

Revised:
August 23, 2021



All Saints' Day School

Learning Through Play Since 1969

Parents' 2021 -2022 Handbook

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Welcome!

We are delighted that your family has chosen All Saints' Day School to be your child's preschool. This booklet contains lots of vital information. Please refer to it throughout the year to help answer questions that arise. Topics have been listed in alphabetical order in our Table of Contents, beginning on page 3, for ease of reference. Please be aware that the page references on the web version might be slightly off from the PDF version. Your child's Teacher and the Director will happily assist you if you don't find what you need to know here.

Our Philosophy at All Saints' Day School:

Our program focuses on the whole child: his or her physical, social, emotional, and cognitive being. This play-based philosophy reflects our belief that children learn best by being actively involved in their environments. We know that learning takes place when children can question, explore, and share information and ideas all while trying new activities in a safe, stimulating, and supportive environment. Our program at All Saints' provides children with the opportunity to develop such skills as cooperation, collaboration, problem-solving, expanded language and vocabulary, as well as basic reading, math, and science concepts. Our dedicated teachers lovingly guide them in this learning process by providing them with fresh and varied activities that will give them a solid foundation of skills on which to build their future "houses" of knowledge. This helps the children become more self-confident as they grow to see their own unique value and discover their capabilities.



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Meet the All Saints' Day School Staff:

Dianne Islev-Petersen	Director
Stefanie Jimenez	Lead Teacher Sea Turtles (M-F)
Patsy Johnson	Teacher Assistant Sea Turtles (M-F)
Sandra Bucklew	Lead Teacher Starfish (M- F) Librarian (as scheduled)
Beth Schubert	Teacher's Assistant Starfish (MWF)
Terry Sherman	Teacher's Assistant Starfish (TTh)
Susan Lambert	Lead Teacher Stingrays (M-F)
Devin White	Teacher's Assistant Stingrays (M-F)
Stephanie Smith	Lead Teacher Sea Otters Jr. K
Leslie Drehoff	Teacher's Assistant Sea Otters (M-F)
Claudia Moorad	Art/Music Teacher
Mercedes Pham	Spanish Teacher
Jess Glenn	KidFit Teacher

School Hours:

School hours: 8:30 – 12:00 Monday through Friday

Due to COVID-19 restrictions necessary for the safe operation of our school, we will be starting the school year with staggered drop-offs to allow for time to take temperatures and keep classes separated. There will be signs indicating where to stand while waiting for your child's class's time. If you are late you will need to wait until 8:45 for Dianne to take your child's temperature. Children cannot mix in with other classes.

Glass Door entrance:

8:25: Stefanie's's Sea Turtles

8:30: Sandra's Starfish

All Saints' Sign Entrance:

8:20: Susan's Stingrays

8:25: Stephanie's Sea Otters

“Adjusted” Weather Closings:

The City of Virginia Beach is geographically far-reaching and weather conditions in one part may differ greatly from weather conditions in another part. When the public schools are closed, it is because the entire school division must be considered as a single entity. Also, because the same school buses are used for elementary, middle, and high school runs, there is an impact on the timing of “the call to close” in order to make certain all students are safe.

Because our families come from a relatively small geographic area, we have a bit more flexibility. Therefore, in consultation with the church's Interim Rector, Fr. Tom Crittenden, and the Chair of the Day School Commission, Dr. Caryl Felty, there **MAY** be a time when we will make an on-site decision with regard to weather closures. **SAFETY** will **ALWAYS** be our first priority. Please do **NOT** phone us to inquire. We will notify you via e-mail, Facebook, and/or class text.

Most of the time when Virginia Beach City Public Schools (VBCPS) are closed for inclement weather, ASDS is also closed. If VBCPS has a **one** hour delayed opening, ASDS **WILL** open one hour late (9:30 am). **However, if VBCPS has a two or more hour delayed opening, ASDS is closed. ASDS does NOT make up days lost to inclement weather.**

Important Dates/School Closings:

Because ASDS places staff and student health and safety as its top priorities, some of these events and dates may need to be adjusted during the Covid-19 pandemic. We appreciate your patience and understanding.

**Dates are tentative: please check monthly newsletter and emails for definite dates and times and additional events as the year progresses.*

Tuesday, September 7 th	First Day of School SEE PAGE 6 FOR DETAILED DROP-OFF PROCEDURES GIVEN COVID-19 PRECAUTIONS.
Monday, October 18 th	Staff Inservice Day: ASDS closed to students
Friday, October 29 th	Trunk-or-Treat during the school day
Tuesday, November 2 nd	Election Day: ASDS closed as we are a polling site
Thursday, November 11 th	Veteran's Day: ASDS closed
November 24 th - 26 th	Thanksgiving Holiday: ASDS closed
Monday, November 29 th	ASDS reopens
Friday, December 17 th	Classroom Parties & Last Day of Classes
Monday, December 20 th - Friday, December 31 st	Christmas Holiday: ASDS closed
Monday, January 3 rd	ASDS reopens
Monday, January 17 th	Martin Luther King Day: ASDS closed
Tuesday, February 1 st	Staff Inservice Day: ASDS closed to students
Monday, February 21 st	Presidents' Day: ASDS closed
Monday, March 14 th	Staff Inservice and Possible Parent/Teacher Conference Day: ASDS closed to students
Friday, April 11 th Friday, April 15 th	Spring Break: ASDS closed
Monday, April 18 th	School reopens
Friday, May 27 th	Last Day of School

Our calendar aligns closely to the Virginia Beach City Public Schools calendar.

Allergies / Emergency Action Plans

If your child has an allergy (food, insect, etc.), it is imperative that you notify the school and especially your child's teacher. Allergic reactions must be physician-documented, and an "Emergency Action Plan" must be developed for your child.

This plan must include, but is not limited to:

- A detailed description of items to which your child is allergic,
- Symptoms of your child's allergic reaction,
- Emergency interventions, and
- Emergency contact information.
- If an Epi-Pen™ is required it must be provided and kept on-site

Please see your Pediatrician for an Action Plan and submit it to our Director, Dianne.

Alternate Transportation:

Since the safety of your child(ren) is of the utmost concern to us, and communication is key to ensuring that everyone is on the same page, we ask that you complete an alternate transportation form if your child(ren) will be going home with someone other than a parent or person listed in our files as authorized to pick up you little one(s). The forms are available on-line or in the office. Please use one form per situation unless the occurrence is regular or ongoing such as "Every Wednesday" or "April 1st through May 15th".

Every family will receive 2 color-coded signs for placement in the passenger window for each child attending ASDS. This sign must be displayed during pick up at the end of the school day. Please contact our Director, Dianne, if your family needs more than 2 or if the sign gets lost. These signs will help us to smoothly escort your children to their designated cars each day.

Arrival at and Departure from School:

Due to the COVID-19 restrictions necessary for the safe operation of our school, additional precautions have been put in place surrounding your child's(ren's) arrival at and departure from school. They include:

Arrival at the onset of the school day:

1. Parents (or their designees) MUST wear a mask when dropping their child(ren) off at school.
2. Parents will be dropping their children off at specified entrances and not be permitted in the building.

- a. The Sea Turtles and Starfish will enter through the glass doors off of the main parking lot.
 - b. The Stingrays, Sea Otters will enter through the main ASDS entrance off of the smaller upper lot.
3. Drop-Off times: We will be starting the school year with staggered drop-offs to allow for time to take temperatures and keep classes separated. There will be signs indicating where to stand while waiting for your child's class's time. If you are late you will need to wait until 8:45 for Dianne to take your child's temperature. Children cannot mix in with other classes.

Glass Door entrance:

8:25: Stefanie's Sea Turtles

8:30: Sandra's Starfish

All Saints' Sign Entrance:

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4. The children's temperatures will be taken and must be below 100.4 (CDC Guidelines) before access is granted.
5. Children will be escorted by staff to the restroom to wash their hands.
6. They will then be escorted to their classrooms and will not mingle with students from other classes while in our care.
7. We also ask that all personal toys remain in the car or at home. We cannot guarantee that they can be protected and they can compromise our efforts to teach young children to share.

Departure at the close of the school day:

1. The pick-up procedures have also been altered. Bear to your left as you enter the church parking lot. As long as the weather permits, your children will be lined up by class along the sidewalk to the left of the church's mailbox. Each class will have a sign bearer so you will know the location of your child's/ren's class(es). The classes will be appropriately distanced from one another. Staff will assist you in getting your little ones into their car seats and their gear into your cars.
2. Parents (or their designees) MUST wear a mask for student pick-up.
3. Please place your laminated, color coded signs in the passenger window. There will be more than one sign if you have more than one child. You may request additional signage for grandparents, nannies or other designees.
4. Staff will escort your child to your car and place him/her in the back seat.
5. We are not permitted to buckle your child in, you are required to do that. Please feel free to pull forward into the lot to exit your car and do this so that the line can keep moving.

6. You may not pass any cars in front of you when you are ready to go. For the safety of all, you must wait your turn.
7. Thank you for your compliance and patience and we protect ALL who are associated with our school.

We all look forward to the time when we can return to our former, well-established drop-off and pick up procedures. To refresh your memories, they are listed below:

- Our day begins at 8:30 am. Your timely drop off will help the transition from home to school so much more easily.
- Teachers will be using the time prior to 8:30 to prepare their classrooms for the day.
- Under no circumstances should a child be dropped off without adult supervision.
- Upon arrival at school each day, please have your child use the restroom and wash his/her hands before coming to the classroom.
- You are asked to place snacks and coats in your child's cubby before saying goodbye at the classroom door.
- We also ask that all personal toys remain in the car or at home. We cannot guarantee that they can be protected and they can compromise our efforts to teach young children to share.

Attendance:

A child must attend school only on the days reserved for him or her. If there is a need to change those days, please contact the Director. We must be rigid about this as our religiously exempt status as a preschool dictates the student : teacher ratio and how many children we may serve daily.

Birthdays:

Please note that the procedures outlined below cannot be honored until we are free from COVID-19 restrictions.

We love the opportunity to celebrate your child's special day! Please feel free to bring a special snack for sharing with his/her class. Remember to see your child's teacher to discuss a date/time and check if any students in the class have food allergies. We ask that you understand that birthday invitations for off-site celebrations may only be distributed at school if everyone in the class is being included.

Capacity of ASDS:

Our exempt status permits the Day School a maximum of 80 students on any one day.

COVID-19 restrictions have reduced our capacity for the present.

Changes in Information:

Address/Phone/Contact Information/Family Composition

Please notify ASDS immediately of any changes in the categories mentioned above. It is imperative that we have up-to-date contact information for all of our children. Also, any family changes that have the potential to affect your child's behavior and emotional well-being should be shared with the Director and your child's teachers. These include, but are not limited to: a deployment, a new sibling, loss of a pet or grandparent, a parent's surgery or "long-term" illness, etc. We can be of the most support when we are aware of what is happening at home.

Chapel:

Please note that COVID-19 restrictions prevent us from assembling as a school at this time. Preventing the co-mingling of students across classes is one of the practices that must be honored.

On Monday mornings, we begin our school day with a short chapel service in the nave of the church. During this service, your child may share a small change offering that will be donated to the SPCA at the end of the year. If you choose to have your child participate, please place the donation in a small zip-top bag.

Clothing and Shoes:

Please send your child to school in comfortable, washable clothing. We want your child to participate freely in all of the fun activities happening at school and not worry about messing up a fancy outfit. It is also helpful if the clothing is easy for your child to manage; especially for independence in the restroom. With this in mind, we ask that you avoid overalls, and please; no pants that are too difficult to snap/unsnap. Writing your child's name on any clothing that your child wears to school, particularly coats, jackets, and hats will help us match children to their belongings. Understand that even on cold days, we go outside so please send your child in weather appropriate attire.

Your child's safety is of extreme importance to all of us at ASDS so we ask that you refrain from sending your child to school wearing flip-flops, crocs, sandals, dress, or backless shoes. Sneakers with socks are the best choice for all our students.

Communication:

Please take the time to e-mail us at allsaintsdayschool@gmail.com so that we can add you to our e-mail group and have an accurate means of contacting you with updates and information. Including your child's name and teacher's name will help us update our database. We also communicate via text. This is especially true of our teachers who frequently send pictures or wish to communicate with a parent or the all parents in the class. So please make sure we have up-to-date cell numbers as well. Electronic communication is more efficient, time-sensitive, and better for the environment.

COVID-19 Closings:

Consistent with COVID-19 requirements, the following procedures are in place with regard to class or school closings:

- All staff and ASDS parents must let us know if they or anyone in their household has come in contact with someone testing positive for COVID-19.
- Our first legal step is to notify the Health Department for guidance. Although the guidance of the Health Department may be more restrictive, the Plan of Action in place at ASDS is outlined below.
- Should a household member of a staff member, or someone with whom a staff member has come in contact, test positive of COVID-19:
 - Our first step is to notify the Health Department
 - The parents of the children in her class will be notified immediately.
 - If the Health Department requires it, the class will be closed for a two-week period, spanning 14 calendar days.
 - The staff member and members of her household will be tested and must have a negative reading before returning to school and the reopening of the class.
- Should a household member of a student, or someone with whom the student has come in contact, test positive for COVID-19:
 - Our first step is to notify the Health Department.
 - The parents of the children in the student's and the class(es) of the student's siblings will be notified immediately.

- The affected class(es) will be closed for a two-week period, spanning 14 calendar days.
- If the Health Department requires it, the affected household members, student(s), and staff members will be tested and must have negative readings before returning to school and the reopening of the class(es).
- HIPPA prohibits us from disclosing the name(s) of those who test positive for COVID.
- Should a government agency or church authority (ie: US, Virginia, Virginia Beach, CDC, Health Department, Episcopal Diocese of Southern Virginia) order that the Day School be closed for a COVID-19 related situation, all families will be notified immediately, and the on-line learning protocol established in the Spring of 2020 will be re-established within 5 working days.
- See Refunds on page 21.

Disciplinary Policies and Procedures:

All students enrolled in the Day School are treated with respect. No child will be subjected to physical punishment, verbal abuse, or any disciplinary measure that deprives him/her of the right to feel safe and secure.

Dismissal from School:

The Director of the Day School reserves the right to dismiss a child from school when:

- The child's continued presence in the school is detrimental or dangerous to the other children,
- The child's conduct continually interferes with the progress of the class.

Field Trips:

Please note that COVID-19 restrictions prevent us from taking field trips at this time. Using parent volunteers as chaperones and drivers does not fall within the permissible practices designed to protect our students and staff.

Parents will be notified of the time, place, date, cost, and activity with regard to any field trips that are planned. The parents will need to sign a permission slip granting the child permission to take the trip. The teachers will seek parents to volunteer to transport our children on the field trips. The drivers will need to show proof of a valid driver's license, as well as the necessary car and liability

insurances. For travel, children must be buckled into appropriately secured car seats.

Fundraisers:

We are fortunate that our local community, as well as our community at large, value and are willing to support us through their community involvement programs.

AmazonSmile:

All Saints' Day School has been accepted by AmazonSmile to benefit from their charitable donation program! AmazonSmile is a simple and automatic way for you to support your favorite charitable organization every time you shop, at no cost to you. When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate 0.5% of the purchase price to your AmazonSmile-eligible purchases to All Saints' Day School! Your enrollment in this program in no way affects your Amazon Prime status. Please see the end of this newsletter for an FAQ on how to register us a beneficiary and how to shop through Amazon Smile!

Harris Teeter:

Your VIC Card/Fob may now be easily linked to All Saints' Day School in order to earn valuable points for our school. Ask any cashier to do it for you the next time you're in the Harris Teeter check-out line. **Then remember to use your card/fob.** Harris Teeter points convert to CA\$H for our school!

Kroger:

The Kroger Family of Stores is committed to bringing hope and help to local communities. They do this through a variety of activities, including charitable giving, sponsorships and the unique Community Rewards Program of Kroger. They are also committed to carefully protecting our customers' personal information. In order to meet our expectation of privacy, they have adopted a simple policy to never share a customer's personal information. Their privacy policy applies to Community Rewards participation as well. As one of our neighborhood food retailers, they deeply value our ability to support local organizations like ASDS. Our supporters have enabled us to earn hundreds of dollars in CA\$H! It doesn't even affect your gas credits! We have learned that if you shop at more than one Kroger, your need to register your card at the Customer Service desk at each

store AFTER you have registered with your primary store on-line. Visit krogercommunityrewards.com with your Kroger Plus card handy. Enter our new NPO number WB348 or All Saints' Day School and click to confirm. **Look for an annual e-mail from Kroger that will remind you of the necessity to renew the relationship!**

Illness:

It is required by the Virginia Department of Social Services that our Day School implement procedures for a simple daily health screening to ensure that children with fevers, colored nasal discharge, and/or other signs of illness do not attend school. This is to protect your child and his/her classmates. Should your child become ill while at school, we will call and ask that you come and pick him/her up as soon as possible. The exception is emergency treatments such as an EpiPen™ or rescue inhaler. Please make certain that the Day School has any such intervention medication. Along with a current physician's order for its use. Under these circumstances, an "Emergency Action Plan" must be developed. See "Allergies" above.

In signing our "COVID-19 Disclosure and Waiver of Liability", you have agreed that *"... you and your child(ren) will not participate in any ASDS activities in person, including school attendance, if you have or have had any symptoms of COVID-19, or know or suspect that you have been in contact with any person with COVID-19 or the symptoms of COVID-19, unless and until you have been deemed to have passed the time period for being at risk for contracting and spreading COVID-19 per physician and CDC guidance."*

A child may not attend school if:

- s/he has a fever of 100.4 degrees or more OR has had a fever of 100.4 degrees or more within the previous 24 hours. The child must be fever free, unmedicated, for 24 hours before returning to school.
- s/he has diarrhea, nausea, vomiting, an unidentified rash, sore throat, colored discharge from the nose or eyes, constant cough, head lice, scabies, or untreated ringworm.
- s/he has chicken pox. Needs to be excluded from school for six days or longer. All vesicles must be dry.
- s/he has conjunctivitis (pinkeye). Students may not attend school if there is a discharge in the morning.

- s/he has streptococcal pharyngitis (strep throat). Students may return to school after they have been on an antibiotic for twenty-four hours and are without fever.

Because illness-causing germs are very easily spread through touch, we teach the children to cough or sneeze into their cocked elbow. We also ask that each child's hands are washed prior to entering the classroom each day. Throughout the school day the children will have opportunities to wash their hands which include, but are not limited to, after the use of the restroom and prior to snack.

Insect Repellent / Sunscreen:

The staff is not permitted to apply insect repellent or sunscreen to the children. If you feel your child needs these precautions, please apply them prior to drop-off.

Insurance:

All Saints' Day School carries supplemental accident insurance for children and staff, as well as public liability insurance.

June DAZE:

June DAZE provides our parents the opportunity to extend the "school year" for their children by three weeks. The atmosphere is camp-like with each of the three weeks having a separate theme. Each week may be registered for separately. Registration and payment occur in advance. June DAZE runs for the three-week period immediately following the close of school. Sessions are held daily except for the Memorial Day Holiday. Participating in the full three-week experience will enable your preschoolers' "school year" to more closely mirror the length of the public schools' academic year.

June DAZE was offered off-campus by Jess in 2021. COVID Restrictions prohibited us from hosting the program as a school. A decision will be made later in the year concerning our June 2022 options.

Late Pick-Up Fee:

If you are late picking up your child from school, a fee of \$15.00 per child for every fifteen minutes or any increment thereof is charged after one written warning. This fee is due no later than the day after the late pick-up occurs and can be made in cash or via check payable to ASDS. If the school has been closed for one hour, and we have been unable to reach you or your emergency contact(s),

we will contact the police in an effort to determine that you are safe and begin the process of making arrangements for your child's well-being.

License:

For licensing purposes, All Saints' Day School is classified as "religiously exempt" by the Commonwealth of Virginia. In order to operate under this status, we must file required documentation each year in February. More information is available at: <http://www.dss.virginia.gov/facility/childcare/unlicensed/recdc/>

Here are a few of the requirements:

- Passing grade from the annual VB Health Department Inspection,
- Passing grade from the annual VB Fire Department Inspection,
- Certification by a practicing physician that each staff member is free from any disability which would prevent him/her from caring for children,
- Evidence of state-approved teacher: student ratios in the classrooms,
- Statement, signed by the Rector of All Saints' Episcopal Church, that we are in compliance with all written requirements,
- Background checks on all employees,
- Appropriate playground equipment and fall zone material,
- This handbook,
- On-going professional development for the staff (16 hours per school year),
- CPR, First Aid, and Medication Administration training.

Additionally, all of our staff carries the church-required certification for "Creating Safe Churches" which addresses sexual responsibility and child abuse and neglect recognition and the reporting mandate.

Masks:

The CDC is now recommending masks for children over two years of age. As of the release of this handbook, it is a CDC RECOMMENDATION. Given that it is not a MANDATE, we have a little leeway for discretion. Our Director, Dianne, will keep you posted should the policy change.

Therefore:

- Adults are to wear masks on the Church property at all times.
- Children may wear masks at their parents' discretion.

- The teachers in the Sea Otters respectfully request that their students have a mask that can be worn when teachers are working 1:1 in close proximity to their students' faces.

Medical Emergencies:

In case of a medical emergency, parents (or if unreachable, their designated emergency contact) will be notified immediately. In life-threatening situations, 911 will be called prior to contacting the parent(s). If it is necessary to transport your child, the Director or his/her teacher will accompany your child in the ambulance to the nearest hospital.

Parents As Partners:

As parents, you have the unique role of making sure your child is prepared for school each day. In this way, you are key partners, with us, as we ensure that every day at ASDS is a meaningful day carrying positive experiences and memories.

- If there are times when your child hasn't slept well or didn't eat breakfast, if there has been an unusually joyful or upsetting event, or if s/he hasn't been feeling well, please let us know so that we can be mindful of your child's special needs as we guide him/her through the day.
- We ask that you make certain that your child's cubby has a full change of weather-appropriate clothing complete with his/her name or initials.
- A nutritious lunch packed in containers s/he can open independently, will not only help your child feel more independent, it will ensure that s/he has the nutritional foundation for a day of learning through play.
- Children may bring lunch boxes containing a snack and beverage for their scheduled snack time. We are asking that no backpacks be brought to school.
- We go outside nearly every day! Weather (and play)-appropriate clothing will give your child the freedom to enjoy him/herself without discomfort or fear of ruining something special. COVID-19 Restrictions mean that your child's class will be assigned playground time so that classes are not co-mingling.
- Arriving on time for drop-off and pick-up teaches your children the importance of school, punctuality, and respect for others and their time. Even children who have not yet developed a "sense of time" pick up on cues and know when they are late or the last ones at school. These messages affect their developing sense of belonging and security as they lay the

foundation for habits critical to success later in life. **Because of processes put in place due to COVID-19, if you miss your drop-off time, you will need to wait until 8:45 to bring your child in, and you must see our Director, Dianne.**

- Illness has been addressed earlier in this handbook. Please refer to the section on page 14 for details.

Finally, as our partners, we ask that you do what you can to make our school a better place. If you have skills to lend (ie: carpentry, gardening, leadership, etc.), or a passion to share with the children (science, art, music, knitting, etc.) please let us know. We appreciate all of the support our community has to offer! Your passion can inspire a child to do great things if his/her eyes are opened to the possibility.

Parties:

We enjoy parties at All Saints'. 😊 Throughout the year we will offer many opportunities to celebrate. Your child's teacher will let you know about any celebrations happening in the classroom.

COVID-19 restrictions will be affecting the nature of our celebrations.

PATTCH (Parents and Teachers Together for Children):

PATTCH is our parent/teacher organization. It is through PATTCH that you will have the opportunity to get involved in the many activities happening at All Saints' Day School. Signups for the committees that make up PATTCH will be Emailed during the first few weeks of school.

Physical Facilities:

All Saints' Episcopal Church houses the All Saints' Day School. There are several office areas within the church facility, but only one is used by the Day School. Baines Hall is the large church social hall which we use for special events and indoor play when the weather prohibits us from going outside. It contains the kitchen, which the teachers use for classroom cooking activities. The Day School also uses the main church worship area (nave) for Monday morning chapel activities.

COVID-19 restrictions prevent the use of these spaces at this time.

Five classrooms are assigned to the Day School. We also have multiple storage areas and two sets of restrooms. The church has city water and sewer. We are equipped with a commercial fire alarm system monitored by Hillier Systems, as well as a security camera system monitored in the Day School Office. One practice fire drill is held each month during which the building is evacuated. **Because we**

cannot mix classes under COVID-19, a schoolwide fire drill using the actual alarm will not take place. Teachers will teach their children how to exit the building in a quick, safe, and orderly manner using age-appropriate strategies.

Photo Permission:

Written parent permission is required for children's pictures to be used on our web page, in our newsletters, and/or within school. This permission form is included in the All Saints' Day School Student Information Packet.

Playground:

Our fenced playground is located on the northwest corner of the property. Consistent with COVID-19 restrictions, times for classes to use the playground during the school day will be assigned in order to avoid the co-mingling of classes. All of our playground equipment is approved for children two through five years of age. Unfortunately, due to COVID 19 restrictions, we cannot invite you to enjoy the playground before and after school for the time being. When we can return to more normal times, please feel free to do so; keeping in mind that your children are your responsibility outside of school hours. After 12:00 pm, any dispute between the parents or children will not be handled by the Day School. While your children are playing on the playground or church grounds, it is important to remind them that the church's shrubs and flowers are not areas designated for play. We greatly appreciate your cooperation in monitoring your children while they are playing before or after school hours.

Refunds:

Providing the school year proceeds without a need to close, there will no refunds given for a child's absence or for registration fees. If your family is moving, a thirty-day notice must be given in writing in order for any money paid in advance to be returned. We regret that, even if the family must leave the Virginia Beach area, there can be no refunds given after April 15th.

In case of a COVID-19 related 14-day closure for a class refunds will be made if the time frame covers two or more weeks of the current month of pre-paid tuition. If said closure spans two calendar months, there will be no refund for either of the two months. The second month's tuition is due in full because it does not meet the above criteria.

If the entire school is ordered to close by a government agency or church authority (ie: US, Virginia, Virginia Beach, CDC, Health Department, Episcopal Diocese of Southern Virginia) for a COVID-19 related situation, all prepaid tuition will be refunded including up to two weeks of the current month.

Releasing Children from School:

Under COVID-19 restrictions, parents and their designees are not permitted in the building. (Please see page 9 concerning "Arrival at and Departure from School".) For your child's safety and protection, children are released from their classrooms to the people listed on the Release Form. Please notify the teacher IN WRITING if the people to whom your child is to be released changes. Also, please let the teacher know if you plan to pick your child up earlier than the scheduled dismissal time. The staff will not release a child to a person who is not listed on your release form. Identification will be requested of anyone not known to us. As required by law, a custodial parent has a right to be admitted to our facility. ASDS will not be able to prevent the release of a child to a custodial parent without the appropriate court documentation on file. See "Alternate Transportation" above. Our Director, Dianne, will meet parents or their designees at the door for early pick-ups. The adults must wear masks.

Required Documentation for Enrollment:

In order for your child to attend All Saints' Day School, the Commonwealth of VA requires the following forms to be on file at school:

- Verification that the Director has seen either the original or a copy of the child's birth certificate
 - Completed Registration Form and applicable fees paid
 - Student Information Sheets
 - A physician-signed current School Entrance Health Form (MCH 213 G revised 10/2010) or equivalent (ie: My-Chart print-out)
 - A statement of the child's previous school experiences
 - *As applicable:* physician signed allergy documentation
 - *As applicable:* religious exemption form for immunization signed by physician
- All forms must be on file before your child may attend school.

School Hours:

All Classes: 8:30 - 12:00 Monday- Friday

We will host After School Explorations, but they will be held outside for the present. These offerings will allow you to extend your child's school day by one hour. As in past years, you will contract directly with the provider for the classes) of your choice.

School Year:

All Saints' Day School operates nine months beginning the Tuesday after Labor Day and closing the Friday before Memorial Day.

Security:

For the added protection of our students, the Day School locks the doors to the exterior at 8:45 each morning and unlocks them at 11:45 a.m. Those arriving after the doors have been locked are asked to ring the doorbell. We have a system similar to the RING™ set-up so that our church secretary and Day School Director can see you from their respective offices. Due to COVID-19 restrictions, you will be met by a Day School staff member at the exterior door who will check your child's temperature prior to receiving your child and taking him/her to the classroom.

Security Cameras:

Several security cameras are operational within the Day School and at the EXITS. The monitor for these cameras is located in the Day School Director's office.

Snack Food:

Daily snack time consists of approximately 20 minutes. Please send healthy food items that can be eaten in that time frame. Foods chosen need to be items that your child can eat without assistance. Please cut any foods such as hot dogs, grapes, vegetables, or other potentially dangerous foods into pieces no larger than $\frac{1}{4}$ of an inch. The American Academy of Pediatrics lists the following as potentially dangerous foods for children under the age of 4:

- Hot Dogs
- Nuts and Seeds
- Chunks of Meat and Cheese
- Whole Grapes
- Hard Candy

- Popcorn
- Raw Carrot
- Marshmallows

Teacher: Child Ratio:

The Commonwealth of Virginia requires an adult: child ratio no greater than 1:10 for children in a preschool setting. All classes at ASDS have a teacher and an assistant.

Tuition:

Tuition is an annual fee broken into monthly payments. The actual number of days attended by your child will vary from month to month. Since the school's expenses are fixed and class enrollment is limited, the entire month's tuition is due regardless of illness, vacation, or holidays. Tuition may be paid in the following ways:

- The entire year's amount may be paid in September.
- The amount may be paid in 2 equal installments due in September and January.
- The amount may be paid in 9 equal monthly installments and is due no later than 1:00 pm on the seventh day of the month.

A late fee of \$25 will be charged for late tuition payments. Checks that are returned for non-sufficient funds need to be replaced with cash plus the \$25 bank fee. Tuition payments must be made in cash for the remaining months if two checks are returned for nonsufficient funds. Cash payments will be receipted.

Tuition Payment Options:

Credit Card: The school has a square and accepts credit card payments. A 3% convenience fee will be added to the amount being charged.

On-Line Tuition Payments: The ability to make your tuition payments on-line needs to be initiated by you. Set up the process just as you do your other on-line payments. Because we are not a "business" in the traditional sense, you will need to add in our Director's name and school address.

Dianne Islev-Petersen, Director

All Saints' Day School 1969 Woodside Lane, Virginia Beach, VA 23454

Remember to set the account up as a recurring payment for September through May. Since tuition is considered late after the 7th of each month, you will want to

check to make sure your bank's turn-around time doesn't affect your payment's arrival. Since we are not a large operation, the transfer is not a bank-to-bank electronic one, but does involve the use of the U.S. Mail by your banking institution. **VENMO:** Payments may be sent to @Dianne-Islev-Petersen.

Due to COVID-19 restrictions, we strongly encourage the VENMO or On-Line Tuition Payment option.

Class Eligibility Guidelines

Class	Eligibility
Sea Turtles	Your child must be 2 years of age and need not be fully potty trained. Two-year-olds may begin as early as their second birthday; whenever it occurs during the school year.
Starfish	Maturity on such factors as size, language, separation anxiety, and social development will be considered. Your child must be fully potty trained.
Stingrays	Children in this class may or may not be recommended to move on to Kindergarten the next fall. If a transcript is requested by the receiving school, an accurate reflection of the child's developmental readiness based on assessment and teacher recommendation will be provided. Five days a week is optional but recommended.
Sea Otters	This class is a Jr. Kindergarten for age-eligible students who will be good Kindergarten candidates the following school year, or for children who need the extra year. Five-day program attendance is required. Enrollment is based on meeting developmental assessment and teacher recommendation criteria.

2020 - 2021 Tuition Table:

Days/Program	Registration & Materials Fee *	Monthly Tuition	Semi-Annual Tuition	Annual Tuition
2 days	\$190	\$270	\$1,215.00	\$2,430.00
3 days	\$190	\$320	\$1,440.00	\$2,880.00
5 days	\$190	\$410	\$1,845.00	\$3,690.00

Web Site:

We have our own website at: www.allsaintsdayschoolvb.com. We can also be accessed through the church's website at www.allsaintschurchvabeach.org where we have a web page. The school's site also has mobile optimization.

Please see the next page for our Handbook Sign-Off.



Please detach
this page, sign it,
and return it
to the
Director's office:

All Saints' Day School

I, _____,
have read and understand the policies stated in the
All Saints' Day School Handbook.

Signature _____ Date _____

Student's Name _____ Teacher _____