



ST. DAVID'S  
EPISCOPAL  
DAY SCHOOL  
ESTABLISHED 1955

# Family Handbook 2022 - 2023

2320 Grubb Road  
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## Welcome Back to School Fall 2022

Dear Parents and Guardians:

As we get ready to open for the 67<sup>th</sup> school year, I want to make sure that we are all working together to minimize risks to children, families, and staff. The staff of St. David's Episcopal Day School is committed to providing the high quality program that you have come to expect – a safe, developmentally appropriate, and fun environment.

In the Family Handbook, you will find information about the organization, our mission, our guiding principles, application, enrollment, financial, and most importantly, health and safety policies. If you are a returning family, most of the sections will be familiar to you. As we continue to work and play in a world recovering from a global pandemic, there may be policies and procedures that are implemented during the year. Thank you in advance for your flexibility and patience.

Be sure to review the handbook thoroughly, and sign and return the acknowledgement page, either electronically or a mailed or hand-delivered hard copy.

Please, if you have any questions, concerns, or comments about the policies and procedures outlined in this Family Handbook, reach out via telephone or email. It is our primary goal to keep your children safe as you have entrusted them to our care.

Sincerely,

Janet D. Leishman, M.Ed.  
Director

## ORGANIZATION

The Delaware Department of Services for Children, Youth and Their Families licenses St. David's Episcopal Day School. A copy of the *Rules for Early Care and Education and School-Age Centers (revised June 2022)* is available in the school office and online.

St. David's Episcopal Day School was established by the Vestry of St. David's Church, Brandywine Hundred, New Castle County in the Diocese of Delaware pursuant to Article 18 of their By-laws in 1955. The Day School is governed by a volunteer Board of Directors.

The school is a member of Nursery and Kindergarten Association of Delaware (NKAD) and strives to meet the accreditation criteria of the National Association for the Education of Young Children (NAEYC). The school is also a member of the National Association of Episcopal Schools.

The school participates in DELAWARE STARS, a statewide voluntary quality improvement rating system. Participating programs have 1 to 5 stars. Currently, the school has two.

The primary goal at its founding was to meet the educational needs of young children. Until the advent of public school kindergarten in 1962, all classes served five year-olds. Currently we offer classes for two through five year-olds.

In 1972, St. David's opened an extended care program for a limited number of children enrolled in preschool classes. In 2004, the kindergarten class was closed and additional classes for three year-olds were added. In 2014, the two year-old class was re-introduced. The summer program began operation in 2005, which created virtually a year-round program. All programs are closed for the Christmas holiday and for a maintenance period at the end of the summer.



## BOARD OF DIRECTORS

Rector:  
The Rev. Brad Hinton

President:  
The Rev. Brad Hinton

Parish Representatives:  
Doug Lawrence  
Carl Schrass  
Sarah Kashner

Parent Representative:

Members at Large:  
David Strauss  
Jenn Davison

Ex Officio Members

Director:  
Janet D. Leishman

Administrative Assistant:

Members of the Day School Board may be reached  
c/o St. David's Episcopal Day School  
2320 Grubb Rd., Wilmington, DE 19810  
(302) 475-3747

## MISSION

St. David's Episcopal Day School exists to provide a nurturing, Christian community where children can learn and grow. We do this through:

- Leading each child into caring relationships with peers and adults,
- Offering each child a stimulating learning experience,
- Valuing each child's unique growth, and,
- Encouraging each child's awareness of God in the world.

## PURPOSE

The purpose of St. David's Episcopal Day School is to provide a safe environment where children ages two to five are encouraged to grow spiritually, emotionally, cognitively, socially, and physically so that their greatest potential may be realized. This purpose is realized through a preschool and an extended day program.

Children are enrolled regardless of race, color, religion, gender, creed, marital status of their parents, national origin, and disability or, insofar as possible, economic status. Emphasis is placed on Christian beliefs to assist the child in learning his or her place in God's world.

## GOALS

The primary goal of St. David's Episcopal Day School is to enrich the life of each child within a loving environment. Our curriculum is designed to meet the needs of the **whole** child and is approached both developmentally and academically.

To see each child truly as an individual and treat him/her accordingly, while fostering the socialization skills needed to develop meaningful relationships with peers and adults.

To foster a natural, healthy transition for children as they expand their educational development from the atmosphere of the home to the more formal atmosphere of the school.

To engineer the most productive learning environment for each child and encourage learning through participation, exploration and manipulation.

To prepare each child for entrance into elementary education through implementation of a curriculum in which the necessary skills are taught.

To give each child the opportunity to experience early spiritual awareness and an appreciation of Christian values

We achieve these goals through our developmentally appropriate curriculum, which includes many opportunities for play; and through our application of Delaware's Early Learning Foundations.

## **ARRIVAL & DEPARTURE PROCEDURES**

There is a security system in place. Parents should only share this entrance code with those persons who need it. It will be changed at least at the beginning and end of the summer plus more often as the need arises. The pin-pad is located on the wall adjacent to the double glass doors. Please be sure that the door shuts securely after you enter. Adults who drop off and pick up will do so through this door. Currently, masks are optional. Children will be signed in via the contact-less Procare® system after answering screening questions. There are tablets and QR codes in various locations around the building. Please take your child to their cubby, make sure that they use the bathroom (if potty-trained) and wash their hands before leaving them for the day (either in the classroom or in the Great Hall).

### **Handwashing**

When children and staff arrive at school, they will wash their hands. Effective handwashing uses soap and water for at least 20 seconds. Hands will be washed throughout the day, and children will also wash their hands just before leaving at the end of their day. Child-friendly hand sanitizer is available throughout the building. Adults should practice good hand-washing as well.

**Mask Wearing** is currently an option for adults and children. Children under the age of 2 must not wear a face covering due to the risk of suffocation.

### **When Someone Gets Sick**

It is very important for parents to keep children at home if they are sick. Please be vigilant for symptoms and stay in touch with the school if or when the child begins to feel sick.

Be sure that the school has current contact information for you in case a child needs to be sent home. Sick children will be separated from well children and staff until they can be sent home.

**Sanitizing/Disinfecting** All hard surfaces will be wiped down with an EPA approved solution before and after use and throughout the day. Toys will be sanitized at the end of the day. Playground and gym equipment will be sanitized between classes. The building will be cleaned and sanitized daily.

As a preventative measure against the coronavirus, we have contracted to have the building regularly treated with electrostatic disinfection, in addition to our daily cleaning protocol.

### **What Is Electrostatic Disinfection?**

Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that are able to aggressively adhere to surfaces and objects. Because the particles in the spray are positively charged, they cling to and coat any surface they're aimed at.

For awkwardly shaped objects or hard to reach places, cleaning staff only have to point and spray; the nature of the mist allows it to coat surfaces evenly, and envelope objects—even if the mist is only sprayed from one side. After the spray is applied, the sanitizing agent works to disinfect the covered surfaces. For this reason, electrostatic spray is an excellent solution for germ and contaminant ridden areas.

### **How Does Electrostatic Disinfection Work?**

Electrostatic spray is electrically charged, allowing the appropriate sanitizers, mold preventatives and disinfectants to wrap around and evenly coat all types of surfaces for a more complete clean. As the chemical exits the electrostatic sprayer, it's given a positive electrical charge. The droplets then become attracted to all negative surfaces, covering the visible area, underside and backside, with the sanitizing agent. Surfaces that are already covered will repel the spray, making the method extremely efficient.

## STAFF

### DIRECTOR

Janet D. Leishman, M.Ed.  
[directorstdavidsdayschoolde@gmail.com](mailto:directorstdavidsdayschoolde@gmail.com)

### ADMINISTRATIVE/FINANCE ASSISTANT

To Be Hired  
[stdavidskidsde@outlook.com](mailto:stdavidskidsde@outlook.com)

### Co-CURRICULUM COORDINATORS

Lindsey Mulvena & Gina Zarrilli

### FOUR YEAR OLDS

Gina Zarrilli  
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Ivy Cherian & Eden Dzielak

### FOUR YEAR OLDS

Lindsey Mulvena  
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Christy Pollack & Meetu Mohnot

### THREE YEAR OLDS

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Allyson Jacobs

### THREE YEAR OLDS

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Janet Walton

### TWO YEAR OLDS

Tara Chetty  
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Arielle Wooden  
Netsi Abreha  
Elaine Osman

### TWO YEAR OLDS

Kris Richey  
[Klrichey115@gmail.com](mailto:Klrichey115@gmail.com)  
Marsha Young  
Netsi Abreha  
Elaine Osman

### DEVELOPMENTAL MOVEMENT

Wendi Mako

### MUSIC SPECIALIST

Sandy Pierce

### EXTENDED CARE

Emily O'Day, Tatianna Diaz  
Holly Osman, Katherine Henretty  
Danielle Temme

### FOOD SERVICE MANAGER

Dana Grasty

### SUBSTITUTES

Marcie Jorgensen  
Pam Nagle

## STAFF QUALIFICATIONS

Teachers and assistant teachers meet or exceed the minimum Delaware requirements for their positions. All teachers hold degrees in Early Childhood Education, education, or a related field. The assistant teachers and other staff member may have degrees, but not necessarily in the field of Early Childhood Education. All employees are required to complete professional development annually. All classroom staff are certified by the Delaware Department of Education – these certificates are displayed in the school office.

**All** employees have current CPR and First Aid certificates. There is an AED on site. **All** employees are subject to a criminal history search and fingerprinting when hired and every five years. **All** employees are required to complete the Diocese of Delaware child and adult abuse prevention course and re-certify every three years; and complete the Administration of Medication certification every five years. **All** employees are mandated reporters of suspected child abuse and neglect.

## ENROLLMENT INFORMATION

### WAITING LISTS

Each year, in September, on the day after Labor Day, a new waiting list is started for the following year's enrollment. Enrollment for the following year will be filled first by currently enrolled children and siblings and then children of St. David's members in good standing, then using the waiting list and priority status.

Registration begins in January for the following September school year.

### ENROLLMENT & DISMISSAL

Children who have attained the appropriate age by August 31st for our 2, 3, and 4-year old programs are enrolled regardless of race, color, religion, gender, creed, marital status of their parents, national origin, disability, or economic status.

During the enrollment process, parents/guardians will be asked if a child has an IFSP or IEP in place. Reasonable accommodations or modifications needed by a child with a disability will be discussed.

We reserve the right to request a professional evaluation on any child who needs accommodations or unique teaching methods. The results of this evaluation are one component in determining the best placement for the child.

### APPLICATION

Registration begins in January for the school year beginning in September. Children are registered in the following order:

1. Current students and their siblings,
2. Siblings of past students,
3. Children of past students, and  
Members of St. David's Church,
4. Community

There is a non-refundable application fee\* to hold a space; a prepayment\* is due to guarantee commitment to a space (equal to one month's preschool tuition). The prepayment is applied to the following May fees. Both fees are non-refundable.

\*Children participating in the Purchase of Care program do not pay these fees.

### DISMISSAL/TERMINATION

The Board of Directors of St. David's Episcopal Day School may request withdrawal of a child for the following reasons:

1. Repeated behaviors by a child which endanger the safety of children or adults, despite intervention by teachers, staff, parents, and others.
2. A determination that St. David's Episcopal Day School is not in the best interests of a child.
3. Failure to abide by St. David's Episcopal Day School policies.
4. Non-payment of tuition and/or extended care fees as stated in our financial policy.
5. Ten minutes or later pick-up of a child more than two times within a two-week period without good cause.
6. If a child is to be dismissed from St. David's Episcopal Day School and participates in Purchase of Care, those parents must be given five (5) days' notice.

## PROGRAM INFORMATION

### GUIDANCE

It is our objective to foster self-esteem, self-control, self-direction and cooperation. Positive redirection, logical and natural consequences and opportunities for children to problem solve and make appropriate choices are means by which we accomplish this objective.

#### **Guidelines for Positive Discipline:**

Adults set clear, explicit and consistent limits according to the developmental level of the child.

Adults provide opportunities for the child to express his/her feelings in socially appropriate ways.

Adults do not solve difficult situations for the child, i.e., “that wasn’t nice, give the puzzle back to . . .”

The behavior is separated from the individual. The behavior, not the child, is inappropriate or unacceptable.

The child has an opportunity to make choices.

The child can experience the consequences of his/her decision (within reason), i.e., “since you decided not to put on your smock, you will need to find something else to do instead of painting.”

Adults intervene immediately when one child physically hurts another or the child is in danger of injuring him/herself.

The responsible adult is expected to remove the child from the immediate situation and give the child an opportunity to calm down. Once calm, the children involved, should be asked to express their feelings and should be encouraged to find other solutions.

This is not a “time out” punishment. It is a cooling down period before problem solving can take place.

Adults are expected to plan ahead to prevent problems.

Adults are encouraged to use a quiet firmness, in private, one to one, conversations.

Should an unacceptable behavior be repeated, multiple times, the Director will become involved, and parents consulted.

#### **Unacceptable Discipline Practices:**

Adults must never verbally or physically humiliate a child.

Adults must never intimidate or frighten a child.

At no time will a child be corporally punished – bitten, pinched, grabbed, pulled, slapped, spanked, etc. **Any physical or sexual abuse will result in immediate dismissal and a report will be made to the Department of Child Protective Services.**

A child shall not be isolated without supervision.

**A child shall not be deprived of food, drink or the use of the bathroom and/or refusing to change a child following a bathroom accident.**

A child shall not be placed in mechanical restraints.

A child shall not be punished for not going to sleep, for not eating food or for not completing an activity.

**Staff members are required to be respectful by using non-threatening tones and actions when speaking and interacting with others at the center.**

**Delaware State Law prohibits parents, guardians, and caregivers from using any of the above listed measures while on St. David’s Church property.**

## **BITING PROTOCOL**

Children biting other children can be one of the most common and most difficult behaviors in preschools. It can occur without warning, is difficult to defend against and provokes strong emotional responses.

Preschoolers may bite for a variety of reasons: frustration, inadequate language skills, stress or change in their environment, feeling threatened, impulsivity, excitement, or overstimulation or perhaps to feel a sense of power or control.

No matter what the cause, biting in a group situation causes strong feelings for all involved. It does help to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of St. David's Episcopal Day School, after consulting early childhood experts and reviewing policy manuals of other early childhood programs, has developed the following plan of action to be used if and when biting occurs in any of our classrooms.

### **Before A Biting Incident Occurs:**

Inform parents of the "biting protocol" at the beginning of the school year.

Distribute the written protocol to all families and include it in the Family Handbook.

Create an environment which meets the developmental needs of all children. Monitor and supervise all children. Maintain a caring, loving environment that elicits calm, thoughtful behavior.

### **When A Child Bites:**

The child who did the biting is immediately removed from the situation, using words such as "biting is not okay – it hurts."

The child will be helped to understand the situation. "I can see that you want that truck, but I can't let you hurt your friend. We don't use our teeth on people." Or, "That hurts Johnny when you bite him, he is sad." The child will be given guidance on how to solve the problem and may be asked to help console the other child or redirected to another area of play.

An incident report will be written by the staff member present and the parents will be notified. If the skin is broken, the parents will be notified by telephone.

### **When a Child Gets Bitten:**

The child will be comforted.

The bite will be assessed, and first aid administered.

The Director will be notified of every biting incident.

An accident report will be written by the staff member present and the parents of the child will be notified.

If the skin is broken, the parents will be notified by telephone.

### **When Biting Persists:**

Confidentiality will be maintained among school staff.\*

Classroom staff will document each occurrence, including attempted bites, and indicate location, time, participants, staff present and other circumstances.

Classroom staff and/or the Director will keep parents informed and will work together with parents as partners to develop a joint strategy for controlling and changing the biting behavior. This will include a written plan of action, with follow-up meetings and/or telephone conversations being scheduled.

### **Biting Confidentiality:**

\*In compliance with our confidentiality guidelines, St. David's Episcopal Day School staff will maintain **complete** confidentiality of all children involved when notifying parents that their child has been bitten or their child bit another child.

Your signature(s) on the "receipt page" acknowledge that you read this protocol.

## THE CURRICULUM

The curriculum is developmentally appropriate. The children learn through play, through interacting with their environment, their peers, and the adults. Our curriculum is being constantly evaluated and re-evaluated, by the classroom teachers, the curriculum coordinator, the director, other educators and feedback from parents, so that the needs of each child are met. The curriculum is eclectic, taking the best of many philosophies and adapting ideas and activities to make learning fun, and to give our children a firm foundation for social and academic success and spiritual growth.

The curriculum is aligned with the *Delaware Early Learning Foundations for Preschoolers and Infants and Toddlers*, which were revised in 2010 and are available in the school office.

The printing curriculum for the three- and four-year olds is *Handwriting Without Tears*®, which was adopted in 2005. The teachers refer to *Everyday Mathematics*®, prekindergarten edition for math activities.

## DEVELOPMENTAL MOVEMENT “GYM”

Developmental Movement classes are provided to each class. This program sets goals for each age level to develop the child’s ability to receive, interpret, and respond successfully to sensory information. Activities promote growth in the areas of body and space awareness, balance, rhythm, and gross and fine motor coordination. The *Spark PE Curriculum for Children Ages 2-5* is one source of activities.

Sneakers are the best footwear for “gym.” If your child prefers another type of shoe, please be sure his/her sneakers are available. Each class has “gym” class everyday!

## CHAPEL

Our hope is that the Christian-based chapel services will be instructive, enjoyable, understandable, and fun. Rector, Reverend Brad Hinton usually leads chapel. Chapel includes stories, music, and movement as a way of engaging a fuller range of senses. The vast majority of chapel services take their inspiration from Biblical texts.

Chapel services take place weekly, shortly after the beginning of the school morning. Chapels are held on alternating Wednesdays and Thursdays, so that all children can participate.

When the classes enter and exit the worship space, please allow them to complete their procession undisturbed. We ask the children to observe the “specialness” of the sanctuary and the service.

Parents, grandparents, and other guests are welcome to attend chapel. For the safety of the children and staff, **please enter and exit through the school door.**

If a guest is attending chapel who has a mobility issue, please reach out to the Director, Administrative Assistant or Father Brad to access the nave.

Father Brad is available for conversations which may need an appointment. The number to call is (302)475-4688.

## TYPICAL PRESCHOOL SCHEDULE\*

8:45-9 Arrival time, parents take children to their room where they are greeted by classroom staff.

**Please sign your child in using the QR code or PIN. Please also be sure to have your child use the bathroom and wash their hands.**

Children who have been in morning Extended Care come to their classroom from the Great Hall (“rooms” 7 & 8).

**\*Each teacher determines specific routines; all children are asked to use the bathroom and wash their hands before the day begins.**

9:00 Preschool begins, typically with a large group time – where there are songs, stories, an introduction to the special activities or theme of the day, show and tell, “star of the week” activities, and so on!

Chapel takes place on alternating Wednesday and Thursday mornings, shortly after the start of the school day, for the 3 and 4 year-olds.

Morning activities include classroom “centers,” daily “gym” class, outside time – on one of the playgrounds, riding tricycles, and snack. Bathroom use and hand-washing opportunities occur throughout the day.

12:00 Morning dismissal – children participating in Stay & Play and afternoon Extended Care go to lunch; parents enter through the school security door and proceed to the classroom for preschool dismissal. **Please sign your child out using the QR code or PIN.**

## EXTENDED CARE SCHEDULE (Morning)

7:30 – 8:45

**Please sign your child in using the QR code or PIN. Take your child to his/her cubby. Then use a bathroom to wash their hands/use the toilet if possible.**

Then, join the teachers and assistants in the Great Hall where table choices are available. The children may also begin the day on the small playground, weather permitting.

## EXTENDED CARE SCHEDULE (Afternoon)

12:00 Children accompany their classroom Assistant Teacher to the lunch tables, which are adjacent to the kitchen in the Great Hall. Children are assigned to a specific table, where they can develop a rapport with other children and the staff member at that table. Two-year-olds may eat lunch in their room at the beginning of the school year and transition into the Great Hall later in the year.

12:30 Children accompany their Extended Care Teacher for their afternoon. Typically, this includes indoor or outdoor play and preparing for rest time. Bathroom use is encouraged. All children will remain in their “family” groups – napping in the same classroom and having the same classmates (and in many cases, staff) as in the morning.

1:00-3 Rest time. All children are encouraged to rest – some sleep, some do not. Each child has a cot. Rooms used for rest time are air conditioned.

3- 5:45 An afternoon snack is served. Additional indoor or outdoor activities take place until the building closes at 5:45.

## STAY & PLAY SCHEDULE\*

12:00 Children participating in this optional program, which is offered almost every day the preschool operates, transition from their classroom to the Great Hall. The children may bring their lunch or purchase a lunch. There is a staff person sitting at each table.

12:30 The children may play outside on either playground, ride bikes, or use materials in the classroom, with the children who are staying for the full day.

1:00 Children must be signed out when they are picked up from Stay & Play. Any child not picked up by 1:00 will be taken to the office or an Extended Care classroom. The late pickup fee applies to pickup past the 1:00 time).

**\*Two’s usually do not participate in Stay & Play until after the Christmas break.**

## FOOD AND NUTRITION

St. David's provides two snacks and a lunch for the children each day. A mid-morning snack is provided for all preschool children; lunch is provided for extended care children at noon followed by a mid-afternoon snack. Snacks contain foods from two food groups and lunches are nutritionally balanced as required by Delacare regulations. Menus are posted and are subject to change without notice. Changes will be noted on the posted menus. Please notify us immediately if your child has any dietary restrictions and/or food allergies.

Extended Care children eat lunches provided by the school. Exceptions are possible **if** approved by the Director. Parents of children with food allergies or other diet issues should notify the Director and modifications will be made in the menu/lunch served to that specific child (see the ALLERGIES section).

Children staying for our Stay & Play program may bring a lunch with them. Lunch may be purchased for an additional fee (see Stay & Play Policy).

Gum and soft drinks are not permitted for consumption by the children at St. David's Episcopal Day School.

## ALLERGIES

**St. David's Episcopal Day School is a peanut and tree-nut free program**, meaning that the meals and snacks we serve are peanut and tree-nut free. While we do our best to make sure that our snacks can be served to all children, we ask that parents of children with allergies (peanuts, tree-nuts, milk, etc.) provide a small assortment of snacks that can be kept in the classroom "just in case." This way, if there is a special snack that day or a substitute staff member or if we just are not sure of the ingredients, your child will still be served a safe choice. A Ziploc® bag or a plastic storage box makes a great container.

In past years, parents of children with allergies have communicated with other parents in the class about those specific dietary restrictions – so that everyone can enjoy birthday treats and other special events. Please speak to your child's teacher for more guidance regarding this issue.

**St. David's Episcopal Day School is a latex-free space. Please do not bring latex balloons to school.**

## ENRICHMENT ACTIVITIES

An **Enrichment Fee** is collected to cover the costs of off-site and in-house enrichment activities, bike helmets and t-shirts. If necessary, a fee may be collected from all classes in the spring to cover additional costs. While we strive to accurately estimate our expenses, should our cost for these Enrichment Activities be less than anticipated, any excess monies collected will be utilized to purchase school equipment. Purchase of Care (POC) participants pay only for field trips.

A general Field Trip Permission Form will be provided in September for you to sign, thereby enabling your child to participate in off-site enrichment activities. Prior to each specific off-site field trip, a permission slip must also be signed by the parent or guardian. The permission slip will include the location, date of the trip, and who will provide the transportation. No child will be permitted to participate unless the specific signed Permission Form is on file at school. Two year-olds do not take field trips out of the building.

For the safety of your child during school off-site enrichment activities, St. David's Episcopal Day School children are only permitted to walk or to be transported by bus. St. David's Episcopal Day School children are not permitted to be transported by a car unless it is by their parent/guardian. A parent or guardian who desires to transport their child by car on these activities may do so with prior approval of the Director.

In addition, St. David's Episcopal Day School often invites musicians, puppeteers, museums, the zoo and/or nature center's outreach programs and others to present programs to the children. We call these in-house Enrichment Activities.

Because Delaware State law requires children to wear helmets while riding bicycles, a portion of the Enrichment Fee is used to purchase new helmets for the school year. These will be sent home at the end of the school year.

To celebrate "school spirit" a portion of the Enrichment Fee will cover the cost of a school T-shirt. Sweatshirts and other merchandise may be purchased in the office.

## CLOTHES

Children should wear washable play clothes to school. Long pants and sweaters or sweatshirts are suggested for winter months. Children go outside to play daily, weather permitting. **Sneakers should be worn every day.** Boots, mittens, and hats should be worn on snowy days. *Please mark each removable article clearly with the child's name.* The school will provide paint smocks, although classroom teachers may “create” their own!

It is recommended that each child have a complete change of clothes available (that fit!), in case of an accident. Parents of children not totally potty-trained should speak to the classroom teacher.

Crocs® and flip-flops are not permitted – even in warm weather!

## TRANSPORTATION

Parents must provide all transportation. Delaware law requires child safety seats for children through age 8 years or 65 pounds. All drivers **must** deliver and pick up children at the designated entrance

Field trips, when taken off site, use rented school buses.

## SECURITY SYSTEM

St. David's Episcopal Day School utilizes a security system at the main entrance door and at the hallway door to the church wing, and at the entrance closest to the church office which includes a closed circuit monitor and recorder. The cameras are monitored by the Director and the St. David's Parish Administrative Assistant. The doors are locked during school hours and may be accessed by using the code provided on the keypads. These codes are changed at least once a year. No code is necessary to exit the building. This system is intended to secure our building and protect your child(ren).

**All exterior doors are to remain closed and locked during school hours.**

## VISITORS

Visitors who are not touring the center, attending a special event, visiting children, or not providing a service to the center that requires access to children, must remain outside of areas where children are located. (Delacare # 49A)

Visitors must sign in and out in the school office.

## SIGN IN/OUT PROCEDURES

All children are signed into and out of the building using our electronic Procure® system. **For security reasons, signing in and out is very important.** Tablets and QR codes are located at the school office door, in the Great Hall, and in some of the rooms. Each parent/guardian is assigned a unique pin code. Please notify the office if you have forgotten your pin; or if someone else will be dropping off or picking up your child regularly who should have their own pin. For contactless system, the pin pad and a QR code may be accessed from your smart phone (where you will also answer the 2 health screening questions). **Be sure to sign the pad (or your screen) to complete the process.**

## RELEASE OF CHILDREN

Children will be released only to those people designated by the parent/guardian on our “Permission to Pick up Form.” This form may be updated at any time.

In the event of unforeseen circumstances or an emergency, a parent may request via phone, in person, or email, that the child be released to another person. For the safety of the children, we reserve the right to request verification of identity. The person picking up the child should be prepared to verify his/her identity.

In accordance with Delacare, no child will be released to an unauthorized person. Instead, calls will be placed to parents until permission is received.

## **LATE PICK UP POLICY**

All children are to be picked up and/or signed out by their program closing time. This includes:

- Preschool at 12 Noon.
- Stay & Play at 1:00 p.m.
- Extended Care at 5:45 p.m.

If you know that you will be late, you must call the school if at all possible, so that we can inform your child and reassure him/her that you are indeed on your way.

If possible, please seek an alternate pick up person if you know you will be late (and refer to the “Release of Children” policy).

Children who are not picked up by Noon or 1:00 will be placed into an appropriate program (Stay & Play at Noon or Extended Care at 1:00) or will wait in the school office if necessary. Children will be ready to leave. At the end of the day (5:45 during the school year), two staff members must stay with your child until you arrive. Please be considerate of their time.

A charge of \$15.00 will be assessed for each five (5) minute period past the closing time. That payment is due the next day your child attends St. David's Day School. Purchase of Care (POC) participants pay a late pick up fee only after the authorization period ends.

## **LEGAL CUSTODY NOTIFICATION**

In compliance with Delaware State Statutes, we require documentation regarding which parent has legal custody in the case of separation or divorce. If there is no legal documentation, then both parents have the right of access to St. David's Episcopal Day School records and to pick-up their children. It is the responsibility of the custodial parent (or other adult) to provide legal documentation verifying custody arrangements. Custodial parents (or grandparents) are responsible for notifying St. David's Episcopal Day School, in writing, of any special circumstances with regard to the rights and obligations of the non-custodial parent. This includes providing written permission for the non-custodial parent to pick-up a child on a regular basis or for a special occasion.

## **TOILET-TRAINING**

It is hoped that the children enrolled in our three- and four-year-old classes are toilet trained and able to express their need to use the bathroom and to use it with minimal assistance. The classrooms used by the three year-olds have bathrooms and children are encouraged to use the bathroom facilities. Parents are requested to keep at least one complete change of seasonal clothing available for the occasional accident (many children feel more comfortable wearing their own clothing after an accident). Staff members supervise the bathroom and assist with toileting accidents. A parent may be called to assist his/her child if there are frequent accidents that call for multiple changes of clothing or extensive clean-up.

Children enrolled in our two year-old classes do not need to be toilet trained. Those classrooms are equipped with changing tables (with stairs) and toilets. The staff will work with the parents during the toilet training process when appropriate.

## **HEALTH AND SAFETY POLICIES**

All staff members are certified in First Aid and CPR. All staff members are certified to Administer Medication per DELACARE regulations as of September 30, 2020. In addition, an Automatic External Defibrillator, (AED), is located in the hallway just through the interior security door.

## **FIRE DRILLS**

In accordance with state regulations, St. David's Episcopal Day School conducts monthly fire drills. The building is monitored for fire alarms by an outside service which contacts appropriate fire stations when necessary.

## EMERGENCY PROCEDURES GUIDE

(Updated 2018)

Manuals are posted in every classroom, the offices, Great Hall, kitchen and other frequently used areas. The guide outlines recommended procedures for responding to emergencies. Telephones are located in each classroom as well as in other spaces. There is the capability to contact each telephone in the building in case of an emergency.

### SAFETY FIRST

Please use caution as you drive through the parking lot. All children should be in an appropriate car seat.

Please park in a designated space, not in the fire lane. Please do not leave your car running while you are dropping off or picking up your child. **Remember to lock your car.**

Do not leave children unattended in the car. If you have a sleeping infant or an ill sibling, call the office and ask if someone can assist your child into the building.

**Children must not enter or exit the building alone! Our hallways are very crowded, especially at arrival and departure times – please keep your child with you at all times, especially younger siblings.**

For your child's safety, please do not use your cell phone while picking up or dropping off your child. The parking lot is a very busy, potentially dangerous place and your child deserves your complete attention at that time. All children enjoy an undistracted and loving "good-bye" at drop-off and a warm greeting at pick-up. Thank you for your assistance in keeping your child safe.

**Delaware law prohibits the use of a hand-held device while driving. Do not text and drive!**

Please do not allow children, especially younger siblings to play on the gym equipment during drop-off or pick-up times.

## OUTDOOR SAFETY FIRST

You are welcome to use the playgrounds with your child after school when classes are not present. Often, the Extended Care children use the playgrounds after lunch. **PLEASE** supervise your child using the school rules.

- Respect one another and the property.
- Trash should be taken home or placed in trash can.
- No throwing mulch, sticks, or sand.
- Please keep the gates closed at all times.
- No pets allowed on the playgrounds.
- Please stay out of the retention pond area.
- Bikes are not for use unless a teacher is present.

### SWINGS

- An adult must be present.
- Children must swing in same direction.
- No jumping off a moving swing!

### SANDBOX

- Use sand toys and trucks in the sandbox.
- If you take the toys out of the storage bin, please return them before you leave.

### CLIMBERS

- Up the ladders, steps, and rock wall; down the slides.
- No balls or toys on the slides.
- One child at a time.

## ACCIDENT POLICY

The staff members strive to maintain a safe environment indoors and out for all our children. However, should an injury occur, parents will be notified either verbally or in writing as to the nature of the injury, where, when and how it occurred, and first aid administered. In case of a head injury, parents will be notified immediately.

Should a child hurt another child, **both** sets of parents will be informed as stipulated above. Repeated acts of aggression, such as biting, punching, or kicking other children or staff will not be tolerated. Measures will be taken by the Director to insure the safety of all children and staff in the school.

## EMERGENCY PLAN – POISONING

In the case of an accidental application, contact or ingestion of a known or unknown substance (food, organic material, art or cleaning product, medication, etc.) the following procedures will be followed:

If the substance is identified and known with certainty, the procedures indicated on the container will be followed, i.e. contact POISON CONTROL, flush with water, etc.; as well as referring to the Red Cross or other first aid manual.

Parent(s) will be contacted immediately and advised of the situation.

If Poison Control has been contacted, their directions will be followed; i.e. administer syrup of ipecac, milk, water, call 911, etc.

If the substance cannot be identified with 100% certainty (no witness who can verify what the substance was, for example), 911 will be contacted immediately.

Parent(s) will be contacted at the same time as 911 and advised of the situation.

## EMERGENCY CLOSING - INCLEMENT WEATHER

School closing information will be available on our outgoing telephone message, Facebook page and website. Announcements are made on WILM, WDEL, and WSTW, Channel 6 and Channel 10 (and their websites). A school-wide email will be sent. Teachers will also post on their private Facebook or Class Dojo pages.

St. David's Episcopal Day School **usually** follows the Brandywine School District for weather-related closings on the first day of an event. When in doubt, refer to the above media. If the school district is closed for a second day, the school may be open. In that case, watch for an email or check for a communication from the teacher.

In the event of a natural disaster during the school day (flood, hurricane/tornado, snow/ice storm) or unnatural emergency (long-term loss of utilities), the staff of the school will:

- If the school needs to close before the start of a school day, either the classroom “team” or the administrative “team” will notify parents.
- If school is already in session, the administrative team will notify parents of each child present at the time of the emergency. If the parent(s) are unavailable, then the emergency contact will be called. The school will remain open until the last child is safely picked up.
- Should the emergency require an evacuation of school property, the children and staff will proceed to the designated shelter, with the children's records and emergency information. At the same time, parents will be notified as to when and where the children can be safely picked up. Parents should not call the school office but should remain available at their telephone number(s) and/or listen for emergency announcements.

## HANDWASHING

**All staff and all children must wash their hands upon arrival at school.**

How to Wash Your Hands:

1. Moisten your hands together with warm water and use the liquid or foam soap.
2. Rub your hands together for 20 seconds – no water – tops, bottoms, between fingers.  
Sing one verse of “Row, Row, Row Your Boat.” The “ABC’s” or “Happy Birthday to You” song also works!
3. Rinse your hands free of soap under running water.
4. Dry hands with a clean, disposable towel.
5. If you need to turn the water off, use the paper towel.
6. Throw the used paper towel in the trash container.

Children and staff also wash their hands before snacks and lunch, after playing on the playground and before leaving school for the day.

Hand sanitizer (alcohol-based) is available for adults throughout the building for use when needed. Alcohol-free sanitizer is available for children.

**We recommend that you and your child wash your hands when you get home from school!**

## MEDICAL POLICIES

The following health policies have been instituted to ensure to provide a healthy environment for all St. David’s Episcopal Day School children. **These policies are mandated by the State of Delaware.**

Each child must have a yearly physical exam. Medical forms to be used for this purpose are distributed in the spring and **must** be returned by the first week of school. If your child is scheduled for a fall physical, please return the form with **all but** the physician’s section completed. **The Immunization section must be completed.** The form can be picked up prior to the date of the physical for final completion.

## IMMUNIZATIONS

St. David’s Episcopal Day School adheres to the State Board of Health Communicable Disease Regulations, thereby requiring that each child enrolled in our preschool have documented proof of receiving a minimum of:

1. Four (4) doses of DTaP or DTaP vaccine
2. Three (3) doses of IPV vaccine
3. One (1) dose each of Measles, Mumps, and Rubella vaccines given after the age of 15 months (MMR is the preferred vaccine). A second dose is required between the ages of 4 and 6
4. One (1) dose of Hib Conjugate Vaccine (Hb CV) after the age of 18 months
5. Hepatitis A vaccine series
6. Lead Screening
7. Chicken Pox (Varicella)

Immunization dates must be noted and signed by a physician. Health forms should be submitted no later than the first week of school. Physicals scheduled later in the fall should be noted by date on the form, which can be picked up in the school office prior to the scheduled visit. Please note that state regulations allow a maximum of 14 days to complete the age-appropriate immunization schedule. An extension is permissible only upon certification by a physician. It is St. David’s Episcopal Day School’s responsibility, mandated by the state, to exclude a child prior to admission or from continued attendance should documentation of required immunizations not be provided.

## DAILY HEALTH CHECK

It is the parent’s responsibility to carefully check their child each morning for signs of infectious conditions. ***If an elevated temperature or stomach/intestinal upset has been present in the previous 24 hours, do not send the child to school.*** All children will be observed on arrival for signs of communicable disease, physical injury or other evidences of ill health (Delacare #319).

If your child becomes ill during the school day, the following procedures will be instituted:

1. A staff member will check your child for visible signs of illness (e.g. sore throat), and will take your child’s temperature.
2. If signs of illness exist, a parent will be notified and requested to pick up the child.
3. If the parent cannot be reached, the emergency contacts will be called.
4. Your child will be taken to a separate area and provided with whatever is needed to make him/her comfortable until someone can be reached for pick-up.
5. In case of emergency, contacts will be made as listed above and 911 will be called. If necessary, your child will be taken to an emergency treatment facility. Your pediatrician will also be notified.

For the health of the children in our programs, children sent home with a fever or stomach/intestinal upset cannot attend school again until they have been symptom free without the benefit of medication for 24 hours. This is the state’s policy.

**When a potentially contagious illness occurs, please notify the school.** Notices (salmon in color) will be sent home immediately to parents of children who may have been exposed. Names are not shared, for privacy reasons.

Please do not send your child to school with any of the following illnesses. It is highly unfair to healthy children and staff to expose them unnecessarily. Once a virus begins in a group, it is difficult to control.

If a child is not well enough to play outside or participate in all school activities, he/she should be kept at home.

The following is a list of contagious illnesses and the number of days/weeks the child is to be excluded from school, as required by the Delaware Division of Public Health.

## COMMUNICABLE DISEASES

Illness	Exclusion Policy
Chicken Pox	1 week after onset of rash or when all pox are scabbed
Conjunctivitis (Pink Eye)	24 hours after start of treatment
Coxsackie Virus (Hand, Foot & Mouth)	Fever Free and completely crusted vesicles
COVID-19	Minimum of 5 days after symptoms have resolved and 10 days have passed since symptoms first appeared. Fever free, 24 hours without medication.
Diarrheal Illness	Symptom free for 24 hours without medication
Fifth Disease	No exclusion unless fever is present
Head Lice	As soon as treated and lice and nits removed
Hepatitis A	1 week after onset of symptoms. Division of Public Health must be notified.
Impetigo	18 hours after treatment
Measles	5 days after onset of rash
Pertussis (Whooping Cough)	4 weeks after intense cough begins or 5 days after treatment begins
Ringworm	Until treated by physician
RSV	Symptom free for 24 hours
Rubella	5 days after rash begins
Salmonellosis	Cessation of diarrhea
Shigellosis	48 hours after treatment begins or negative culture and cessation of diarrhea
Scabies	24 hours after treatment
Strep Throat Scarlet Fever	24 hours after treatment and fever free for 24 hours without medication

## ADMINISTRATION OF MEDICATION

In accordance with Delacare regulations, St. David's Episcopal Day School observes the following policies:

1. All prescription medications must be in the original container with pharmacy label intact and in the child's name.
2. Non-prescription medicines must also be in the original container with label intact and legible. Please tape or write on the container your child's name and room number.
3. All medications must be signed-in in the medical Logbook located in the kitchen. Information must be filled in completely.
4. Medications to be given for an extended period of time may be filled in on a monthly log sheet with parent's signature.
5. A note must accompany non-prescription medications ordered by a physician with instructions that are different than the instructions on the label, from the doctor authorizing the dosage.
6. In order to prevent administering medication incorrectly, two staff members must verify the identification of a child who is to receive the medication.
7. **All** staff are certified to administer medications. In case of an emergency, **any** staff member may respond (i.e. Epipen or Benadryl).

**Sunscreen and lip balm** are considered topical medications and must, therefore, be treated in the same manner as listed above for medications. It is recommended that Extended Care children have sunscreen applied at home **before** coming to school **and** also provide a labeled bottle for the extended care staff to reapply if necessary on days when the children go outside. Because children who attend only preschool (9-12) are outside less than 30 minutes, having sunscreen at school may not be necessary but is certainly permissible.

## COMMUNICATION

Good communication is essential to the well-being of the children, families, and staff of St. David's Episcopal Day School. To achieve this goal, many forms are utilized on a regular basis.

**Daily Interactions:** The beginning and the end of the day are perfect times for those brief meetings and greetings. For longer or in-depth discussions please make an appointment with the Teacher or Director.

**Children's Cubbies:** Please check your child's cubby daily, sometimes twice a day! Artwork, notes from the teacher or office, receipts, and sometimes soiled clothing may be waiting to go home.

Parents of our two-year-olds receive daily written notes.

**Children's Tote Bags:** Each child will receive a canvas tote to personalize/embellish/decorate. This tote bag is a great way to carry contents of the cubby from school to home.

**Parent-Teacher Conferences:** Formal parent-teacher conferences are scheduled twice during the year. These formal settings provide an opportunity to discuss your child and their developing skills. Ideally, both parents should attend, but we understand that scheduling can be difficult.

In addition to the scheduled conferences, parents, teachers or other staff may schedule a conference at any time if it is necessary or desired.

The Director maintains an "open door" policy. Please feel free to stop by the office, call (302)475-3747 (ext 202), or fax (302)529-1135 with your questions, concerns, comments or kudos. Email her Positive or negative, it is important to communicate!

**\*\*Parent Participation:** You are encouraged and welcome to participate in the school life of your child. You may volunteer as a classroom aide, chaperone field trips, bring a special talent to the classroom, attend chapel, or provide a special snack. You are welcome to observe in a classroom at any time - just notify the Director that you would like to come.

**Newsletters:** The school publishes a monthly newsletter. This newsletter may contain articles from School Board members, the Curriculum Coordinators, the PTPA, St. David's Church, and other pertinent information including a school-wide calendar and lunch menu. Classroom teachers usually provide parents with a monthly/weekly newsletter and calendar as well.

In addition to the regular monthly newsletters, notices from the "office" are distributed - these may pertain to a specific class (i.e. a child has contracted a contagious disease), a special event of interest to parents, or other timely information.

**Whiteboard:** The whiteboard at the school entrance often provides daily reminders and special notices. Check it daily!

**Website and E-mail:** In response to parent requests, the school newsletter and accompanying menu and calendar are available on the school website [www.stdavidsdayschoolde.org](http://www.stdavidsdayschoolde.org) School photographs are posted on the web, but access to them is via a password that is changed annually.

The Director and the PTPA utilize a school-wide email list for information regarding special events. Be sure that the email address that you have provided the office is correct. To email the school: [stdavidskidsde@outlook.com](mailto:stdavidskidsde@outlook.com). In the past, the PTPA has also used "Sign-Up Genius" for various events.

Each teacher has a dedicated email address. Teachers may also request your email address to provide a listing for their respective class members at the beginning of the school year.

**Facebook:** The school has a Facebook page for ease in communicating special events or timely updates.

Many of the classes also have private Facebook pages – please check with your child's teacher.

**Parent Surveys:** These may be conducted to aid in our mission to provide the best possible program for your child.

**Bulletin Boards:** Notices, announcements and policy statements are posted on the bulletin board opposite the gym, and at each classroom.

**Miscellaneous Flyers:** Occasionally, flyers from other organizations (i.e. sport groups, educational institutions, stores) that we feel may be of interest to our school families are distributed. St. David's Episcopal Day School *does not endorse* these programs.

**Parent Library:** St. David's Episcopal Day School maintains a Parent Resource Library. The Parent Library books are in the school office. Please use these books as a resource to help you understand developmental stages and challenges that occur as your child grows. If you'd like to borrow a book, please fill out a parent library form and place it in the box on top of the bookshelf. Books can be borrowed for up to three weeks at a time. There also are a variety of pamphlets on different topics for you to take as well.

## SOCIAL MEDIA & ONLINE COMMUNICATIONS POLICY

*St. David's Episcopal Day School encourages our staff, parents and other school community members to use social networking (Facebook, Twitter, Instagram, etc.) as a way to connect with others, communicate and share educational resources, photos, and information. While social networking is valuable, there are risks involved when using online tools. It is important that everyone associated with the Day School be careful with communications that may impact our business and reputation, our valuable relationships within the community and our legal responsibilities. Your communications could also impact you. If staff violate any policy when using public social media channels they may be subject to disciplinary action, up to and including legal action and/or termination of employment.*

St. David's Episcopal Day School has created the following **general guidelines** regarding appropriate use of social media.

St. David's Episcopal Day School staff and other school community members are personally responsible for content posted, shared, and responded to online. All information posted online is considered representative of that individual's views and opinions and not those of St. David's Episcopal Day School.

It is expected that all St. David's Episcopal Day School employees use good judgment when engaging in social media activities and should be on guard against actions and discussions that could harm the interests of the St. David's Episcopal Day School Community. All social media activity reflects the beliefs and principles of St. David's Episcopal Church (refer to the Staff Code of Ethics).

The School Logo and images are not to be used without written permission from the Director of St. David's Episcopal Day School.

Consult the "do not photograph list" in the Day School office prior to posting digital media containing images of students. Regardless of your privacy settings, assume that all information shared on social networking sites is public information.

We recommend that you do not include your full name, title, or work location in any posting for your own privacy and security.

Post only your personal opinions – never represent yourself as a spokesperson for St. David's Episcopal Day School

Do not post any information that may be perceived as discriminatory, harassing, bullying, or threatening.

Be fair, courteous, and respectful of your colleagues and those in our community.

Think about the consequences of what you want to say before you say it and be polite, on topic, and respectful of others' views.

Do not post information that disparages competitors, employees, suppliers, or other business partners. Do not make offensive posts meant to intentionally harm someone's reputation.

Participation in social media means that you are required to follow any rules or policies posted on that site

### **Staff Guidelines:**

Staff are asked to join social networks of parents at their own discretion and are not obligated to accept a social networking invitation from a parent or other staff member.

Sensitive school matters are not to be discussed with parents using social media.

Parent communications should be carried out as stated in the Staff and Family Handbooks.

Do not publish, post, or release Day School or student information that is considered confidential or that is not public.

Posting pictures of school events and identifying children by name on social networking sites is strongly discouraged.

You should not speak to the media or press on the Day School's behalf. All media inquiries should be directed to the Director, School Board President, or Rector of St. David's Church.

*Adopted St. David's Episcopal Day School  
Board of Directors, April 2015*

## PARENT-TEACHER-PARISH ASSOCIATION 2022-2023

Prior to the COVID-19 pandemic, the PTPA was a very active group of parents and others. Through its committees, it has organized fund-raisers, assisted with unique family events (Beginning and End of the Year Picnics, Ice Cream Social, Movie Nights), and Staff Appreciation Week. A volunteer form is sent to parents at the beginning of the year. The PTPA meets on various mornings during the school year and during an occasional evening to accommodate working parents; during the pandemic it used ZOOM!

### SPECIAL OPPORTUNITIES

**Prospective Parent Tours:** These are offered to introduce the school to parents. Advance reservations are accepted when putting a child on the waiting list.

**Parent Orientation:** This is held on an evening in September and provides parents with a chance to get a first-hand look at their child's classroom, meet other parents in the class, and enjoy a "preschool morning." This year the parent orientation for all classes is Wednesday, September 7<sup>th</sup> in-person.

**Halloween Parades:** To observe this special day, we invite you to join the children as they parade in their costumes. This year the parades are Thursday and Friday, October 27<sup>th</sup> and 28<sup>th</sup>.

**Christmas Chapels and Two Year-Olds "Sing Along"** – Please watch for information on these special events.

**Shrove Tuesday Pancake Supper:** A tradition where men of the parish and Day School serve pancakes and sausage before Lent begins. This year it is Tuesday, February 21, 2023.

**Family Events:** May include an ice cream social, potluck suppers, movie nights, etc., or even adult-only events! This year the Ice Cream Social is back on Saturday, October 8, 2022 (time to be determined but think "after supper but before bed!").

## PARISH AND COMMUNITY PARTICIPATION

As a partner with St. David's Episcopal Church, families are invited to participate in the regular and special events that occur in the life of the parish.

These include, but are not limited to, worship on Sundays or other church observances, Bible study groups, parish outreach activities and family social activities.

Other events include the Craft Fair (this year Saturday, November 12), Advent family wreath-making and lasagna supper (Sunday, November 20), Shrove Tuesday (Tuesday, February 21, 2023), Pancake Supper, and various fun-raisers. All school families receive *Glad Tidings*, the monthly newsletter of St. David's Church.

The Bishop of the Diocese of Delaware usually visits our school at least once a year and leads our chapel service on that day.

For more information, please feel free to contact our Rector, the Rev. Brad Hinton. You may contact the Church Office at 475-4688 or use email [stdavidschurchoffice@verizon.net](mailto:stdavidschurchoffice@verizon.net)

## EXTENDED CARE PROCEDURES

*The following information is very important if your child uses Extended Care!*

Except in the case of a medical appointment, all children must attend in the morning if they are staying for Extended Care. Please notify the office if you will be arriving late. **All children must be signed in using the Procure® system.**

**On Extended Care only days, please call the office if your child will be arriving late or not at all.** On these days, the children enjoy a morning of fun activities, sometimes planned around a theme. Manipulatives, art, and gym activities are often involved, as well as time outside.

Please administer early morning medications at home if possible, and avoid scheduling doses during naptime (between 1:00 and 3:00 pm). Be sure that you let the office know that your child requires medication. Medication must be signed into the logbook, and must NOT be kept in the child's cubby.

Lunch is provided and served at noon.

Our quiet time begins between 1:00 and 1:30. So that all children can rest undisturbed, we would appreciate it if you not schedule a pick-up before 3:00 pm.

**The building closes at 5:45 pm. All children must be picked up by then.** If you are going to be late, please safely call the school to let the staff know, so that your child does not worry.

## DROP-IN EXTENDED CARE PROCEDURES

Drop-in Extended Care is when a child is not in Extended Care every day they attend morning preschool. Please call the school office to check for availability at least one day in advance.

Be sure to notify your child's teacher on the scheduled day that your child will be using drop-in extended care. Lunch is provided and served at noon.

Rest time starts between 1:00 and 1:30 and goes until 3:00 pm. Your child may wish to bring a small blanket and/or favorite small stuffed toy for rest time. We appreciate it if you can wait until after 3:00 pm to pick up your child. All children must be picked up by 5:45 pm.

Payment is due on the day your child uses drop-in Extended Care, unless you make other arrangements with the office to be billed at the end of the month.

## **STAY & PLAY 2022-2023**

The Stay & Play program is offered as a convenience for parents Monday through Friday from 12:00 to 1:00 as noted on the calendar in the monthly newsletter. Children in our morning classes may participate on the days they attend school on a first-come, first-served basis.

**\*Two year olds will not usually participate in the official STAY & PLAY until after Christmas break.\***

Children may bring or buy their lunch. The daily fee is \$15.00.

STAY & PLAY is staffed by two people. For the 2022-2023 school year, the children will be with classmates who are using Extended Care until they get ready to nap (around 12:50). Then STAY & PLAY children may remain on the small playground or in the Great Hall until picked up.

### **HOW CAN I USE STAY & PLAY?**

Sign-up sheets are posted on clipboards across from the Great Hall. STAY & PLAY begins on Monday, September 12<sup>th</sup>. Please note on the sign-up sheet if your child is bringing or buying a lunch. Bringing? Be sure to label the lunch box. It will be stored in the refrigerator – so if you are sending a “hot lunch,” please use a thermos (labeled) and leave it with Chef Dana in the kitchen.

You may also call or email the office to get on the list.

### **PAYMENT**

The fee for STAY & PLAY is payable on the day your child attends. You may also pay for several days in advance. Our Procure will track your child's STAY & PLAY participation.

Payment can be made by check or cash. Teachers are not allowed to accept payments – please leave it in the box or with one of the administrative staff. Payment may be combined with your tuition payment.

## **STAY & PLAY DISMISSAL**

Children must be picked up by 1:00 and must be signed out using the Procure® system. When possible, the staff will make sure they have their belongings so they do not have to return to their preschool room.



