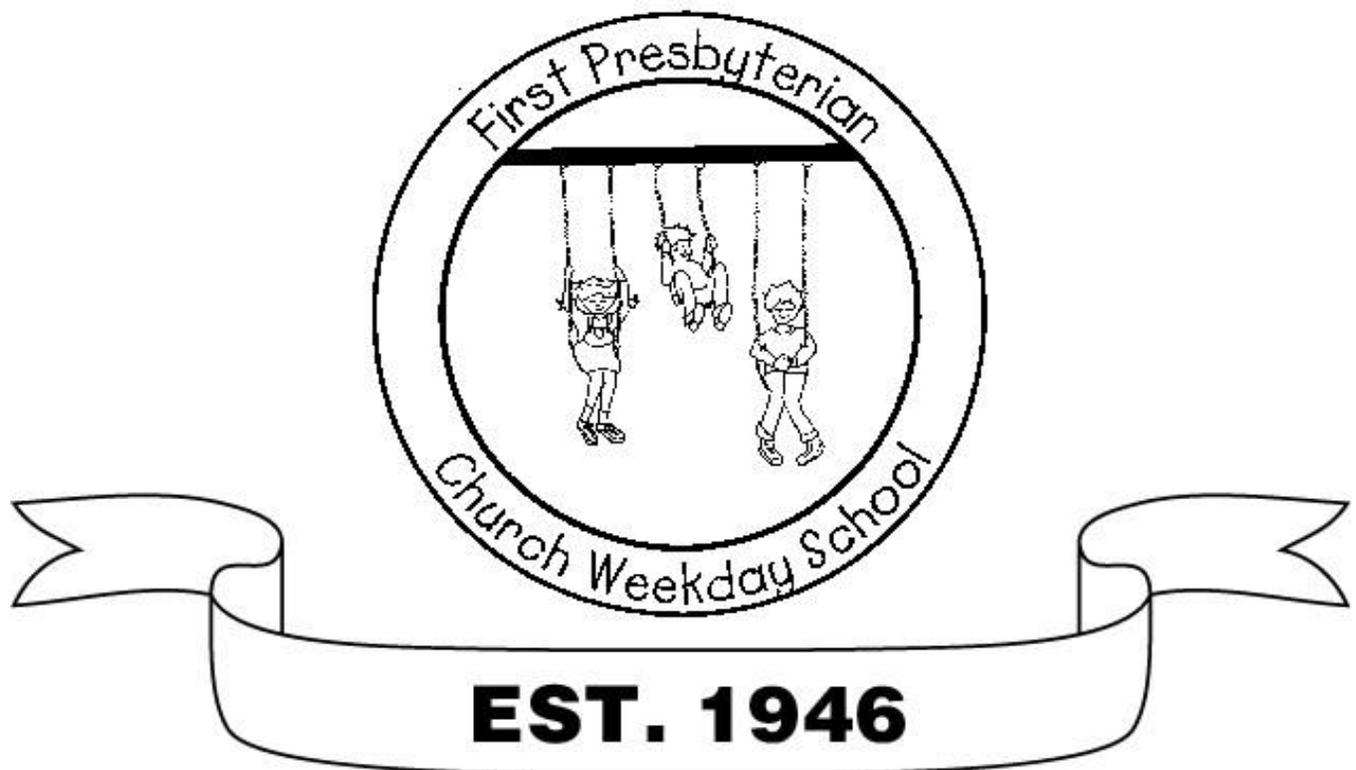


First Presbyterian Church
WEEKDAY SCHOOL



2019 - 2020
PARENT HANDBOOK

1215 V.E.S. Road
Lynchburg, Virginia 24503
(434) 384-0652



July 2018

To All First Presbyterian Weekday School Families,

Welcome to First Presbyterian Church and the Weekday School!!! We are so glad you are a part of this community and we look forward to learning, playing, exploring, discovering, and growing with you and your children throughout this school year.

As a pastor at First Presbyterian Church, it is one of my many privileges and honors to witness every day the love and laughter of the students and teachers who fill these halls, classrooms, and playgrounds. I can speak personally for my daughter and son who can't wait to come to school to see their friends and teachers at FPC. This loving and engaging environment is what we, as parents, long for as our children continue to develop and experience new things. My hope and prayer for all of you is that you will find First Presbyterian Weekday School a joyful and inspiring place to be.

This is a very exciting time for First Presbyterian Church as we welcome several new staff members. Many of you know and have had the wonderful opportunity to meet Kathleen Lifsey, our Director of Children's and Youth Ministries. Kathleen started full time with FPC in January 2017 and is continuing to do amazing things. If you participated in VBS this summer, you may have already had the chance to meet Cory Whittier, our Organist/Choir Director. Cory and his family have just moved this May from Rochester, NY, originally from Idaho Falls, ID. Cory looks forward to being an active part of the music ministry with the church and the school. And this fall we will be welcoming The Rev. Chad McCain as Associate Pastor for Service and Outreach. Chad and his family are moving from San Diego, CA as he transitions from a Chaplain in the US Navy to serve the local church. Chad will be working to help connect our church to the many local, national, and worldwide opportunities to serve others in Christ's name. What a blessing it will be to have a full and energetic staff to walk with the already amazing congregation of First Presbyterian Church.

In addition to school throughout the week, I want to welcome all of you to participate and get involved with the faith community of FPC as well. We are a community that strives to *Celebrate God's grace and inspire the next generation for Christ* and we would love for your family to be a part of God's work through this church. FPC works to celebrate God's grace in worship each Sunday with two services at 8:45AM and 11AM (Sept. 10 through May 20) and one service at 10AM (Memorial Day Wkd to Labor Day Wkd) and children are more than welcome. There are also a variety of opportunities for spiritual growth for all ages, including men's and women's bible studies and adult Sunday school classes, children's Sunday school classes and nursery, and youth group for middle school and high school. FPC's congregational life is active with lots of intergenerational fellowship opportunities and there are a variety of opportunities to reach out to others locally, nationally, and globally. If you have any questions, would like a tour, or would like to speak with me further, feel free to contact me (434-384-6231, peter@fpclly.org) or visit our new website at www.fpclly.org.

Blessings to all of you this entire school year!

With courage, hope, and cantaloupe,

Rev. Peter A. Thompson
Pastor

First Presbyterian Church

WEEKDAY SCHOOL

1215 V.E.S. Road • Lynchburg, Virginia 24503 • (434) 384-0652

July 2018

Dear Parents,

Welcome to the 72nd year of the Weekday School. We are blessed to be a vital ministry of First Presbyterian Church and are thankful for the vision that dedicated members had in establishing a preschool in 1946. Our purpose continues to remain true to the original goals of providing a loving, nurturing, safe and stimulating environment where children can explore, learn and excel. The continual success in school for children and their love of learning begins at an early age. We embrace this challenge with all of our little friends each and every day.

By enrolling your child in the Weekday School, we now have an important partnership in their early educational journey. We encourage you to be active in school wide and age group events and to be well informed regarding school policies and guide lines.

Please feel free to stop by my office if my staff or I can be of assistance any time. Thank you for entrusting your child with us for the school year. We look forward to a rewarding and happy fun-filled year of many memorable experiences.

Blessings,

Miz Marie

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First Presbyterian Church Weekday School

PHILOSOPHY

The Weekday School of First Presbyterian Church was founded in 1946 and is proud to be an integral part of the church. The purpose of this early childhood ministry is to provide our community with the highest quality toddler, preschool, and extended care experience possible.

The school encourages children's growth spiritually, emotionally, mentally, physically and socially. Through happy experiences, children build a positive attitude toward school, developing a solid foundation for their future education.

We are pleased to share our fine facilities and excellent teaching staff with you and your child.

GOALS

The program is designed to help our children:

- Develop a positive self-image.
- Build relationships with other children and adults.
- Become aware of and concerned about the feelings of others.
- Support their natural curiosity of play.
- Develop a life-long love of learning.
- Develop an understanding of and practice appropriate manners.
- Develop creativity and self-expression in the arts.
- Develop good communication skills.
- Develop self-control.
- Develop the thinking process.
- Develop problem solving skills.
- Develop an understanding of our world and the skills needed for becoming more independent.

PROGRAM

In compliance with the Code of Virginia, we are licensed as a religious exempt center by the Virginia Department of Social Services. We are inspected and approved by the Lynchburg City Health Department and the Lynchburg Fire Department. We conduct monthly fire drills to ensure each child's safety while in our care. Our maximum enrollment capacity is 192 children. This is in compliance with the Virginia Department of Social Services requirements for age, teacher-pupil ratio, and health certification.

We have the use of eleven classrooms, which are approximately 17' x 20' (1 room); 19' x 20' (3 rooms); 18' x 19' (1 room) and 15' x 30' (6 rooms). We also use the chapel twice a month. In addition, there are nine bathrooms. Our playground and indoor playroom are well equipped for successful motor development.

Class hours are from 9:00AM to 12:00 Noon*.

CLASS	DAYS PER WEEK		
	2	3	5
Toddlers (12-23 months)	Thursday & Friday	Monday, Tuesday & Wednesday	Monday – Friday
2 year olds		Monday, Tuesday & Wednesday	Monday – Friday
3 year olds		Monday, Tuesday & Wednesday	Monday – Friday
Pre-K (4 year olds)		Monday, Tuesday & Wednesday	Monday – Friday
Pre-K 2 (5 year olds)			*Monday – Thursday 9AM to 2PM Friday 9AM to Noon

STAFF

The Weekday School is operated as a part of the church's educational program under the supervision of the Director and the eleven-member Weekday School Board. The staff consists of a Director, two Administrative Assistants, Bookkeeper and 18 teachers. Each teacher is degreed in Early Childhood Education or Early Elementary Education or is well qualified through experience. The teachers attend workshops and conferences throughout the year to maintain and enhance their knowledge in the field of early childhood education, completing 10 hours of in-service annually.

Each staff member is certified annually by a practicing physician to be free of any disability which would prevent her from supervising children. A background check, along with finger printing, is required of each teacher. All teachers are certified in First Aid, CPR, and EpiPen.

CLASSES

The School is open to all children, regardless of race, nationality, creed, gender or disability who may benefit from our type of program.

A child must be 1, 2, 3 or 4 years old by September 30th of the current school year to be enrolled in the Toddler, 2, 3 and Pre-K classes. Our Pre-K 2 class is for children who will be 5 by December 31st of the current school year and not quite ready for Kindergarten.

We believe strongly that the ratio of children to adults directly affects the quality of the early learning experience. As required by the Virginia Department of Social Services, we maintain or stay below the required pupil/teacher ratio:

Toddlers:	4:1 pupil/teacher ratio
2's:	7:1 pupil/teacher ratio
3, 4 & 5's:	10:1 pupil/teacher ratio

During the school day, each child will be exposed to a variety of developmentally appropriate experiences. He/she will have the freedom to explore various learning activities and interest centers in addition to art, music, story time, snack and outdoor play.

The Weekday School, in a joint effort with the Lynchburg City Schools, includes children with special needs in our classrooms. This early inclusion encourages individual growth and development in a classroom setting, which allows all children to develop to their full potential.

CLASS ASSIGNMENT

It is the policy of our school to place each child in the class that is developmentally appropriate for his/her age. The Director makes the final class assignments. Due to the number of students enrolled, along with the exceptional quality of our teachers, we cannot honor specific teacher requests for your child.

CURRICULUM

Our curriculum focuses upon many activities which help the child develop self-confidence, independence, and awareness of his/her world; creative self-expression; and a desire for learning. Some of the experiences offered in our warm and loving atmosphere are as follows:

In the Classroom

Learning skills and concepts
Special units of study
Monthly themes
Chapel
Special community visitors
Visual aids
Grandparents' Day
Easter Egg Hunt

Examples of School Activities

Music and rhythm sessions
Apple Hunt
Halloween Festival
Thanksgiving Feast
Birthday Celebration for Jesus
Fabulous Father's Day
Mother's Day Tea

ADMISSION POLICY

An application for admission may be obtained in the Director's office or on line from our website: www.firstpresweekdayschool.com. There is a \$50.00 non-refundable application fee per child and one month's (September) tuition payment due with each application (non-refundable after August 1). Names can be placed on a waiting list starting November 1st for the following year. Applications for returning children are accepted in mid-January. The following week we accept applications for the children of church members who have not previously been enrolled; then enrollment begins for those on the waiting list and for open registration. Applications are accepted on a first come basis.

Persons enrolling a child for the first time in our preschool must provide proof of a child's identity and age at the time of registration. The Commonwealth of Virginia requires this proof by one of the following methods.

- 1) Certified copy of this child's birth certificate
- 2) Notification of birth (hospital, physician or midwife record)
- 3) Birth registration card
- 4) Passport

TERMINATION

The school reserves the right to terminate the Enrollment Agreement for reasons of non-cooperation or inability of a child or parent to adjust to the school program, as determined by the Board.

WITHDRAWAL

In the event that a child withdraws August 1st or later, the parents are obligated for any unpaid tuition for the semester in which the child withdraws unless such child's place can be filled in such child's classroom within 30 days by the Director of the school. If this situation arises, the school will make every effort to fill the vacated position.

TUITION POLICY

Tuition is due the **FIRST** of each month or the beginning of each semester. **If tuition is not received by the close of business (5:00PM) on the 10th of the month, a \$25.00 late charge per month will be added to tuition due. A tuition nonpayment of two months will be grounds for dismissal of your child from the Weekday School.** If the child needs to withdraw during the semester, the parent will be responsible for the full payment of the semester's tuition. The tuition covers supplies and an insurance policy with \$1,000 maximum coverage for accidental injury occurring to the students at school. The school is covered under a public liability insurance policy carried by the church and is licensed as religious exempt.

A limited number of scholarships offering financial aid might be available for the next year. Scholarship Application forms can be obtained in the Weekday School office.

<u>Morning Session</u>	ENROLLMENT FEES	
	<u>Month</u>	<u>Semester</u>
Pre-K 2 (9AM – 2PM)	\$260	\$1125.00
5 days/week	\$230	\$990.00
3 days/week	\$195	\$832.50
2 days/week	\$165	\$697.50
(Toddler & 2 Year Olds)		

Parents: In order to help keep your tuition costs down, the Weekday School does not send out paper statements. Statements will be sent out via email for Morning School, Early Birds and Lunch Bunch accounts.

TRANSPORTATION/CARPOOL

Transportation is not provided by the school, but there is an effective carpool system.

CARPOOL/ARRIVAL & DEPARTURE PROCEDURES

Carpool Procedure:

- Please drive slowly (from the time you leave V.E.S. Road and turn into the church parking lot).
- Stay in the carpool line – Please DO NOT get out of the carpool line to pass another car.
- Please refrain from using your cell phone while in the carpool line. Also, we are a cell free zone upon entering the school.

- We have established a single point of entry into our school. This Main Entrance is the glass doors near the school office. The front entrance of the church is now locked for the safety of our students.
- Please practice patience.
- **Please turn your ignition off** when leaving your car unattended in the parking lot.

Arrival time:

- Toddlers and 2 year olds are to be walked to their classroom each morning.
- For 3s, 4s & 5s, the Weekday School has an efficient carpool system that begins at **8:45AM** with our staff opening car doors and greeting the children.
- Teachers will be welcoming children into the classroom at **8:45AM**. However, prior to this time, teachers will be preparing for the day.
- **NO child** may be left unattended in the classroom or hallway. Parents **MUST** remain with their children arriving before 8:45AM until teachers welcome children into the classroom.
- If you arrive after carpool (**9:05AM**), please check in with an office staff member before walking the child to his/her classroom. However, remember that by constantly arriving late for school, children miss the “responsibility assignments” for the day, often miss the message board announcing special news for the day and may be entering the room in the middle of circle time. Please help your child have a happy day and make arriving at school *on time* a priority in his/her life.

Departure time:

- **Noon pickup begins at 11:50AM and ends at 12:05PM.**
- Toddlers: Departure time for **September** is **11:30AM** due to the adjustment of being in school. Pick up time changes to 11:50AM on October 1st.
- Toddlers and 2 year olds are to be picked up at their classroom door.
- Any child still remaining in carpool after **12:05PM** will be automatically placed in the school office until your arrival and you will be charged the Lunch Bunch 2:00 call-ahead fee of **\$17.00**.

Pick-up Procedure:

- The 3, 4 & 5-year-old children receive 2 school-issued carpool numbers. One of these numbers is to be placed in the front window for both Noon and Lunch Bunch pick-up. **The number should remain in the front window the entire time you are in the carpool line.** (The second number may be utilized by father, grandmother, sitters, etc.)
- Only school-issued carpool numbers will be recognized by our staff. Anyone using a hand-printed carpool number will be asked to park and speak with the director.
- When children are having play dates, notes should be sent to each child's teacher stating the change in the carpool routine for that day.

- If families decide to carpool, a blanket note should be sent to your child's teachers **and** each family needs a copy of each child's carpool number. **If you need further official copies of carpool numbers, please contact the school office.**
- No child will be released without the school-issued carpool number or a note from parents stating any carpool change.
- For emergency carpool situations **ONLY**, a phone call to the school office stating specifics for pick up is required.

CLOTHING

Children should be dressed in comfortable clothes that are appropriate for allowing them to participate safely and freely in the day's activities. Also, **the type of shoes a child wears to school is very important.** We ask that you follow these guidelines when dressing your child for school:

- All shoes must have **enclosed toes and heel, straps and/or laces, and rubber soles.** Sneakers are the best shoes for children in an active play environment.
- **The following shoes do not meet the above requirements and/or safety standards:**
 - Sandals
 - Flip-Flops
 - Crocs
 - Cowboy boots
- **Parents will be called to bring approved shoes for their children upon failure to follow this policy.** Please help us enforce this policy by preparing your child for school so that you will not be inconvenienced later.
- Please label all clothing items. Each year we have many nice coats, sweaters, hats and gloves/mittens that are left unclaimed.

SNACKS & LUNCH

All children, except toddlers, need to bring an appropriate snack to school every day, unless otherwise notified. Please follow these guidelines to follow when sending a snack and lunch to school:

- Snacks and/or snack bags should be labeled with the child's name. Lunch boxes for Lunch Bunch should be appropriately labeled.
- Snacks and lunches should be nutritious.
- Snacks and lunches should not consist of anything that needs to be refrigerated or heated.
- The Weekday School will provide ice-cold water each day for a beverage for morning school snack time and Lunch Bunch snack time.
- Children attending Lunch Bunch may bring a juice box with their lunch; however, ice-water will always be available.

- Some suggestions of healthy snacks are as follows*:
 - Fresh fruit - ex: apples (peeled and sliced), grapes (halved)
 - Vegetable sticks/slices
 - Cheese cubes/sticks
 - Crackers
 - Yogurt
 - Raisins
 - Granola bars

- The following items are frowned upon for preschool:
 - Chocolate (candy and/or cookies)
 - Candy
 - Gum
 - Popcorn
 - Large cupcakes with an overabundance of frosting

Toddler Class: The school will provide nutritious snacks and water and the children will bring their own sippy cup or bottle.

***PLEASE NOTE: If there are any allergies in your child's classroom, certain foods might be restricted. Parents will be notified of any restrictions on Parent Night.**

CLASSROOM PARTY POLICY

BIRTHDAYS

Birthdays are important occasions and may be celebrated in the classroom by the children and the teachers. Each child will have his/her special day of recognition, even if they happen to have a summer birthday. Parents need to contact the teachers for a time and date to celebrate and then follow the party guidelines below:

- **Suggested party items:**
 - Small plain cookies or mini-muffins for a snack (**NO LARGE CUPCAKES**)
 - Cheese cubes
 - Fruit
 - Rice Krispie Treats
 - Vegetables and dip
 - Birthday plates and cups, if desired
- **Please refrain from bringing the following:**
 - Gift bags
 - Balloons
 - Chocolate items

On your child's special day, he/she will be able to select an age appropriate treat from the birthday box or bag and then have a special responsibility for the day.

Invitations WILL NOT be given out at school or placed in backpacks.

OTHER PARTIES

Teachers will work with Room Mothers to schedule classroom parties for holidays and other special occasions. Parents will have an opportunity to sign up for these parties and provide the food and supplies as requested by the teachers. School guidelines are similar to the birthday guidelines above.

All parents should note that classroom parties are a special time for parents, teachers, and children enrolled in each class to celebrate together.

While parents are always welcome to attend these parties with their enrolled children, they should refrain from bringing other children/siblings to these parties.

SOCIAL MEDIA

Often parents will take pictures of their children and others during class parties. We strongly encourage parents, grandparents or anyone else to refrain from posting pictures of other people's children on social media sites (Facebook, Twitter, etc.) without first asking parents of those children.

HEALTH POLICY

We must have documentation that each child's immunizations are up-to-date. A student infected with or who is a carrier of a contagious or infectious disease that poses serious health risk shall be excluded from school. Re-admittance may be granted after the illness has passed the stage of communicability. The Director may, at her discretion, request that this stage of recovery be certified by a nurse, physician or public health official.

The Department of Social Services periodically inspects the Weekday School as part of the state licensing standards for children's programs sponsored by religious organizations. As part of the law, nursery school directors and teachers are to "perform a **daily** simple health screening and **remove** any sick child temporarily from the program." At First Presbyterian Church Weekday School, we will simply do this through a general classroom observation. **We are asking that all parents please follow these guidelines for health standards and be considerate of your child and others.**

NO MEDICATION will be given during morning school.

Please keep your child home if he/she:

- a. has a fever (**May return to school after an absence of fever for 24 hours**)
- b. appears ill
- c. has a rash, unless otherwise excused by a physician
- d. has a communicable disease
- e. has diarrhea and/or vomiting (**May return to school 24 hours after last episode**)
- f. has head lice (May return to school after treatment and the Director is notified)
- g. has a head cold, cough or heavy nasal discharge
- h. is fussy, cranky, unusually tired, pale, lacking appetite or generally out of sorts

Should your child contract a contagious disease (i.e. chicken pox, strep throat, etc.), please notify the Director at once. **Parents are asked to call (434-384-0652) or email the school office@firstpresweekdayschool.com** each day their child will be absent from the program due to illness. If a child has a contagious illness or disease, all parents of the child's classroom will be promptly notified. **We regret that no refunds can be given for days missed.**

HEALTH FORMS

A school Health Form is required of each enrolled child. This form includes current immunizations, health care information and names of physicians. This form is due back on or before the first day of school for the current year. No child can attend school until the form is filed with the school office.

SICKNESS/INJURIES AT SCHOOL

In the event your child gets sick at school, you will be called and notified of the illness. If we cannot locate you, we will call the emergency contact person listed on the "Emergency Index Card". **Please notify the person listed as your Emergency Contact that they are in fact the Emergency Contact person.** Please keep your phone numbers updated with the school office at all times.

Minor scrapes and injuries will be washed with anti-bacterial soap and treated with an ice pack. Parents will be alerted by teacher and/or the director of these incidents. Parents will be promptly called regarding any other injuries using the Emergency Contact card information.

DISCIPLINE

Our goal while working with young children is to work out unacceptable behavior. It is our desire to teach skills which will enable the children to problem solve and develop appropriate social skills. We encourage children to "use their words" when working out confrontational situations. No child will be allowed to infringe upon another's well-being. No child will be roughly handled or spanked. Loving correction and the thinking chair will be utilized if necessary.

BITING POLICY

Biting is a situation that may occur with young preschool children. Below are the steps we take if your child bites another child:

1st time: A note will be sent home stating that your child has bitten another child.

2nd time: You will receive a call from the teacher and/or the director.

3rd time: Parents will receive a call from the director and the biting child will be given a “day of rest” at home, away from his classroom environment.

If your child receives a superficial bite while at school, the teachers will notify you that day.

Should a bite break the skin, the affected area will immediately be washed with anti-bacterial soap and water, and the Director will call the parents of both children.

HAND WASHING

Hand washing with soap and water is the most important way to reduce the spread of infection. Children will be taught the proper way to wash their hands. Children will wash their hands:

When they arrive in the morning

Before and after each snack and meal

Before they go home at the close of the day

After sneezing or blowing their nose

After any contact with body fluids

Each time after using the toilet

INCLEMENT WEATHER

The inclement weather policy is as follows:

- If Lynchburg City Schools open 2 hours late, we will open 1 hour late (10:00AM).
- If Lynchburg City Schools are closed, we are closed.
- If there is any doubt or confusion, watch **WSET** or go to WSET.com Closing & Delays.
- If you are enrolled in our Parent Notification Phone system, you should receive a call at approximately 6:30AM stating the inclement weather information and/or closing for that day.

***Remember the final decision as to traveling in inclement weather remains with each family (if we are open).

EXTENDED CLOSURE

In the event of an extended forced closure, the First Presbyterian Weekday School Board will address this issue and announce any changes related to the daily operation and basic functions of our program and the school.

SAFETY AND EMERGENCY RESPONSE PLAN

A **crisis** may be defined as a sudden and profound change that affects the life of the children and the staff. It requires immediate attention of all the staff to prevent harm to the students and to strive to ensure their safety at all times.

The Safety & Emergency Committee of the Weekday School Board has worked diligently to establish a plan for our school. The teachers and staff have reviewed and practiced the drills and are familiar and comfortable with the procedures. **The drills are fire, lockdown, safe shelter, and off-site evacuation.**

Fire drills will be conducted monthly so the children and staff are able to clear the building quickly and safely.

Lock down and safe shelter drills will be conducted several times throughout the year.

Off-site evacuation will only be implemented when circumstances require this procedure. The students and staff will then be relocated to an off-site safe location where students will be accounted for and, after notifications, be released to their parents or guardians.

In times of emergency, information about the status of schools is communicated through a variety of media. The Weekday School requests that parents do not call the school, the church office or the teachers/staff directly in times of emergency as it is important to keep phone lines free for emergency communications. Circumstances may prevent parents from picking up their children or may require that children be picked up at a location other than the preschool facility.

General emergency information will be shared with the community through:

- Local media
- The Emergency Notification System (Parent Reach—voice call)
- The Emergency Text system

MEDICATION, ALLERGIES & SKIN PRODUCTS

No medication (prescription or non-prescription) will be given during school hours.

If your child has any allergies to food, medicine or the environment, please indicate these on the Health Form and the Emergency Confirmation sheets and alert the teachers. They will also pass this information on to the Director.

Children with severe allergic reactions requiring an Epi-Pen on premises must have two (2) pens at school along with the required documentation. Staff with required Medical Administration Training would administer this medication if the need were to arise.

If your child needs diaper ointment, it is necessary for you to

- complete the Written Medication Consent Form
- note any adverse reactions your child may have to the ointment
- send the ointment in the original container, labeled with your child's name

The school will keep a record of dates of use, frequency of application and any adverse reactions.

FIELD TRIPS

The Weekday School tries to bring in various educational resources throughout the year for the enrichment of the children. Field trips are not taken off the school property.

SCHOOL ZIPPER BAGS/BACKPACKS

Zipper bags will be provided for the students in the 2 and 3-year-old and Pre-K/Pre-K 2 classes. They will be attached to your child's backpack and are to be used for notes, checks, etc. The teachers will check these pouches in the morning for any changes relating to that day, and parents need to do likewise at the end of the school day. Larger items will still be placed directly in the backpack.

Backpacks are to be provided by each family for their child.

SUMMER CAMP

For several summers, the Weekday School has offered a two-week enrichment camp for our children. Information concerning the camp will be available in March of each year. The enrollment is based on a first-come/first-served basis.

CONFERENCES

Parent/Teacher conferences will be scheduled for 3-year-old, Pre-K and Pre-K 2 classes at the end of the first semester or whenever else it is necessary for the benefit of a close home-to-school relationship.

GIVING OPPORTUNITIES

- **The Jerry Newbold Endowment Fund**
 - The Jerry Newbold Endowment Fund was established in honor of Jerry Newbold, a long-time benefactor and champion of our school. The purpose of this fund is to ensure the longevity of the school. These monies are restricted for long-term growth and financial security.
- **The Marge Dillard Scholarship Fund**
 - The Marge Dillard Scholarship Fund was named in honor of Marge Dillard for her tireless devotion as Director. Monies in this fund provide assistance every semester to approved families who may otherwise be unable to provide a preschool education for their child.
- **The Happy Hearts Annual Fund**
 - The Happy Hearts Annual Fund was established by the board to raise money for special projects not included in a yearly operating budget, and its use is determined on a yearly basis. Monies in this fund could be utilized on musical instruments, special art projects, living science programs, community enrichment programs, or other special programs.

MISCELLANEOUS

- A labeled change of clothing must be kept at school at all times. These will need to be replaced upon use and seasonally.
- If your child requires a change of clothes during school hours and the school needs to supply this change, we ask that the supplied clothes be washed and returned to the school the next day.
- Diapers must be supplied by the family whose child is still using them.
- Toys & Other School Property: All toys, equipment & supplies owned by the school are for use only in the classrooms or other official school activities.

EARLY BIRDS

A before school care program (7:45AM to 8:45AM) is available for children enrolled in 2 and 3-year-old and Pre-K/Pre-K 2 classes on the days they attend morning school. Children may bring a healthy breakfast for this early session.

EARLY BIRDS' POLICIES:

- Two weeks written notice shall be given in the event of a permanent schedule change or child's withdrawal from Early Birds. Otherwise, the parents will be obligated for the remaining tuition for the month.
- Early Birds' **contracted** students are not charged for **Teacher Workdays** and **snow days**, but there will be a charge for days when the child is absent, i.e. sick days, vacation days, etc.
- For inclement weather, delayed school openings or snow days, there will be no Early Birds' service available.
- You will be billed monthly for Early Birds with the statement being sent to you monthly incorporated with Morning School tuition billing.
- "Call ahead" students will be billed monthly.

Early Birds' Session	Monthly
1 morning per week	\$ 26
2 mornings per week	\$52
3 mornings per week	\$75
4 mornings per week	\$104
5 mornings per week	\$130
CALL AHEADS	Daily \$10

If you are interested in enrolling your child in Early Birds, please contact the office for a financial contract.

LUNCH BUNCH

Lunch Bunch is an extended afternoon session available for children enrolled in 2 and 3-year-old and Pre-K/Pre-K 2 classes on the days they attend morning school. Children must be in attendance at school by 10:30AM in order to be allowed to attend Lunch Bunch that specific day. **If there are extra spaces available, children other than those regularly enrolled will be accepted on a "call ahead" basis by 9:00AM of the day requested as space permits.**

Children on a "call ahead" basis are required to bring a note for their morning teachers informing them of their attendance in the afternoon school. **Please include in this note phone numbers where you can be reached in case of an emergency.**

AFTERNOON SCHOOL TUITION:

- You will be billed monthly for Lunch Bunch with the statement being sent to you monthly incorporated with Morning School tuition.
- "Call ahead" students will be billed monthly.
- **A late fee will be charged for children who are not picked up on time.**
 - Parents or a responsible party will be given a receipt as an acknowledgement of the late pick up time and the charge incurred for this service. Payment will be due at the time of service or by the following school day.
 - ❖ On the first offense a warning will be issued. Upon the **third offense** of a late pick-up, parents will be charged **double** from then on for a late fee.

Explanation of Late Fees: If a child is **late** being picked up, you will be charged an additional \$5.00 for every 5 minutes late. Fees will be charged according to the clock on the Lunch Bunch Coordinator's cell phone. Records will be kept as to the date and lateness of that pick-up.

2) **Lunch Bunch regulars are not charged for Teacher Workdays and Snow Days; however, there will be a charge for a child's absence.**

The afternoon school inclement weather policy is as follows:

If there is no school in the morning, there will be no afternoon school. If the morning school dismisses early, there will be no afternoon school. If the weather becomes inclement during the afternoon school program, we ask you to please come pick your child up as soon as possible.

3) **Children staying for Lunch Bunch will need the following items:**

- ❖ A lunch box labeled with your child's name.
- ❖ A healthy lunch **including** a juice box. **No sodas or Kool-Aid drinks** are allowed. Ice water will always be available for the children. **If there are any severe allergies in your child's Lunch Bunch classroom, certain foods might be restricted. Parents will be notified of any restrictions.**
- ❖ A seasonal change of clothes and extra underwear that are labeled with the child's name. **Please place these items in a labeled zip-lock bag. These items will be kept at school.**
- ❖ The school will provide an afternoon snack after rest time.

Fees are as follows:

Afternoon Session	Monthly Until 2:00 PM	Monthly Until 3:00 PM
5 days per week	\$264	\$300
4 days per week	\$210	\$240
3 days per week	\$150	\$180
2 days per week	\$112	\$125
1 day per week	\$56	\$64
"Call Ahead" Rates	Daily \$17	Daily \$19

General Information & Crisis Management Plan

First Presbyterian Weekday School is registered with the state of Virginia as a religious exempt preschool. We are operated and conducted under the auspices of a religious institution pursuant to Section 63.2 – 1701 of the Code of Virginia. The maximum enrollment is 150.

The school is covered by public liability insurance and affirms a policy of non-discrimination on the grounds of race, color, religion, sex, national origin, or handicap. The school operates Monday – Friday, 9 – 12, and has an Early Birds program 7:45 – 8:45 and Lunch Bunch until 2:00 p.m. or 3 p.m.

First Presbyterian Church provides and maintains a wonderful facility located in the educational wing of the church for the Weekday School. The school occupies 11 classrooms and a spacious motor room for inclement weather activities (these spaces total approximately 14,700 square feet). A large Fellowship Hall is used for special activities and the chapel is used for Christian messages and Bible stories twice a month.

The school is cleaned daily by the church custodians, is air-conditioned and is a very light and airy space where children can grow and develop. The Toddler playground is adjacent to the preschool and contains age appropriate riding, climbing and crawling toys developmentally appropriate for that age. The large playground is located adjacent to the end of the church building and contains a sandbox, swings, climbing, music and imaginative play areas.

The Weekday School Board supports the school through various events and donations. Individual church members support the school through donations, memorial gifts and attending special events. The church appoints two Session members to be supporting representatives on the school Board.

Crisis Management Plan:

The Weekday School's Crisis Management Plan is designed to protect our children and staff while communicating to emergency personnel and parents before, during and after a crisis. The plan includes specific details in case of an earthquake, fire, tornado, bomb threat, gas leak or medical emergency. The plan details an alternate safe, secure location in the event that emergency personnel instruct the children and staff to leave the church grounds. Drills are conducted throughout the year on a regular basis.

We look forward to sharing wonderful times with your child. If you have any questions, please feel free to call the office (434) 384-7831 or email us: office@firstpresweekday.com.

