

POLICY BOOK



ASSOCIATION FOR
**Early
Learning
Leaders**

**National
Accreditation
Commission**
FOR EARLY CARE AND
EDUCATION PROGRAMS

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REVELLE WEEKDAY SCHOOL

Reveille United Methodist Church is located at 4200 Cary Street Road in Richmond, Virginia. Reveille United Methodist Church has been ministering to young families through the Reveille Weekday School since 1966. Accredited by the National Accreditation Commission for Early Care and Education Programs (<http://www.earlylearningleaders.org>) and licensed by the Virginia Department of Social Services, Reveille Weekday School serves children ages 12 months through Junior Kindergarten.

Reveille Weekday School is a faith-based program, though admissions decisions are made without regard to a child's religious affiliation. We value each student's unique characteristics, talents and abilities and believe that a diverse student population enhances each classroom and the entire school community. Because Reveille Weekday School is a ministry of Reveille United Methodist Church, preference for new applications is given first to children of Reveille members followed by siblings of existing Reveille Weekday School children until the end of December, at which time applications are accepted in the order in which they are received.

PART I. STATEMENT OF MISSION

A. Pre-School Classes

The mission of the Pre-School Classes is to provide early care and education in a warm, caring environment where the child's intellectual, spiritual, emotional, social, and physical growth are fostered.

The school provides opportunities for each child:

- | | |
|--|---|
| to develop his or her unique talents and abilities | to develop a positive self-image |
| to grow in independence | to learn to give, share and receive affection |
| to develop self-control and discipline | to learn good health practices |
| to learn non-sexist, non-racist human roles | to begin to understand the physical world |

The program is designed to achieve the following learning outcomes:

- to stimulate curiosity, creativity and a desire to learn
- to help the child learn how to interact positively with peers and adults, individually and in groups
- to foster the development of language, through both listening and speaking
- to develop gross and fine motor skills

The school staff seek to exemplify God's love by providing care and by showing respect for each child as a unique and valued person.

B. Toddler Classes

The Toddler Classes provide a nurturing ministry to toddlers. The Toddler program offers opportunities for parents to serve as volunteers if they choose to do so.

The goals of the Toddler Classes are:

- to maintain and celebrate the positive, spontaneous energy and activity of toddlers
- to provide an extended family situation where small children may experience God's love in a nurturing environment with adults other than their parents
- to provide parents with opportunities to participate in the program and to observe their own children as they relate to other children and adults
- to promote each child's growth in independence, self-expression and self-discipline
- to provide opportunities for children to develop positive relationships with their peers
- to provide an environment and activities to cultivate the child's natural desire to learn

PART II. ADMINISTRATION

A. General Administration

The Weekday School is an integral part of the education ministry of Reville under the direction of the Weekday Programs Board. The school is directly supervised by the Weekday School Director who is a member of the Reville professional staff.

The Director is employed by the Reville Weekday Programs Board, in consultation with the Reville Staff-Parish Relations Committee, and is responsible for the operation and management of the school.

B. Weekday Programs Board

The Lay Leadership shall delegate responsibility for the administration of the school to the Weekday Programs Board. The Board shall be chaired by a member of Reville and shall include the following members:

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|---------------------------------|--|
| Director of Children's Ministry | Director of Weekday School |
| Advisory Committee Chair | Administrative Assistant Weekday School |
| Secretary/PAC Co-Chair | Two At-Large Members from the Reville congregation |

The Board Chair and At-Large Members shall be approved by the Lay Leadership. The other board members are appointed by virtue of their offices.

The Board shall meet every other month during the school year to set policies and to provide fiscal oversight for the Weekday School.

A personnel subcommittee of the Board shall have a representative from the board who will assist the Director with personnel matters, including interviewing and hiring new staff members and receiving any personnel grievances.

A finance subcommittee of the Board shall have a representative from the board who will assist the Director in planning the budget and salary scale. This subcommittee will also review student applications for financial aid and scholarships.

C. Advisory Committees

The Weekday School shall have an advisory committee that meets every other month during the school year to assist the Director in the following ways:

- to provide for communication among parents, teaching staff and Director on matters related to the programs
- to make suggestions for program improvement
- to plan for special school activities

The Advisory Committee Chair shall be a Reville member and shall serve a one-year term. A Secretary/PAC Co-Chair shall be designated from among the committee members to serve at each meeting. Members of the committee shall include classroom representatives, a staff representative and the Director of the Weekday School.

Reville Weekday School Fundraising Policy

Reville Weekday School (RWS) is a ministry of Reville United Methodist Church (RUMC). The school is located on the RUMC campus in the education wing, as such, the school abides by the building use policy of the church. The school does not hold on-site fundraisers for for-profit business per the church building policy. As a general rule, the weekday school does not hold on-site fundraising events by non-profit businesses.

If a business would like to make a donation to RWS for events held off-site, the school will accept these donations. Any administrative burdens associated with such events including advertising will be handled by the business or by the individual wishing to make the donation to the school.

Reville Weekday School is a 501.C non-profit. Two times during the year the school has spirit nights which are sponsored by the Parent Advisory Committee (PAC). The primary goal of these events is to build community amongst the families of RWS. Events are always held

offsite and the administrative duties associated with them are handled by a chairperson from the Parent Advisory Committee. The business where the event is held will issue a check to RWS for any money being donated to the school.

In addition to the Spirit Nights, the school receives donations from two bake sales that are held during the year at Fall and Spring school-wide family fellowship events. Both events are managed by parent volunteers from the PAC.

D. State Licensure/Accreditation

The Reveille Weekday School is licensed by the Commonwealth of Virginia under Virginia regulation 6152302, "Minimum Standards for Licensed Child Care Centers". The licensure requirements with which the Weekday School complies shall be kept on file in the school office.

Reveille Weekday School is accredited by the National Accreditation Commission for Early Care and Education Programs (NAC). An annual report is filled out to update NAC of any changes and a verification visit and self study is to be completed every four years for renewal.

The school is a member of the Richmond Early Childhood Association (RECA) and the corresponding state (VAECE) and national (NAEYC) organizations. It is also a member of the National Association of Child Care Professionals (NACCP).

E. Definitions

"Contract employee" means an individual who enters into an agreement to provide specialized services for a specified period of time.

"Developmentally appropriate" means a philosophy which applies a knowledge of child development to the curriculum, the environment, adult-child interactions, and staff-parent interactions, and which recognizes the age span of the children within the group, as well as the needs of the individual child.

"Enrollment" means the actual attendance of a child as a member of the center.

"Fall zone" means the area underneath and surrounding equipment that requires a resilient surface. It shall encompass sufficient area to include the child's trajectory in the event of a fall while the equipment is in use.

"Programmatic experience in the group care of children" means time spent working directly with children in a group, in a child care situation which is located away from the child's home.

"Program leader" or "child care supervisor" means the individual designated to be responsible for the direct supervision of children and for implementation of the activities and services for a group of children.

"Volunteers" means persons who come to the center less than once a week and are not counted toward the required number of staff.

"Volunteers personnel" means persons who work at the center once a week or more often or who are counted in the required ratio of staff-to-children.

PART III. PROGRAMS

A. Early Morning Drop-Off

The Weekday School offers an early morning program for children in the preschool. It is available Monday through Friday beginning at 8:00 a.m. Families may register for this program during the Open House in September. Families may sign a contract for a specific number of days or they may use the service on a drop-in basis by calling the office. The tuition will be established in the fall.

B. Weekday School

The Weekday School offers a toddler program for children ages 12 months to 30 months. Children arrive at 8:50 a.m. and are dismissed no later than 11:50. The Preschool is open to children 2 ½ by September 1st. Children arrive at 8:50am and are dismissed

between 11:50 and 12:10.

C. Lunch Bunch

The Weekday School offers an afternoon program to children who are enrolled in the preschool. For children under the age of three, eligibility will be determined by the director or administrative assistant. This decision will be based, among other things, on the child's successful experience with a longer day. Students participating in lunch bunch, must be potty trained.

PART IV. ENROLLMENT AND WITHDRAWAL POLICIES

A. Enrollment Eligibility

***Reveille Weekday School enrolls children based on sibling status, church membership and date of original application and not on gender, race, national origin or religious affiliation.

Enrollment priority for the following school year shall be granted to re-enrolling children. Priority for new applications will be given to children of Reveille Church members first, and to siblings of existing Reveille School children until the end of December. After this time, applications shall be accepted in the order received.

The Pre-School Classes shall be open to children who are 2 1/2 years of age by Sept. 1st of the current school year enrolled, through their enrollment in kindergarten.

The Toddler Classes shall be open to children who are twelve months of age by September 1 by the first day of school for the current school year enrolled, through their enrollment in a PreSchool Class.

B. Class Assignments

Pre-School Classes. The children shall be organized into classes by the Director each year after registrations are completed.

The maximum class enrollments, class schedules and age ranges shall be as follows:

Class Schedule	Age Range	Maximum Class Size
Three days	2 ½ years by Sept. 1st	12
Four days	2 ½ years to 4 years by Sept. 1st	14
Five days	2 1/2 years to kindergarten entry by Sept. 1st	16

The Director shall consider the following variables in making class assignments:

- Strengths and needs of each individual child (based on teacher/parent input, observations and on-going assessment)
- age of child
- maximum class size and age range by class
- recommendation of professional specialists

Toddler Classes. The children shall be organized into classes by the Director each year after registrations are completed. The maximum enrollments, class schedules and approximate age ranges shall be as follows:

Class Schedule	Age Range	Maximum Class Size
Two days	12 months by the first day of school	10
Three days	18--30 months by the first day of school	12

C. Enrollment Procedures

Enrollment of a child in the Weekday School shall be accomplished in the following steps:

Admission Information. Information on the following is available on the school website and/or in our Policy manual:

tuition and fees	admission and withdrawal policies
guidance / discipline policies	health requirements
administration and enrollment	withdrawal procedures
holidays	role of parents / participation opportunities
food policies	family support resources
parent / teacher conferences	medical administration
emergency preparedness plan	illness policy
curriculum	

Tours. Tours of the school are conducted the first Tuesday of each month beginning in October through May. The purpose of the visit is to introduce parent and child to the school and to exchange information pertinent to the child's enrollment. Such observation or conference visits shall be scheduled by the parent in advance.

Application. The application form provides vital information about the child and parents, and designates the number of days desired. The current application fee shall accompany the application. Application fees are nonrefundable.

For the purpose of issuing contracts, applications shall be dated as received by the School. Enrollment priority for the following school year shall be granted to children enrolled at Reveille School, children of Reveille members, and to siblings of existing Reveille School children until the end of December. After this time, applications shall be accepted in the order received.

Contract. Contracts for the following school year shall be issued to applicants eligible for admission on or before March 1.

The Annual Registration and Advance Tuition Fees shall accompany the returned contract. Receipt of the signed contract and fees in the School office by the deadline date shall be required for enrollment. Parents shall be notified of acceptance.

Waiting List. After contracts have been issued for the maximum enrollment in each class, additional applications shall be placed on the waiting list. Contracts shall be issued to waiting parents in the order of application dates, as spaces become available.

D. Enrollment and Tuition Fees

Application Fee. The Application Fee shall be established by the Weekday Programs Board each year and shall accompany each new student application. The Application Fee shall be non-refundable.

Registration Fee. The Annual Registration Fee shall be established annually by the Weekday Programs Board and shall accompany each signed contract. The Registration Fee shall be non-refundable.

Tuition Fees. Tuition Fees shall be established annually by the Weekday Programs Board. A portion of the established tuition fee shall be identified each year as Advance Tuition. The Advance Tuition Fee shall accompany the signed contract and is non-refundable. The Advance Tuition Fee shall be subtracted from the Annual Tuition Fee. Tuition fees for children entering late shall be reduced proportionately.

Tuition Installments. The remaining tuition fees shall be due and payable in two equal installments, the first by May 10 and the second by November 10.

E. Other Enrollment Forms

Birth Certificate: All children are required to have documentation on file that the school has seen an original birth certificate prior to

enrollment.

Health Records. The School Entrance Physical Examination and Immunization Certificate required by the State of Virginia for enrollment in school shall be completed for each new child and returned before the start date of school.

Emergency Form. The School Emergency Form shall be completed at the time of a child's admission and shall include the following information:

- name, telephone number and email address of two persons to be notified in case of emergency
- name and telephone number of child's physician / emergency care source
- transportation
- identification of child's health problems, if any
- parent's permission to secure emergency aid for the child, if needed

F. Parent / Child Orientation

Each fall, the school holds a Parent Orientation one evening during the week of Labor Day. Parents have the opportunity to attend a general meeting where the director gives a history of the program, introduces the staff and covers key points of what to expect during the upcoming weeks and highlights of the year. During this time, the director will provide an overview of the program and describe best practice in early childhood. The entire staff is introduced. Following this meeting, parents gather in their child's classroom. The teacher familiarizes them with the classroom and the daily routine. He/she will review the contents of the parent folder which includes the following:

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|---|------------------------------|
| Personal greeting from teachers | Daily Schedule |
| Welcome letter from Director | Policy Book |
| "Tell Us About Your Child" | Directory |
| Sworn Disclosure (for any parent volunteers) | Carpool Guidelines (number) |
| Toddler Handbook (Toddler) | Library Sign-Out permission |
| Snack Policy | Accreditation Insert (front) |
| Curriculum(accessible at reveilleweekday.com) | Afternoon Enrichment |
| Parent Signature Form | |

During this time, the teachers will give examples of activities, explain specific details regarding goals and objectives for the class and discuss ongoing observations and assessments. Parents will have the opportunity to ask questions and stay to talk to teachers individually.

If a family does not speak English, Reveille will provide an interpreter during the admission and orientation period. This service will continue during the remainder of the year during parent – teacher conferences and/or other times deemed necessary by the director, teacher or family.

Children will come in the next day for a one hour introductory visit. At this time, they will have the opportunity to become familiar with the classroom and materials. During the visit, the preschool parent will go to the Fellowship Hall to receive additional information and register for additional programs. The toddler parents will remain in the classroom with their child.

Toddler children will have a shortened day during the first week of school to ease them into the schedule.

G. Withdrawal and Refunds

Parent Withdrawal. Children may be withdrawn for the next school year by submitting written notice to the Director prior to June 1, without payment of the remaining tuition fees. If a child is withdrawn between June 1 and the first day of school, the balance of the tuition fee for the first semester shall be due and payable.

The second tuition installment shall be waived for a child officially withdrawn for second semester through written notice from the parent to the Director before November 10.

Director Withdrawal Request. The Director shall request withdrawal of a child for failure of parents to comply with school policies and procedures, for excessive, arbitrary absences, or for the consistent failure of a child to adapt to the group life of the School. This request must be submitted in writing and shall be given to the parents 10 days prior to the child's last day. Should a child's withdrawal be requested, any unused tuition fees shall be returned, and the parents shall be informed of the reason(s) for the request.

H. Grievance Procedure

In the event that a family has a grievance, they are asked to: arrange a time to come into the classroom and discuss the problem with the classroom teacher (if it concerns the child or the teacher). If unsatisfied, the parent is asked to call the office and set up an appointment with the Director or Administrative Assistant.

If they are unable to come to a solution, the grievance is to be brought before the Weekday Programs Board. The Chair of the Board will respond to the parent after the Board arrives at a solution.

I. Children's Records

The school shall maintain separate records for each child in the office. The records shall include the following information:

- name, nickname, sex and birth date
- name, home address and telephone number for each parent who has custody
- employer, address and telephone number of each parent who has custody
- name and telephone number of child's physician
- name and telephone number of designated person to call in an emergency, if the parent cannot be reached
- names of persons authorized to pick up the child, as well as those not permitted to pick up the child
- application for admission
- health record including immunization record
- physician's statement of health and ability to participate in group care
- child's progress reports used in parent/teacher conferences
- parent's permission to release information, if applicable
- withdrawal date
- name of school or facility entered upon withdrawal, if applicable
- Individual Educational Plan (IEP), if applicable

A record of student attendance shall be maintained in each classroom for the school year.

PART V. CHILDREN'S HEALTH CARE

A. Immunizations

Safety and public health are priorities for RWS. The vaccination of all students is essential to maintain a safe environment and decrease the risk of transmission of preventable illnesses. Given the premium placed on maintaining health, along with the need to protect all students attending RWS, all children must be immunized in accordance with the guidelines detailed in the Commonwealth of Virginia's School Entrance Health Form while attending RWS.

Part II of the Commonwealth of Virginia's School Entrance Health Form (entitled "Certificate of Immunization") shall be submitted prior to the start date of school. Children will not be allowed to attend school until a completed form is on file in the RWS office.

The Certification of Immunization Form shall be obtained once each year following admission.

B. Physical Examination

Each child shall have a physical examination within twelve months prior to admission to RWS.

Part III of the Commonwealth of Virginia's School Entrance Health Form (entitled "Comprehensive Physical Examination Report") shall be submitted prior to the start date of school. Children will not be permitted to attend school until a completed form is on file in the RWS office.

The Health Information Form shall be obtained once each year following admission.

C. Medication

The school staff shall not administer prescription or non-prescription drugs to a child. Exception to this policy must be approved by the Director. In the case of an emergency exception, medication will only be administered by a teacher or administrator who has successfully completed the MAT training. Staff of Reveille Weekday School will never administer the initial dose of medication.

In the event that medication is necessary, the following procedures will be followed:

Parents provide written instructions that include the medication name, dosage, time and date to be given on the MAT form.

Instructions are consistent with labeling on the medication

All medications are stored in original container and bear the full name of the child

Documentation is kept that shows the name, amount, time given and name of person administering the medication.

Medication is stored in a locked cabinet and is inaccessible to children.

Medication has not expired.

D. Illness and Communicable Disease

Staff members shall observe each child daily for signs and symptoms of illness. If a child shows symptoms of illness or communicable disease, the office staff shall make arrangements for the parent or designated emergency person to pick up the child as soon as possible. Such children shall remain in the office or a supervised quiet area until leaving the school. Teachers are required to document all illnesses. Written documentation will include a description of the illness, actions by the staff and method of notification of parents.

When a child has been exposed to a communicable disease at school, the Weekday School will notify each family in the classroom in writing.

Children shall be kept home if they have fever, sore throat, fresh cold, greenish-yellow nasal discharge, swollen glands, skin rash, nausea or diarrhea. Children must be symptom-free for a minimum of 24 hours before returning to school. Please remember that common illnesses can still spread easily through nasal discharge, sneezing and cough. The school will call parents in the event the child appears to continue to exhibit symptoms of being ill.

The current edition of the State Department of Health Communicable Disease Chart shall be posted in the school office. Recommendations on the chart for the exclusion of sick children from school shall be followed.

Children who attend school shall be considered able to go to the playground. The school staff shall not provide indoor care for a child while the class goes to the playground.

The parent(s)/guardians agree to inform the center within 24 hours or the next business day after the child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

E. Drinking Water

Drinking water shall be available to children and staff at all times. Individual drinking cups shall be available in the classroom for morning snack time if needed. Cups shall be used once and discarded, unless a cup is provided by the family and is sent home each day.

F. Children's Clothing

Clothing to be removed at school and backpacks shall be clearly labeled with the child's name.

Children should wear rain gear on rainy days for protection to and from the car pool.

Children should wear leg coverings, head coverings, winter coats and mittens during winter weather, since playground time is scheduled daily except on severe weather days.

If a child's clothing becomes wet or soiled, it shall be changed immediately. Each parent shall send a change of clothing in the child's backpack.

Security items for toddlers should be clearly labeled and brought with the child.

Toddlers and PreSchool children may bring their special "cuddly," but toys shall not be brought, except on "Show-and-Tell" day. Weapons, war toys and action figures designed for television shows or movies which could be construed as violent in nature shall not be acceptable for "Show-and-Tell," nor shall they be brought to school. Cubbies are provided in the Toddler classes for their personal belongings. Children in most of the Preschool classes will have their own cubby, otherwise a hook available in the closet for their backpacks and coats.

Teachers shall not be responsible for children's personal belongings left in the room. Such items shall be kept in the office for retrieval.

G. Hand Washing

Children's hands shall be washed with antibacterial soap and warm, running water upon arrival, prior and after snack time, prior to water play and after toileting. Single-use paper towels will be provided for drying off hands and turning off faucets. Hand-washing will be closely supervised by the teacher.

PART VI. CLASSROOM PROCEDURES

A. PreSchool Classroom Activities

PreSchool Classes shall be scheduled from 9:00 a.m. to 12:00 noon. The daily program shall provide experiences which promote:

- physical and mental growth
- the age-appropriate development of gross and fine motor skills
- the development of language skills, cognitive skills, and social skills
- the development of a positive self concept and curiosity

Learning activities shall be appropriate for the age and development levels of the children in each class.

Learning activities and materials shall be appropriate for a combination of group and individual settings, and for a mixture of active and quiet involvement.

The following activities and materials shall be scheduled singly or in combination on a daily basis, as appropriate to the child's age and development:

- Creative expression activities through such experiences as painting, drawing, cutting with scissors, using paste, clay, finger paint, sociodramatic play with dolls, puppets, felt boards and collage materials
- Language and communication activities through group discussion, book and story reading, "show-and-tell," storytelling, dictation
- Sensory experiences and nature exploration activities by observation and discussion of plants, leaves, seasons and weather, caring for fish and small animals, nature studies, stimulation of the senses
- Manipulative and perceptual activities through building with blocks, dowels, or interlocking logs, playing with nesting and stacking toys, use of geometric shapes, working puzzles
- Social living activities through play with childsize household items, dressup clothes, zoo and farm animals, puppets, play stores and offices
- Fine motor activities such as manipulation beads, mosaics, spools, lacing boards, dominoes, modeling clay, cutting, and coloring
- Gross motor activities such as climbing, balancing, hopscotch, bean bags and balls, relay races, active games and exercises

Outdoor playground activities, weather permitting. Outdoor activities may be omitted when a field trip is scheduled.

Indoor physical exercise shall be provided, if possible, during inclement weather, utilizing the church social hall or special purpose rooms. Use of these spaces shall be arranged in the office.

A copy of the Reveille Weekday School curriculum shall be accessible to families on the Reveille Weekday School website at reveilleweekday.com

Rhythm and Music. A classroom period shall be scheduled for group musical activities such as listening or singing along with records/tapes/CDs, or the music teacher's accompaniment; using rhythm instruments; and preparing to share what they have learned on special holiday occasions.

Children's Library. A classroom period shall be scheduled for activities in the Reveille children's library, including checking out and returning a book, listening to story reading, and group discussion.

Field Trips. Class field trips to parks, museums, zoos and theaters are scheduled from time to time for the oldest 5 day and JK classes. Written permission from the parent authorizing the child's participation in each field trip shall be on file in the office prior to the trip. The lead teacher shall be responsible for securing the permission. Parents transport their own children to the field trip destination. They will plan to stay with the child and take them home following the program. First aid supplies (carried by teacher) will be taken on each trip.

B. Toddler Classroom Activities

The school day for Toddlers shall be scheduled from 8:50 a.m. to 11:50 a.m. The daily program shall provide experiences which promote the achievement of the program goals.

Learning activities shall be appropriate for the ages and developmental levels of the children in each class.

Learning activities and materials shall be appropriate for a combination of group and individual settings and for a mixture of active and quiet involvement.

The following activities shall be scheduled singly or in combination on a daily basis as appropriate to the child's age and development:

- Creative expression activities through such experiences as simple painting, and using paste or finger paints
- Language and perceptual activities through building with blocks, playing with nesting and stacking toys, and completing puzzles
- Social living activities through play with others
- Using containers and toys in the sandbox
- Outdoor playground activities, weather permitting (in case of inclement weather, a period for indoor physical exercise shall be scheduled)

The two and three-day a week toddlers will have music once during the week.

The teacher shall build activities around the Reveille curriculum which is based upon best practice as stated in the NAEYC and NAC criteria.

C. Documentation of Progress and Assessment

Teachers will conduct on-going observations of each child's development in the natural classroom setting. Observations are made of all areas of development . . . physical, cognitive, language, social, emotional and aesthetic. These observations will be used in conjunction with screening tools, as well as formal and informal assessments to document progress as well as to guide and evaluate instruction. Assessments are age-appropriate and based on developmental norms. All information is kept strictly confidential. If teachers request that a consultant and/or specialist observe a child, written permission will be obtained from the parent in advance.

D. Attendance Policies

Absences. Absences for reasons other than illness shall be discouraged. A record of attendance shall be maintained for each class. Parents

can call the office if their child will not be in school so that the teacher can be notified.

Early Dismissal. Written notification with a date and full signature from the parent or guardian or the personal presence of the parent shall be required for early dismissal of a child. Notification shall include requested dismissal time and identification of the person who will pick up the child. The adult must sign the child out in the office and the office staff will go to the classroom to get the child.

Late Arrival. Children who arrive late are asked to come to the Weekday School office. An office staff member will take the child to the classroom, or the parent may escort the child with a visitor pass.

Late Pick-up. If a child is not picked up, the teacher will attempt to reach the parents and the emergency contact by phone. He or she will remain in the classroom until 12:30. If the child is at school beyond 12:30, the director or administrative assistant will remain at school with him in the office until someone arrives.

Snow Day Closing. Reveille Weekday School shall determine delays and closings due to inclement weather based on conditions at our facility and the surrounding areas. If the Pastor of RUMC makes the decision to close the church, the weekday school will close too. Parents and Staff will be informed of delays, closings and openings through a daily message which will be left on the school's answering service at 804.359.4600, in addition to a text alert, a posting on our school's website www.reveilleweekday.com and Facebook page. We remind parents and staff, to use your best judgment on road conditions in your area when traveling to Reveille on an inclement weather day.

E. Guiding Behavior

The management of children's behavior shall be accomplished through positive reinforcement of desired behavior and redirection or diversion from undesirable behavior. Only when necessary, will a child be temporary withdrawn from a classroom activity. A teacher will always sit with the child, working with him/her to reflect on the situation and discuss possible solutions.

Spanking or other use of physical force or restraint is prohibited. Verbal abuse, including threatening remarks about a child or parent shall not be used.

The Director will be called in to assist the teacher with a child who continuously fails to respond to the positive reinforcement of desirable behavior, diversion from undesirable behavior, or temporary withdrawal from class activity. Teachers shall confer with parents to identify mutual strategies for assisting children in the development of self-regulation and cooperative skills. The Director shall be available for such conferences as needed.

F. Nutrition and Snacks

A daily snack midmorning shall be served to provide for children's nutritional needs and to provide opportunities for children to learn to eat and share in social settings. It shall include a nutritious choice from each of two food groups. Each child shall bring an individual nonperishable snack consisting of an item from each. Examples are fruits or vegetables, crackers, pretzels, cheese, cereal bars, etc. The teachers will serve water during snack.

Due to the increasing number of food allergies, products containing peanut butter will not be permitted. In the event that a child with severe nut allergies is enrolled, the other children in the class will be provided with a list of acceptable snacks by the parent. Only those items listed will be permitted in the room.

Junk foods and empty calorie foods such as candy, carbonated drinks, and chewing gum shall not be served. Fruit Roll Ups and other gummy-type snacks are inappropriate. A list of appropriate snacks will be given to parents during orientation.

Procedures shall be used by parents and school staff to protect the snacks against contamination or spoilage.

Refrigeration shall be provided to cool water.

Refreshments for special occasions will follow the snack guidelines. Because of the increasing number of food allergies and other medical conditions, we will not serve special snacks on birthdays. The teachers will have other ways to honor the children on their special day. Food that will be shared among children must be pre-packaged or prepared in the Reveille kitchen that has a current inspection from the

Health Department.

G. Videography and Photography

The children may be videotaped or photographed in the classroom. These will not be used for advertisement purposes unless special permission is obtained. They will be displayed for pictorial documentation of classroom activities. Written permission will be obtained at the beginning of each school year.

PART VII. SUPERVISION

A. General Supervision

Director: During the hours of operation, the Director or a designated adult shall be in charge of the administration of the school. The Director shall be responsible for the school program, including the following areas:

- instructional content
- programmatic functions, including orientation, training and scheduling of all staff and volunteers
- management and supervision of all staff
- maintaining relationships with parents
- management of program finances

Administrative Assistant: The Administrative Assistant will be present during hours of operation and will assume responsibility for the administration of the school during the Director's absence. Responsibilities will include:

- | | | |
|-------------------------|---------------|-------------------------|
| billing/family accounts | student files | registration/enrollment |
| financial records | scheduling | |
| staff attendance | payroll | |

Lead Teacher: Each class shall be supervised by a lead teacher who is responsible for program planning and implementation and for direct supervision of assistant teachers and children assigned to the class. The lead teachers must have a college degree or extended job experience in early childhood education.

Assistant Teacher: Each PreSchool and Toddler class shall be assigned an assistant teacher whose responsibility is to assist the lead teacher in program planning and implementation and supervision of children.

B. Supervision of Children

Children shall be supervised within sight and sound of staff at all times. Teachers will travel with one teacher at the head of the group and the other at the end. They will count children before leaving, on route and when they arrive at the destination.

There shall be at least two staff members supervising the outdoor playground whenever children are present during school hours.

There shall be at least one teacher present in the classrooms at all times when children are present.

There shall be at least two PreSchool staff members present for field trips.

C. Child/Teacher Ratios

The following ratios of staff to children shall be required by age:

- One to two years of age=one adult for every five children
- Two to three years of age – one adult for every six children
- Three to four years of age=one staff person for every nine children
- Four years to kindergarten=one staff person for every twelve children

PART VIII. PHYSICAL ENVIRONMENT

The school shall provide an environment which protects children from physical harm, but is not so restrictive as to inhibit physical, intellectual, emotional and social development.

A. Space, Equipment, and Storage

The school is housed in the Education Building of Reveille United Methodist Church.

Classroom Activity Space. The activity space includes twelve classrooms with adjoining or nearby bathrooms, special activity rooms for music and creative movement, and children's library. The classes utilize the church social hall or gym as a playground space during inclement weather.

The square feet of available activity space and air space for each child exceeds the minimum requirements for State Licensure and national accreditation.

Equipment and Materials. Each activity space includes equipment and instructional materials suitable and appropriate for the developmental stages of children assigned to use those spaces.

Storage. Each classroom includes storage space for instructional materials and supplies and individual spaces for children's personal belongings. Additional storage space is provided in the school office, in the teacher's room, in the teacher work room and in the Fellowship Hall.

Storage space for equipment used by children is accessible to the children in each room.

Outdoor Activity Space. A fenced, outdoor playground space is provided with areas designated for toddlers, three-year-olds, and older children.

The outdoor playground includes a variety of suitable play equipment, including sandboxes, swings, climbing structures, balance beams and grassy areas. It also includes interactive portable equipment such as musical equipment, building pieces and structures.

The playground equipment and activity areas shall be safely maintained by the church. Monthly safety inspections will be made and documented by the facilities manager. A playground safety audit will be conducted annually.

B. Building Maintenance

Buildings used by the school shall be inspected and approved annually by the local building inspector, as evidenced by the City Certificate of Occupancy.

In accordance with U.S. EPA regulations, Reveille Weekday School has an Asbestos Management Plan in place. The plan was recently updated to show that only some floor tile and mastic remain within the school areas/rooms. These materials are non-friable (not subject to release fibers) and are maintained in good condition under an Operations and Maintenance Plan. A copy of the plan is available for review in the Weekday School office.

The rooms used by the school shall be cleaned daily by a janitorial service hired by the weekday school.

C. Temperature and Ventilation

Areas used by the children shall be well ventilated and dry.

Portable thermometers shall be provided in each room and temperatures shall be maintained at no lower than 68 degrees Fahrenheit.

The rooms shall be cooled during the warm months by central air conditioning.

PART IX. ENVIRONMENT

A. Equipment and Activity Areas

All equipment and areas inside and outside of the building shall be carefully maintained in good condition. The facilities shall be regularly inspected and approved by the local Health Department.

Equipment and play materials shall be regularly inspected by staff for characteristics that might be hazardous to children.

All electrical outlets in the areas used by children shall have protective caps.

B. Fire Inspection

The buildings shall be regularly inspected and certified to be free from fire hazards by the State Fire Marshal.

C. Arrival and Departure Areas

The driveway on the west side of the church property shall be designated for PreSchool car pool arrivals in the mornings. Toddler parents drop off and pick up at the toddler classroom doors. Preschool Classes will be dismissed from the sanctuary doors into the circular drive, while a few classes may dismiss from the playground given their playground schedule time. The parking lot in the rear of the church property shall be designated for parking.

Parents shall be provided with instructions for PreSchool carpool formation to promote safety and minimum traffic disruption on Cary Street.

All cars are to enter and exit the the property by Antrim and follow the driveway across the front of the building.

Carpool vehicles for the PreSchool children shall be met by school staff each day from 8:50 to 9:10 a.m. and from 11:50 to 12:10 p.m. At no time will a teacher release children to the driver of a car with a greater number of children than seat belts. Parents are to pull up to the teacher and their child, put the car in "park", get out and come around to the sidewalk and take the child(ren) from the teacher. From this point on, the driver assumes all responsibility for ensuring the safety of the children he/she is transporting.

Children in PreSchool car pools that arrive late are asked to come to the school office where a staff member will meet and accompany the child to his/her classroom.

Parents are asked to refrain from using cell phones while moving in the carpool line.

Toddler parents shall bring children to their classrooms and come for them at dismissal time, no later than 11:50am

D. NonToxic Materials

Only nontoxic art materials or substances shall be used. Teachers shall check all potentially harmful instructional materials for the "CP" indication of certified nontoxicity.

E. Emergencies

Parent Agreement. Written agreement between the parent and the school concerning emergencies shall be completed at the time of a child's admission. The agreement shall include:

authorization for emergency medical care if an emergency occurs when the parent cannot be located immediately

the name, address and telephone number of two persons who can be notified in case of emergency when the parent cannot be located immediately

the name and telephone number of the child's physician

Toddler parents shall register their itinerary each morning when they leave a child at school

First Aid. There shall be at least one staff person on duty who has received within the past year a basic certificate of adult/child CPR and first aid from a course approved by the American Red Cross. An injury prevention plan will be presented to the staff during each year. This will be updated annually based on documentation of injuries.

The office shall contain a first aid kit including at least the following supplies:

scissors, tweezers, gauze pads, adhesive tape, band-aids, assorted types, an antiseptic cleansing solution/pads, thermometer, triangular bandages, single use gloves, first aid instructional manual, ice pack or cooling agent

The first aid kit shall be stored so that it is not accessible to children but is easily accessible to school staff.

A first aid kit will also be present on the playground at all times. Teachers will carry cell phones as a way to reach the school office in an emergency.

Documentation of current certification for all fire extinguishers, sprinklers, alarms etc. will be kept on file.

A first aid instructional manual shall be kept with the first aid kit at all times.

F. Heating Units

Portable heating units shall not be used in the school except in emergency or power outages in cold weather. When any portable heating unit is used, physical barriers shall be erected to protect children from injuries. Any such heating unit shall have been approved by the appropriate fire safety official.

G. Emergency Evacuation

In the event of the need to relocate, a call will be made to the designated site and the children will be escorted to that facility. Once the children are inside, calls will be made to parents by the lead classroom teacher. A text alert will be sent out to families from the WDS administrative staff.

The Director shall post written emergency evacuation procedures beside the entrance door in every room. Secondary routes shall also be posted. Emergency procedures are outlined in the teacher's handbook.

The instructions shall be followed once a month at the sounding of the fire drill bell. Evacuation procedures would include assembly points, head counts, and a system to ensure complete evacuation from the building. Teachers are to bring emergency bags with them during each drill. Drills for tornado and disaster evacuation will be held periodically throughout the year. Twice a year the school will conduct a Shelter in Place Drill.

A record of evacuation time and needed improvements shall be prepared by the Director after the fire drill.

H. Emergency Telephone Numbers

The following telephone numbers shall be posted in a conspicuous place near the office telephone:

911 [emergency number]
local fire department
Poison Control Center

a physician or hospital
local police department
an ambulance or rescue squad service

Relocation Site

All classrooms are equipped with telephones. Outgoing calls are limited to 911 calls only. All phones have intercom capability. If the land-line is out of order, calls will be made on the teachers' and administrative cell phones.

I. Security System

The facility is protected by a security system. Cameras are placed at the main weekday school office door entrance, lower Fellowship Hall and stairwell door leading to the toddler rooms. The church secretary and the Weekday School administrative assistant will monitor those entrances and provide access to visitors and parents. The entrance to the toddler hallway will be opened for a short time in the morning and again in the late morning for arrival and dismissal from the toddler classrooms.

Alternative emergency lighting exists and is maintained by the church. Flashlights are kept on each floor in classroom emergency tote bags and in the office.

J. Accidents or Injury

The school shall notify the parent immediately in the event of a serious accident or injury and will notify parents of a minor accident or injury at the end of the school day. Written documentation of the type of injury, date, treatment, and method of notification of parents shall be kept on file in the school office for the remainder of the school year.

Examples of serious injury may include: unconsciousness, broken bones, deep cuts, possible concussion, foreign objects in the eye. Minor injuries include: small cuts or scrapes, bruises or skin discoloration.

Should a child ever be reported as missing, the teacher would immediately notify the Director. The office would immediately notify the child's parents, the Senior Pastor, and authorities, as necessary, while search efforts continued.

K. Children's Insurance

The church maintains public liability insurance for bodily injury with a minimum of at least \$500,000 for each occurrence and \$500,000 aggregate.

The church carries \$200 deductible accident insurance coverage for each child.

L. Suspected Child Abuse

As mandated reporters by the state of Virginia, statute 63.1-248.3, teachers are required to report any suspected cases of child abuse to the director, the senior pastor of Reveille and then to the Department of Social Services. Teachers receive annual training on recognizing signs of abuse and review appropriate procedures.

PART X. PARENT PARTICIPATION

A. Communication With Parents

Email Blasts & Text Alerts. Reminders will be sent from time to time electronically.

Website. General information as well as registration forms for special events etc. can be found on the Reveille website: www.reveilleweekday.com. Classrooms also maintain Shutterfly share sites to post sign ups, pictures, daily blogs and any volunteer opportunities. Our school's Facebook page is another means of sending out communication to families.

Newsletter. Regular communication between the school and parents shall be maintained through the Reveille Weekday School Parent Newsletter, a monthly newsletter that includes news and announcements. Teachers will send home weekly classroom news. Toddler teachers will post daily activities outside the classroom at the end of each day and send home quarterly newsletters.

Backpack Communication. The child's backpack is the medium for communication between school staff and parents. Teachers shall check children's backpacks each day for messages from parents and parents should also check each day for communications from the school.

Dismissal Notes. Written notification with the current date and full parental signature for early dismissal, for release of a child to a person other than the parent, or for a child to travel in a car pool other than the one assigned should be taped to the child's clothing or placed in the child's backpack for removal by the teacher. Parents picking up children early are asked to sign them out in the binder outside of each classroom.

Telephone Tree. Each room parent shall organize a telephone tree or email contact list for the class to assist in getting messages to parents when quick notice is necessary. This can be established on the Shutterfly Share Sites.

Informal Parent/Teacher Conferences. Teachers and parents shall confer informally regarding each child's progress, adjustment, or needs, as either party deems appropriate. Such communications shall normally take place after school hours or in the evenings. The normal channel for communication between parents and the school shall be from parent to the child's teacher and viceversa. However, the Director shall be available for consultation whenever the teacher or parent deems it advisable. The Director shall be included in the parent teacher conferences when a conflict or disagreement arises.

Parents are encouraged to communicate with the teacher during the school day in writing. Such written communications may be sent to school in the child's backpack or sent via email.

Telephone calls for staff shall be received in the office during the school day and the staff member notified in writing to return the call when convenient.

Parents shall be informed of behavior which is unusual for a particular child or for the child's chronological age.

Formal Parent/Teacher Conferences. Two parent conference days shall be scheduled in the school calendar each year. Teachers shall contact the parents of each child to schedule these conferences. Classes are not in session on parent conference days and parents are asked not to bring children. In preparation for the first conference day in the Fall, lead teachers may prepare a brief narrative progress report for discussion with the parents. In preparation for the second conference in the Spring, lead teachers shall have some examples of the child's work and progress through the year.

Parent Observations. The school shall be open for parents to visit and observe their children at any time. Parents shall make advance arrangements with the Director for classroom observations.

Evaluation. Parents will be asked to complete an evaluation form annually. It shall cover school administration, program curriculum, communication and facility.

B. Other Parent Participation

Room Parent/Advisory Committee Representative. Liaison between the parents and school personnel shall be fostered by the designation by each lead teacher of one parent to serve as room parent for the class. Room parents shall be asked to perform the following services:

- Channel information between the school and parents
- Set up telephone tree as soon as possible.
- Make sure parents are scheduled to work all the parties using the class website to post sign up sheets and send reminders. Room parents will be asked to coordinate with the classroom teacher in helping to manage the class website.
- Discuss with teachers ideas for a "get acquainted" activity for parents (ex. coffee)
- Help work and coordinate Fall Festival, Toy Wash, Pizza Dinner and other social events during the school year.
- Check with teacher about any extra help needed for the Halloween, Thanksgiving or end of year program.
- Serve on the Advisory Committee

Classroom Sharing. Parents shall be encouraged to share their skills, professions or interests in their child's class. Teachers and parents shall arrange mutually convenient times for such participation during the school year.

Other Volunteer Services. The School Staff encourages parental involvement on a volunteer basis in any appropriate school activities.

Parents of PreSchool children shall be asked specifically to volunteer their services for special programs and parties, field trips (if applicable), and library story reading.

Special Event Descriptions

Fall Festival

The Fall Festival is held the last weekend in September or first weekend in October from 10:00am-12:00pm at Reveille. As the first event held during the school year, it is a great time to meet new Reveille children and parents. Train rides, bounce houses, games, face painting and a bake sale are fun activities featured at the festival. Volunteer opportunities consist of manning these activities the day of the event.

Thanksgiving Pie & Cookie Baking

The Monday before Thanksgiving week, the youngest preschool classes decorate cookies with parent volunteers.

The Monday of Thanksgiving week, the rest of the preschool classes visit the Fellowship Hall to mix pie ingredients. Working in very small groups, the children get a chance to feel like they are really baking as they assemble pies. They take great pride then on Tuesday morning when their baked goods are served to all Reveille families at a reception following the Thanksgiving Program. This program is an annual celebration when the children sing their hearts out and remind us of all there is to be thankful for in our lives.

Generally 3-4 parents from each class are asked to volunteer for 30 minute time-slots with the decorating on the Monday before Thanksgiving and pie baking the Monday of Thanksgiving week. Volunteers are also needed on Tuesday morning from 8am-9am to help setup the food reception before the 9:30am children's performance. The program and reception conclude around 10:30am, beginning Thanksgiving break.

Week of the Young Child

NAEYC's Week of the Young Child occurs every April. Reveille celebrates with activities throughout the entire week. Some activities included during the week are: a music or puppet performance, gross motor activity & spring petting farm. A parent workshop is typically planned for the beginning of the week. Parent volunteers help collect items during morning carpool for the outreach project. In years past, we have focused on outreach including SCAN, Friends of the Homeless & Better2Gether RVA.

Field Day

Field Day is an all morning event for preschool classes that is typically held during the last week of April or the first week in May. The classes are rotated through a variety of outdoor activities with parent volunteers supervising events such as Storytelling, Tons of Fun, Games, Arts and Crafts, and also includes a themed-related snack. It is geared towards the preschool classes as the events and activities are age appropriate, and lasts for the duration of a normal school day.

Pizza Dinner & Bake Sale

The Pizza Dinner & Bake Sale is Reveille's annual fund-raiser and helps the school buy much needed supplies and equipment. The event is open to all Weekday School families including their siblings, grandparents, aunts and uncles etc. The more the merrier! This event is held in May each school year from 5:30pm-7pm. Volunteer opportunities include: consolidating pizza orders and placing the order, purchasing supplies, 30 minute set up and clean up shift, 30 minute shifts handing out pizza orders and monitoring the bake sale, set up and monitoring the water and lemonade coolers.

PART XI. FINANCIAL POLICIES AND PROCEDURES

A. Financial Administration

The Weekday Programs Board shall be responsible to the Lay Leadership for the overall financial decisions related to budgeting and the allocation and disbursement of funds.

Finance Subcommittee. The Board shall designate each year from among its members a Finance Subcommittee to review financial matters and to make recommendations to the Board for action. The committee will be composed of the Weekday Programs Board chair, the Director, the Administrative Assistant (bookkeeper) and one additional member.

Operational Decisions. The Board shall delegate responsibility for operational decisions to the Director. The Director shall be authorized to make necessary operational adjustments between budget categories, with the approval of the Finance Subcommittee, followed by notification to the Board at its next regularly scheduled meeting.

B. Budgeting

Fiscal Year. The fiscal year for budgeting and accounting purposes shall be July 1 to June 30.

Annual Budget Planning. The annual budget projections for the Weekday School shall be drafted by the Director, reviewed and revised as appropriate by the Finance Sub-Committee, and presented to the Weekday Programs Board for consideration and recommendation to the Commission on Education.

Budget Preparation Schedule. The recommended time schedule for budget preparation and approval by the Weekday Programs Board shall be:

October discussion of longrange financial goals and general instructions to the Finance Subcommittee for drafting the budget for the next fiscal year

October/November Finance Subcommittee development of budget projections for approval by the Weekday Programs Board

December review of budget projections and recommendation for action

C. Financial Record keeping

The Administrative Assistant shall be employed to maintain the records of income and expenditures for the Weekday School, to handle payroll, direct deposits, to write checks, and to prepare monthly and yearly operating statements and balance sheets.

The accounting records shall be reconciled by a professional auditor/CPA after the books are closed each year and a financial review or audit shall be prepared. A copy will be provided to each member of the Weekday Programs Board and to the chair of the Finance Committee.

D. Disbursement of Funds

The Operating (Investment Accounts) shall be maintained at a bank approved by the Weekday Programs Board. The investment account shall be maintained by the investment company approved by RUMC's Board of Trustees.

The Director and Administrative Assistant shall approve the disbursement of funds in accordance with the budget designations. They both shall be authorized to sign checks, in addition to one Programs Board Member and the Church Treasurer.

E. Collection of Tuition and Fees

The Administrative Assistant shall be responsible for collecting the tuition and fees and for depositing the funds in the checking account.

The amounts to be assessed annually for application fees, registration fees and advance tuition shall be determined by the Weekday Programs Board. Application fees, registration fees, and advance tuition fees are nonrefundable.

Advance tuition fees shall be deducted from the total tuition and the remaining tuition collected in two equal installments due May 10 & November 10. Installments paid after due dates will be charged a "periodic rate" of 1½ % per month (Annual Percentage Rate of 18% per year) or \$5.00 per month, whichever is greater.

Parents shall be reminded of all tuition payments in the contract acceptance letter from the Director.

Overdue Accounts

No contracts for re-enrollment will be issued until current amounts due are paid.

Late Enrollment Fees. The established application fees and registration fees shall be due for late enrollments. Tuition fees shall be adjusted proportionately.

F. Refunds and Withdrawals

Application fees, registration fees and advance tuition fees are nonrefundable. Unused tuition payments shall be refunded if the Director requests a child's withdrawal. The remainder of first semester tuition installment shall be due and payable for a child withdrawn by the parent by May 10.

G. Scholarships

An amount equal to full tuition payments each year shall be budgeted for the equivalent of two five-day preschool tuitions and one two-day toddler tuition. The recipient(s) of this honor shall be selected on the basis of the family's economic situation. Financial data will be required for scholarship consideration. A wide variety of factors may be taken into account in granting the scholarship money.

Additionally, the **Marjorie Hodges Scholarship** money (as provided yearly by the endowment earning in the amount of \$400) shall bear the name Marjorie Hodges Scholarship. This scholarship is to be given in memory of Marjorie Hodges, a Reveille United Methodist Church member and mother of two children who previously attended the Weekday School. This scholarship is awarded to one child who is selected on the basis of the family's financial need including a wide variety of factors and circumstances so deemed by the Finance Subcommittee.

The **Mary Waff Scholarship** will be awarded each year for a full toddler tuition in memory of Mary Waff, a two-year-old Reveille student who passed away at the end of her toddler year. This scholarship will also be awarded to one child selected on the basis of financial need.

The Finance Subcommittee will review student applications for scholarship funds due by May 1st of each school year. The Scholarship money does not include application, registration or advance tuition fees.

A letter of acknowledgement will be sent to the recipient(s) by the Committee. Other candidates will be informed by the Director.