Episcopal Preschool is dedicated to providing a loving, enthusiastic and educational environment for preschool age children, bringing out each child's unique qualities through developmentally appropriate activities. This approach applies knowledge of child development to all aspects of the preschool day including the environment, the curriculum, and each child's interactions with staff and fellow students. We encourage children to grow in a well-rounded manner with attention to his or her social, emotional, cognitive, physical and spiritual needs.

### **GOALS**

The goals of All Saints Episcopal Preschool are to help children

- Feel safe in a loving environment while fostering independence
- Develop a joy of learning by recognizing each child's unique abilities
- Develop coordination and grow stronger through physical play and a variety of gross and fine motor activities
- Develop self-respect through positive interaction with peers and adults
- Celebrate the joy of living in God's world

### **TEACHERS**

Our teachers have a wide variety of experience and education. When hiring faculty, our goal is that Lead Teachers have Baccalaureate degrees and are either licensed in Early Childhood Education, Elementary Education or are certified in Early Childhood Education. Some also hold Masters Degrees in Education. Many of our assistant teachers have Baccalaureate degrees as well as Early Childhood Certification. As a team we continue to grow professionally each year through training and seminars in the field of Early Childhood Education. We strive to learn new and creative approaches to support our philosophy and goals in serving children and families. All of our preschool staff is trained in CPR, First Aid, Daily Health Observation/Standard Precautions and Fire Safety. The religious exemption law's requirement for Virginia is that staff be certified annually by a practicing physician, physician's assistant, or licensed nurse practitioner to be free from any disability which would prevent them from caring for children under his/her supervision.

## **FAMILIES**

Parents play a vital role in our preschool program. Families can be a very active part of each day volunteering as a classroom reader, party planner or Room Parent. There are also opportunities to attend parent workshops and support school sponsored social events. Parents and families are welcome to visit their child at school anytime. The Parent Council meets regularly to plan school wide activities and to communicate upcoming events to all preschool parents. A representative of the parent council also serves as a parent representative to the preschool board as a liaison between the board and parents.

## **SECTION I: OUR EDUCATIONAL PROGRAM**

The educational program at All Saints Preschool is based on developmentally appropriate activities specific to a particular age. Lessons may include drama, mathematical concepts, scientific themes, and pre-reading and writing skill practice. Manipulative games and toys which enhance creativity, build fine-motor skills and develop eye-hand coordination are part of each day. Process Art activities emphasize the learning taking place as the children create their art. Rather than focusing on the final product, children are encouraged to think and problem solve, feeling free to make mistakes while exploring possibilities. Structured play times are centered around practicing social interactions with teachers and classmates.

Teachers develop specific schedules and unique lesson plans for each class, which they post in the classroom. Each day, students in all classes have learning center activities, circle time, snack, indoor and/or outdoor recess and lessons around a particular theme. Throughout the school year, teachers document each child's developmental progress using classroom observation and written assessments. Using newsletters, weekly or monthly calendars and regular digital updates, teachers keep parents aware of the lessons and activities for the children.

You are encouraged to be in frequent communication with your child's teachers and to relay any important information or changes as soon as possible. Individual parent conferences are scheduled twice a year and by request. At any time, you may contact your child's teacher and schedule a meeting. The director is also available to meet with parents upon request.

### **Pre-Kindergarten/Junior Kindergarten Classes**

The four year old child seeks opportunities to learn new information, becomes more comfortable with social interactions, and seeks greater independence as he/she becomes more self-assured. Social skills are a continued teaching focus as the students gain independence. These classes focus on Kindergarten preparation and developmentally appropriate play. Calendar activities, independent work and group lessons are structured to engage students socially and cognitively. Our teachers offer an enriched hands-on science curriculum, including activities in our outdoor classroom and nature walk exploration area. Students are challenged academically, developing literacy and numerical skills. Process Art and outside play are a part of each day. For those children who are younger, or not yet ready for the demands of a full day kindergarten,

a second year in our Junior Kindergarten program offers a different experience that provides individualized attention to strengthen skills in preparation for Kindergarten.

### **Three Year Old Classes**

Three year old children are developing into independent school-age children. Teaching students how to manage this transition socially and emotionally with their peers is our main goal. Through center times with a variety of manipulative toys and tools and age appropriate sensory materials, fine motor skills are a concentrated focus in preparation for writing. Students develop literacy and numerical skills, and Process Art and outside play are a part of each day.

### **Two Year Old Classes**

Two year old children are moving from active toddlers into more independent children whose speech and language development is a primary focus of the program. Throughout the year, a two year old student's vocabulary is significantly increased. Our teachers assist in the process of speech and language development through meaningful interactions with students and developmentally appropriate centers and lessons. For many children, this is their first experience apart from their home environment and their parents. Communications with parents at arrivals and dismissals assist with transitions. Guidance is given to parents and students to achieve toilet training goals. Literacy skills are introduced through stories and language activities, and Process Art experiences and outside play are a part of each day.

### **Toddler Classes**

Toddlers are moving from dependent babies to an awareness of themselves as individuals who are beginning the process of separation and independence. The Toddler class provides an opportunity for students 16 months to two years of age to have a social experience outside the home. Speech and language development is a focus as well as building gross and fine motor skills through play. Literacy, Process Art and outside play are a part of each day. Parents of these students will receive daily information about their child's day.

### **Children's Chapel and Social Skills**

Each week, our 3 – 5 year old children attend a short worship service led by clergy or a lay minister. The chapel program is designed to familiarize children with the elements of Christian worship using age-appropriate Bible stories and songs. A brief liturgy emphasizing the love, grace and compassion of God includes simple prayers to express thanks to God for the gifts of the natural world and for families, teachers, and friends.

In addition to Chapel, our 3's and 4's also enjoy monthly lessons in Social Skills. Led by a former guidance counselor, students experience stories and activities that take complicated topics such as personal space and inclusion and transform them into developmentally appropriate and relatable strategies for our three and four year old students.

### **Music and Movement**

All of our students participate in a music and movement class each week. The program includes learning simple songs and exploring sounds and rhythms using simple instruments. Movement to music enhances a child's brain development by stimulating areas involved in language, visualization, creativity and problem solving. The children will be exposed to music from a variety of cultures to encourage awareness and respect for people of other nations. A Christmas program and end of year program help us showcase our Music program for parents and grandparents.

In addition to weekly music classes, our students in Toddlers and 2's will experience an added weekly movement enrichment class called "Get Up and Move." Our 3's and 4's will also participate in a 6 week movement class during our winter months. These classes are led by an outside physical education company, who are assisted by our Lead and Assistant Teachers.

### **Early Drop Program**

The Preschool offers an Early Drop supervised play option from 8:15 am – 9:00 am every day. Children must be two years old by September 30th to participate. The Early Drop program offers a "drop in" option for parents who occasionally need this flexibility, or parents may choose to send students on a regular basis. Attendance will be recorded daily and an invoice will be sent at the end of each month. To participate, you may simply arrive at the main entrance to the school at 8:15 and the Early Drop Teacher or the Director will escort your child to the classroom.

### **Lunch and Learn**

The preschool offers an optional after school program from noon to 2:00 pm daily. The program includes time for lunch, free play, a story, an enrichment activity and playground time. Enrichment class topics vary depending on the day of the week. Separate registration forms are available for our Fall, Winter and Spring sessions. Children must be three years old and toilet trained to participate.

## **SECTION II: GENERAL SCHOOL INFORMATION**

### **Arrival**

School arrival begins at 9:00 am with the exception of students attending our Early Drop program. Please observe this time closely. Teachers will be available for carpool between 9:00 am and 9:10 am. Teachers will greet students and escort them to their appropriate classes. After 9:10 am, our Director will escort the student to the classroom. Students may not be dropped at the front door if a teacher is not present. Parents of students not using carpool should park in the main lot on the playground side of the church and then walk their child to class. Classroom doors will open at 9:00 am. All students must wash their hands upon entering the classroom and at other times as indicated in the Sanitation Standards posted in each classroom. In order to monitor who enters the preschool, the door to the preschool will be locked after the carpool line is complete. Parents may enter at any time between 9:10 am and 12:00 pm by ringing the doorbell to the right of the door or through the main church office entrance.

### **Clothing and Totes**

Your child should be dressed each day in clothes that are comfortable for an active day and appropriate for the weather. We attempt to have outside play each day, as well as many messy arts and crafts. Please avoid open-toed shoes and flip flops, as they often lead to injuries on the playground. Each child is asked to provide a seasonally appropriate change of clothes in case of accident or emergency. Please include pants, shirt, underwear and socks. . Please place these in a Ziploc bag with your child's name clearly labeled. In addition, Toddler and Two Year Old families should plan to regularly supply diapers and wipes; teachers will notify families when supplies are running low. Diapers will be changed as needed. Please note that tote bags rather than backpacks are preferred by our teachers. We have tote bags available for purchase or you may provide your own bag that is at least 12"x 14".

### **Daily Snacks**

Please send a nutritious nut-free snack and a labeled, reusable water bottle with your child each day. Fruit, cheese, dry cereal, crackers, pretzels, granola bars and graham crackers are good choices. Please try to avoid cookies, chips, candy and any items requiring refrigeration as there are no refrigerators in the classrooms. Please also be mindful of choking hazards in selecting your child's snack (grapes should be cut into smaller pieces, etc.). Be sure your child's snack is clearly labeled with his or her name. Students in Lunch and Learn and JK will require a separately packed lunch, which should also be nut-free.

### **Food for Birthdays and Holidays**

Due to our Accreditation guidelines, all food items brought in for birthday and holiday celebrations must be commercially prepared. If your child has allergies you may choose to provide teachers with non-perishable treats that will be served to them during birthday and holiday celebrations. Be sure these items are clearly labeled with your child's name.

### **Bathroom Time**

Children must be toilet trained before entering our Three Year Old Classes. Children are expected to wear cloth underwear (not pull-ups) and have the ability to use the bathroom with little or no assistance or frequent reminders. Regular scheduled bathroom breaks will be a part of the routine for all potty trained classes. If an accident occurs, our teachers will assist students in changing clothes. We want all students to feel successful, comfortable and independent regarding their potty training. In the case of frequent accidents, we may require your child to spend some time at home building those potty training skills. In our three's and four's classes, students will be asked to stay home from school for a potty training refresher if they experience 3 bathroom accidents in a short period of time. They may return to school once they have demonstrated improved bathroom independence.

### **School Dismissal**

Dismissal from the front car loop is at 12:00 pm with the exception of students attending our Lunch and Learn and JK class, which dismiss at 2:00. Please observe this time closely. Teachers will be available for carpool between 12:00 pm and 12:10 pm, or 2:00-2:10 for Lunch

and Learn/JK. Teachers will escort students to the appropriate vehicles. Please have your child's carpool sign clearly visible from your car to expedite the carpool line process. Teachers will begin to dismiss students from classrooms at 12:00 pm (or 2:00). Please note that a late fee of \$10.00 will be issued if parents or caregivers do not pick up students by 12:15/2:15. In the event of an emergency, please call to let us know who will be picking up your child. Also, only those individuals identified on the Authorization to Pick Up form will be allowed to pick up your child. If that information changes during the school year, please make changes in writing and submit them to your child's teacher and the preschool office. You must send a note to your child's teacher giving your written permission for your child to go home with another student. Without a written note, we will not send children home with another family.

### **Absence from School**

Please notify the school if your child will be absent due to illness, travel, or other circumstance. Any days missed by students due to illness, travel or other family related issues cannot be made up.

### **Communicating by Email**

In an effort to be environmentally responsible, we will communicate through email as often as possible. If you prefer to receive hard copies of email correspondence from the school, please notify the preschool office and your child's teacher.

### **School Closings**

Please refer to the preschool calendar to determine when All Saints Preschool will be closed for holidays. In the event of weather related school closings, the preschool will generally follow the closing procedures of Henrico County Schools. If Henrico is closed, preschool will also be closed. If Henrico chooses to replace a winter teacher workday with a "snow make-up day," the preschool will follow suit, and will also be open. The following exceptions to this policy will be in effect: If Henrico closes or has a delay specifically for the reason of cold temperatures / wind chills at the bus stop (and there is no snow or ice on the ground), the preschool may choose to be open as usual. If Henrico has prolonged closings due to the safety of buses on neighborhood roads, but the main roads and secondary roads are all clear, the preschool may choose to open on time or with a delayed opening. Parents will be notified via e-mail if the preschool chooses to not follow Henrico Schools. Unless you hear otherwise, please follow Henrico County decisions as posted on local media. We cannot guarantee that missed days will be made up in the event of prolonged weatherrelated school closings.

### **Cell Phones**

Please refrain from cell phone usage at arrival and dismissal times. Teachers may require your assistance and attention during this busy time.

### **Confidentiality and Privacy**

We hold all information about our students and their families in strict confidence. Parents must request in writing any information including teacher reports, health reports and screening results

to be forwarded to private schools and other agencies. Information about our students is not disclosed unless required by law, or by court order.

### **Use of Student Images**

A photographic image of each child will be used in the classroom to identify personal belongings and assist with name recognition, and on school bulletin boards. Each year the school requests permission for use of photographic images for each child on our website and social media. Parents will be given the opportunity to opt out of this usage. The school cannot be responsible for the images distributed by parents through social media such as Facebook or other communication devices.

### **Guidelines for Handling Inappropriate Behavior**

The teachers at All Saints Episcopal Preschool understand that preschool age children are still learning self-control. Our goal is to lead a child to self-recognition of a potentially troublesome situation and to allow the child to quietly get him or herself together. If necessary, teachers will redirect the child or use a separation time apart from the group in order for the student to have time to calm down. Physical punishment is never used.

For the safety of all of our students we have designed the following policy for those children who bite or consistently use inappropriate or aggressive behavior.

- 1st incident: The parents of all students involved in the situation will be notified by the teacher and director and documentation will be placed in each student's file.
  
- 2nd incident: The parents of all students involved in the situation will be notified by the teacher and director and the student using inappropriate or aggressive behavior must be picked up from school, not to return for the day. Documentation will be placed in each student's file.
  
- 3rd incident: The parents of all students involved in the situation will be notified by the teacher and director and the student using inappropriate or aggressive behavior must be picked up from school, not to return for the day. The parents will need to schedule a meeting with the director and the classroom teacher to discuss options for behavior modification before the child may return to school. Documentation will be placed in each student's file.
  
- Subsequent incidents: If the behavior persists, the child will not be allowed to continue with the program for the remainder of the school year. (See Section III regarding Withdrawal from School.)

### **Child Abuse and Neglect**

Teachers will immediately report any suspected child abuse or neglect to the appropriate agencies. The State of Virginia requires this notification by law. All teachers go through criminal

background checks as required by the Virginia Department of Social Services and have participated in Sexual Misconduct Training as required by the Episcopal Diocese of Virginia.

### **Conflict/Resolution Procedure**

It is advisable to bring issues to your child's teachers as soon as possible so the problem may be addressed and the issue resolved. While most issues are resolved at the classroom level, in the event the problem is not resolved to your satisfaction, we encourage you to contact the director. You are also welcome to contact the church rector and/or preschool board chair at any time. Phone numbers can be found in the Family Directory, distributed after the first week of school.

## **SECTION III: SOCIAL MEDIA POLICY**

### **Purpose**

To promote a greater sense of community within our school, and to foster communication between the school, our teachers and the parents of our students, All Saints Episcopal Preschool supports Facebook/Instagram page to provide an interactive environment for up-to-date information about school activities, events, and information. All Saints Episcopal Preschool recognizes the value of internet communication using social media such as Facebook and Instagram to allow staff, parents and members of the school community to communicate with each other and also to the wider community. The school also recognizes the need to maintain respect for the privacy of our students and their families, to preserve the confidentiality of sensitive information, and the need to respect copyrights and trademarks on the All Saints Episcopal Preschool Facebook/Instagram pages or any online social medium within the internet environment. Therefore, the school expects all members of our school community to follow our Social Media Policy and guidelines so that the content posted reflects positively on the individual and the school.

### **Facebook Page Administration and Use**

The Preschool Board and Preschool Director have authorized the Preschool Council Chair(s) to create and utilize a Facebook/Instagram page as an interactive social media tool, with email contact through the Parent Council email at [allsaintsparentcouncil@gmail.com](mailto:allsaintsparentcouncil@gmail.com). The Director and the Preschool Council chair(s) have been designated Facebook Page administrators with the right to remove any content deemed inappropriate and are responsible for monitoring the page daily. Facebook/Instagram Guidelines All Saints Episcopal Preschool encourages employees and parents to participate in social computing and strives to create an atmosphere of trust and individual accountability within our school community.

Information produced and shared by All Saints Episcopal Preschool, our faculty, staff, and parents is a reflection on the entire school community and is subject to school policies as outlined in the All Saints Episcopal Preschool Handbook. When choosing to use the school's Facebook page, please consider how your individual post will be viewed not only by our school family but also by the wider community.



### **Facebook/Instagram Policy**

All information produced by All Saints Episcopal Preschool, our faculty, staff, and parents is a reflection on the entire school community and is subject to school policies as outlined in the All Saints Episcopal Preschool Handbook.

- To ensure the privacy and safety of all students, the Preschool Facebook/Instagram page will enforce a strict picture policy with regard to student images. No student names will be used to identify children posted in photos.
- All copyrights and trademarks must be respected.
- The School's Facebook/Instagram page should not be used to air grievances or address individual concerns. Any questions or concerns about All Saints Episcopal Preschool or your experiences within the school should be directed to the school's Director or the Chair of the Preschool Board.
- The Facebook/Instagram page should not be used as an advertising tool for commercial businesses, such as those run by parents.
- All Saints Episcopal Preschool and its Facebook/Instagram page administrators reserve the right to remove any content deemed inappropriate, negative or offensive, or containing information unrelated to All Saints Episcopal Preschool, and are responsible for monitoring the page daily.
- Should the Facebook/Instagram page not remain effective as a positive interactive communication tool for the Preschool, the Board and or Director have the authority to temporarily or permanently close the Facebook site.

## **SECTION IV: CONTRACTS AND FINANCIAL ARRANGEMENTS**

### **ENROLLMENT CONTRACTS**

The Student Enrollment Contract, when signed by the Director of the All Saints Episcopal Preschool and the Parent/Parents of the enrolling student, outlines the contractual agreement established between the Preschool and the Parents for the entire School Year. The Enrollment Contract specifies the amount of the annual tuition for the school year, based on the program selected for each child. In addition to the non-refundable enrollment deposit of \$500.00, the balance of the annual Tuition is to be paid in two installments, the first due on or before August 1 st, and the second installment due on or before January 15th .

### **Payment Plan Option**

The Preschool offers a monthly payment plan for parents who may participate in an employer Flex Benefit plan, or who prefer a monthly automated payment plan. After payment of the \$500.00 non-refundable enrollment deposit, annual tuition is divided into an eight-month payment plan contract, beginning August 1 and ending April 1. Each payment will also include a \$10.00 monthly service charge, to defray the extra administrative cost of this option. Parents should request this arrangement on or before August 1, so that the payment plan is in place prior to the start of the academic year.

### **Tuition Assistance**

A limited number of small scholarships may be awarded each year based upon financial need. If parents wish to apply, they should contact the Director for information on the application process. The Preschool Board is responsible for these scholarship awards.

### **Late Payments**

The school makes contractual commitments to teachers and others, and invests in school supplies prior to the commencement of each school year. For those reasons, if for any reason parents have not paid an installment when due, the School reserves the right not to permit the student to attend school sessions until the account is brought current. If the late payment is not received within 30 days of the due date, a 6% monthly interest charge will be imposed on the unpaid balance. For those families paying monthly, a \$5.00 weekly late fee will be assessed. If tuition remains unpaid after thirty (30) days, the School reserves the right to terminate this contract upon written notice to the parents, and to take legal action. Should this unpaid tuition be referred to a collection agency or attorney due to non-payment, all costs of collection and all reasonable and customary fees and expenses incurred to collect the unpaid balance will be the responsibility of the parents. Returned Checks A fee of \$40.00 will be charged for any returned checks. The 6% tuition late fee will also apply if the re-issued check is 30 days past due.

### **WITHDRAWAL PROCEDURES**

The Student Enrollment Contract covers the entire School Year regardless of the frequency of payments. The Contract also outlines withdrawal procedures prior to the September start date of the School Year as follows:

#### **Waiver or Refund prior to the Commencement of the School Year**

If for any reason the student is withdrawn from the School after July 1st, but before August 1st , the First Installment will be owed by August 1st, but the Second Installment (payable January 15th) will be waived. However, if the Student is withdrawn after August 1st, parents will be liable for the full annual tuition, as outlined in the contract.

#### **Waiver or Refund after the Commencement of the School Year**

Should circumstances require that a child must be withdrawn from school between September and May, parents may request a waiver of the tuition second installment or a refund of pre-paid tuition, based on the circumstances and necessity for the child's withdrawal from the Preschool. The appeal should be made in writing and sent to the attention of the Chair of the Preschool Board at the Preschool Board address. The Board will respond in writing to advise of their decision regarding a waiver or refund.

### **Dismissal Procedures**

Should the school determine that a student cannot adjust, or has not adjusted to the routine of the school's program, or has behavioral issues that do not fit the requirements of the school program, the parents will receive written notice from the Director and have an opportunity for a consultation with the school. The school shall make the final determination whether the Student may continue in the program. If the school discontinues the student's participation, the school will refund a pro rata portion of the annual tuition (excluding the Deposit) based on the number

of months in which the student was present, divided by the number of months in the school year.

## **SECTION V: STUDENT HEALTH AND EMERGENCY** **MEDICAL PROCEDURES**

All Saints Church Preschool is committed to maintaining a healthy and safe environment for the children and their teachers. We have established preventive infection control procedures for the staff and students, our teachers receive regular training in Daily Health Check, First Aid and CPR. With the assistance of our Medical Consultant, we have written emergency medical procedures and protocols in place should a severe injury or medical emergency occur while your children are in our care. Every staff member receives a yearly health check and each child's medical history, including immunizations, allergies and other medical information is updated each year and on file in the office and the classroom.

### **INFECTION CONTROL AND PREVENTION**

As part of our emphasis on a healthy environment, our teachers practice proper hand washing techniques with the children throughout the day and have been trained to follow proper procedures in sanitation of all surfaces and toys used in the preschool. Our teachers take every precaution to ensure that blood, body fluids, etc. are not transferred to themselves or other students. Gloves are worn when changing diapers and attending to injuries. Every member of our staff has been trained to conduct a daily health check on each child. Each morning, our teachers make a visual inspection of your child from head to toe to ensure he or she is in good health and observe each child's behavior throughout the day.

#### **When your child is ill**

In order for your child and other children to participate fully in classroom activities, we need them to be well. Minor illnesses, such as the common cold, are to be expected in small children, and are not necessarily a reason to send the child home. Children and teachers with the following symptoms must remain at home: fever of 100 degrees or higher, diarrhea, vomiting, drainage from the eye, or other signs of communicable diseases. In the case of fever please wait until the child is symptom free for at least 24 hours, without the use of fever reducing medications before returning to school. Likewise, in the case of vomiting and diarrhea, also wait until the child is symptom free for at least 24 hours before returning to school.

If your child becomes ill at school, and does not require immediate medical help, the school will determine if the illness:

- Prevents the child from participating comfortably in activities
- Results in a need for care that is greater than the staff can provide
- Poses a risk of spread of harmful disease to others

If your child appears unable to participate, or your child's condition grows worse during the day (for example, if your child has an oral temperature at or above 100.5 F. or an axillary

temperature at or above 99.5 F. or develops diarrhea), the school will notify you immediately, and you will be asked to pick up your child as soon as possible. When a child shows symptoms of a severe illness, a communicable disease or body infestation, the office staff will contact the parent to pick up the child as soon as possible. The child will be removed from the classroom, and will be placed in the office or in a supervised area until leaving the school.

### **Communicable diseases and infestations**

All Saints Preschool is required to notify all parents if children have been exposed to a communicable disease or an infestation. Parents will receive a letter informing them of the circumstances and what steps are being taken to control the spread of the outbreak.

Communicable diseases If your child has been exposed to or diagnosed with a communicable disease, your child should not attend school until your healthcare provider has determined that the child is no longer infectious to others.

When your child arrives at school each morning, we ask you to communicate with the classroom teachers if you are concerned that the child may not be “up to par”, or if there has been any noticeable change in the child’s behavior. By routinely sharing information between parents and teachers, everyone remains on the lookout for signs and symptoms of illness.

### **Communicable infestations**

The most common communicable infestation in children occurs with head lice, which are spread by direct contact with infested hair (head to head contact; sharing hats or combs.) Only lice, not nits, spread the infestation. While head lice do not carry disease, and are not a sign of poor hygiene, an infestation with lice disrupts the child, the family and the school community and every effort is made to contain the infestation by communicating with parents and closely monitoring the classroom and children until the infestation is controlled.

If a parent discovers that a child has lice, the parent should disclose the infestation to the Preschool Director or classroom teacher. The parent is asked to consult with a health professional for a treatment plan. Once the child has been treated, and there is no evidence of an active lice infestation, the child may return to the classroom. If a teacher discovers that a child has lice while at school, the child will be removed from the classroom, and the parent called to take the child home and to initiate a treatment plan for the child. The child’s personal articles and clothing will be sent home to be laundered or dry cleaned. Once the child has been treated, and there is no evidence of an active lice infestation, the child may return to the classroom.

### **Covid/Pandemic Clause**

The information below was shared with families prior to the start of the 2023-2024 school year:

*“I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing. I further acknowledge that All Saints Episcopal Preschool has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19. I further acknowledge that All Saints Episcopal*

*Preschool can not guarantee that I or my child will not become infected with the Coronavirus/Covid-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, All Saints Episcopal Preschool staff, and other preschool students and their families. I voluntarily seek the services provided by All Saints Episcopal Preschool and acknowledge that I am increasing my and my child's risk of exposure to the Coronavirus/COVID-19. I acknowledge that I must comply with all set procedures to reduce the spread while my child is attending preschool."*

## **MEDICAL EMERGENCY PROCEDURES**

Our entire preschool staff is trained in CPR, First Aid, Daily Health Observation/Standard Precautions and Fire Safety. Several staff members are also MAT trained and certified to administer prescribed and/or OTC medication.

Our Preschool's classroom programs and playground experiences are designed to encourage age appropriate active participation and exploration for your child in a safe and secure environment. Active play helps your child build self-confidence and motor skills, and minor bumps and scrapes will occasionally happen.

### **Minor Injuries**

Should a minor injury occur, the staff is trained and prepared to respond:

- First aid procedures will be initiated
- Incident will be documented in writing with copies to parents and to the student file
- Parents will be called if necessary to report the incident
- Parents will be notified verbally and/or in writing at dismissal

### **Serious Injuries or Medical Emergency**

Should a serious injury or medical emergency occur, the staff is responsible to initiate first aid procedures and/or CPR, contact the Director, and assure that other students remain supervised and safe. The staff is trained and prepared to respond following our medical emergency protocols:

- First Aid and/or CPR procedures will be initiated
- Face shields are used should mouth to mouth resuscitation be needed.
- Using available cell phone, staff will immediately call 911, being sure to give EMS dispatcher the school's location as 8787 River Road.
- Director will be notified by cell phone
- Director and other staff will ensure all students not involved in the incident are within the care of other staff members and directed away from the accident
- Director will notify the injured or ill student's parents and/or emergency contacts based on information provided by parents in the Emergency Binder.
- The injured student's teacher and Director (or Director designee) will remain at the scene to respond to EMS and to accompany the child if EMS determines the student is to be transferred to a hospital.

- Director will make every effort to contact parents throughout the emergency.
- Incident will be documented in writing with copies to the parents and to the student file.

## **EMERGENCY RESPONSE TO ALLERGIC REACTIONS**

All Saints Episcopal Preschool recognizes that severe allergic reactions, including anaphylaxis, cannot be totally avoided in the school setting. Even if all students with known allergies are able to successfully avoid exposure to their allergens, the nature of childhood is for some students to develop new allergies each year.

In the event of a minor allergic reaction, the School also maintains a supply of Benadryl (Diphenhydramine 12.5 mg/5ml) to be administered with parental consent by designated staff who have been trained to administer medications.

The following procedures are not intended to supersede the individual treatment plan established by a child's personal physician when the child's known allergies are documented and the prescriptive orders for the administration of antihistamines and/or epinephrine are documented in the individual child's file, and the medication is on hand to be used as needed.

### **Minor Allergic Reaction**

If a child who does not have a documented allergy develops hives, complains of itching or other minor discomfort, the child will be reassured and will remain under close supervision until the reaction subsides or requires further intervention. The parent will be notified of the situation and updated as necessary.

If a child who has a documented allergy develops hives, complains of itching, or other minor allergic reaction, our staff is trained and prepared to respond and give an oral dose of antihistamine appropriate for the child's weight. This medication will only be given if a permission form is signed by the parent, and would be limited to a one-time dose of the antihistamine Benadryl (Diphenhydramine 12.5mg/5ml.) The child will remain under close supervision until reaction subsides or requires further intervention, and the parent will be notified of the situation and updated as necessary.

### **Severe Allergic Reaction: Anaphylaxis**

Symptoms of a severe allergic reaction, which may lead to anaphylaxis include:

- Skin symptoms and signs which occur in up to 90% of episodes. These include hives (red raised itchy rash), itching or flushing, swollen lips or tongue, or swelling around the eyes
- Respiratory symptoms and signs which occur in up to 70% of episodes. These include nasal discharge, nasal congestion, change in voice, a feeling that the child's throat is closing or choking, shortness of breath/difficulty breathing, wheezing or coughing
- Gastrointestinal symptoms and signs which occur in up to 45% of episodes. These include nausea, vomiting, diarrhea, and crampy abdominal pain

- Cardiovascular symptoms and signs which occur in up to 45% of episodes. These include collapse, fainting, dizziness, fast heartbeat, and acting “out of it” or groggy.

Should any of these symptoms occur, the staff should immediately call 911 and request emergency services, explaining the nature of the child’s symptoms and that an EpiPen-Junior Kit (0.15 mg dose per pen) is prescribed and available for the child for such emergencies if that is the case. The dispatcher may advise the caller to administer the first EpiPen-Junior Kit (0.15 mg dose per pen) dose and to maintain close supervision of the child while awaiting emergency medical personnel. All staff have been trained to administer the EpiPen auto-injector.

Epinephrine EpiPen-Junior Kit (0.15 mg dose per pen) should be administered promptly at the first sign of anaphylaxis. It is safer to administer epinephrine than to delay treatment for anaphylaxis. The sooner anaphylaxis is treated, the greater the person’s chance for surviving the reaction. Epinephrine is fast acting, but its effects last only 4-15 minutes; therefore, a second dose of epinephrine may be required if symptoms continue. The child should be transported to the hospital and remain under medical supervision following the emergency because symptoms may return

If a child who has a documented allergy exhibits a serious allergic reaction, the classroom staff should administer the prescribed medication on hand (EpiPen-Junior Kit) and call 911. If epinephrine does not improve the symptoms in a few minutes and symptoms persist, the staff should administer a second EpiPen-Junior dose while waiting for emergency medical personnel to arrive. Provide EMS with Epinephrine auto injector labeled with name, date and time administered to transport to the hospital with the student. The child’s parents and/or emergency contacts will be notified immediately based on information provided by parents in the Emergency Binder.

If a child who does not have a known allergy exhibits any of the signs of a severe allergic reaction, the staff should call 911. The child’s parents and/or emergency contacts will be notified immediately based on information provided by parents in the Emergency Binder.

It is important that every child have an updated health history on file, including documentation of any known allergies, and that parents maintain a current list of emergency contact names and phone numbers so that the school can contact parents quickly in the event of any medical emergency.

### **ADMINISTRATION OF MEDICATIONS**

When a child has a temporary need for prescription medication parents must arrange to administer medication on a schedule outside of school hours themselves; however, All Saints Episcopal Preschool recognizes that under certain circumstances it is necessary to administer prescription medication to students during school hours. For example, in the event that a child has a severe allergy and experiences an anaphylactic reaction or has a chronic disease such as

diabetes that must be managed with medication during school hours All Saints has personnel who are trained to administer prescription medications properly under an individual treatment plan established by a child's personal physician when provided with the physician's prescriptive orders and the medication. Only staff with current Medication Administration Training will be allowed to administer medication. The individual treatment plan and the medication must be provided to the school prior to the first day of administration by staff.

In the event that a child does require administration of medication during school hours arrangements must be made and an individual treatment plan established by the child's physician must be provided prior to the first day of administration by school staff. All Saints will not administer the initial dosage of a medication, except with the physician's written permission for life-threatening situations. The individual treatment plan must include the medication name, dosage, and the time & date or circumstances under which the medication is to be given. The instructions must be consistent with the labeling on the medication and the medication must be in the original container labeled with the child's full name. When medication is administered by staff, All Saints will keep a record of the name, amount, time, date, and the name of the staff member administering the medication.

Some medications must be administered via medical device. In this case, specific written instructions for the device must be provided in the individual treatment plan with indications for use including signs and symptoms that the medication is needed. Parents or health care professionals must demonstrate use of the device and any special care after the use to all staff who will be administering the medication and the medication will only be provided by staff who have received instruction on use of the device. Training on the use and care of the device should be provided annually or as needed with changes in staffing, the device, or the medication.

All medications kept at All Saints will be stored in a locked cabinet, inaccessible to the children. It is the parents' responsibility to ensure that medication is up to date and has not expired and does not at any point during the school year.

## **SECTION VI: GENERAL SAFETY PRECAUTIONS**

### **Building/Classrooms**

- Teachers will have a first aid kit and medications required by children with them at all times; these items are to be kept out of the reach of students (all medications are to be contained in individual Safety Sacks)
- Classrooms must be adequately staffed with two teachers at all times and teachers will use cell phones to communicate the need for assistance
- Classroom outlets must be safeguarded and cleaning supplies are to be kept out of the reach of students, separate from food and medications
- Hazardous chemicals must be stored in a locked cabinet separate from food and medications
- Teachers will keep personal items, food and beverages out of the reach of students



- Students are to walk in the classrooms and hallways and should run only in designated areas such as the Motor Skills room and playground

### **Playground**

- Teachers will take a “playground bag” to the playground; this bag shall contain their classroom binder, a cell phone, a first aid kit and medications required by children; these items are to be kept out of the reach of students (all medications are to be contained in individual Safety Sacks) • Upon arriving at the playground teachers will quickly scan the area for dangerous objects, overgrown vegetation and garbage; director is to be notified, if necessary
- Staff-Child ratios are to be met at all times; teachers will use cell phones to communicate the need for assistance
- The gate must remain closed; slides and climbing facilities will be closely supervised
- No child may leave the playground alone; teachers will acknowledge any adult who approaches the playground; no child is to leave the playground with any adult not listed on the Authorization to Pick Up form
- Teachers and students will return from the playground using the inside stairs (Exception: Two Year Old and Toddler Classes)
- Teachers will complete monthly playground maintenance checks to be turned in to the director • The Lunch and Learn staff will take a roster, first aid kit and cell phone outside

All family and friends are welcome to use the playground after the end of the school day, which is 2:00 pm daily. Please ensure all waste is placed in the garbage can and the lid is tightly secured. The playground is not available for public use while school is in session. If you have picked your child up from school during these times and want to take your child to the playground, please note: It is your responsibility to monitor your child’s activities and behavior and to follow the preschool rules and regulations for playground safety. **Children and parents are NOT allowed to use the playground when school sponsored activities, such as Lunch and Learn, are taking place.** If you would like to use the playground for special activities, i.e. picnics, birthday parties etc. during non-preschool hours, i.e. after 2p Monday – Friday, Saturdays and Sundays, please check with the Parish Administrator in the church office and she will check the schedule and place you on the calendar.

### **SECTION VII: EMERGENCY EVACUATION PROCEDURES**

Our school has written and regularly reviews emergency procedures related to evacuation and sheltering in place. In addition to monthly fire drills, we practice shelter in place drills quarterly.

Detailed procedures related to evacuation off site, as well as lockdown procedures, are reviewed with our teachers frequently. In each case, our teachers are prepared to address both the safety and the emotional needs of our students in these potentially stressful situations. If you would like more detailed information about our evacuation and safety protocols, these plans are available for your review from the Director.

## **SECTION VIII: PUBLIC DISCLOSURE STATEMENTS**

We accept all students regardless of race, ethnicity, color, gender or religious preference. The Code of Virginia, Section 63.2-1716 allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the exemption law. The statements below have been prepared and distributed to meet the requirements of the exemption law.

### **Exemption**

In compliance with the Code of Virginia, Section 63.2-1716, All Saints Episcopal Preschool is exempt from licensure and is classified as a "Religious Exempt" child day facility.

### **Facility**

All Saints Episcopal Preschool is located at 8787 River Road, Richmond, Virginia. There are five rooms used for preschool classes. The playground consists of a fenced in play yard with surfacing materials at proper depths.

**Enrollment Capacity** Proper staff-child ratios will be adhered to as dictated by the Virginia Department of Social Services and the building inspector. Liability insurance coverage is provided by Church Insurance Agency. Coverage includes all activities sponsored by All Saints Episcopal Church and Preschool.