

EMMANUEL



EPISCOPAL DAY SCHOOL

Parent Handbook, 2011– 2012

Emmanuel Episcopal Day School

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Dear Parents,

A new school year is here and we are happy to have many returning families and welcome new families to our school. I am happy to be returning for my tenth year as the director leading a staff of excellent early childhood professionals.

Each year I have the opportunity to give many school tours and answer the question “**What makes Emmanuel special**”? Most importantly we are a mission of Emmanuel Church which allows us to provide a **small class size** and a low **student teacher ratio**:

Two year olds: 12 students (1:6)
Three year olds: 14 students (1:7)
Four year olds: 16 students (1:8)

- We have a **weekly chapel** for 3 and 4 year old students
- Our **three and a half hour school day** includes lunch
- **Two playgrounds** allow every child daily outdoor play of 45 minutes
- Our **music teacher** provides weekly lessons to each of our classes and directs our annual shows.
- Our 4 year olds will have a weekly **Spanish class** on Fridays.

I am looking forward to watching your child grow and learn with us this year.

Sincerely,

Amy Wraga
Director

Dear Parents,

Peace and all Good!

It is hard to believe that summer vacation is soon coming to a close. A New Year at Emmanuel Day School is about to begin. In a way “summer camp” at Emmanuel Day, held later this year than usual, has helped me look forward in a special way to the children’s return.

I look forward, as you do, to watching the tremendous growth that will take place in the lives of each of your children as this school year progresses. Emmanuel Day School is a wonderful program filled with loving and caring individuals who want to teach, nurture, and enrich your child’s life. Under the experienced and gentle guidance of our Director Amy Wraga and, along with her staff, there are a myriad of opportunities available to facilitate your child’s growth and learning. Speaking of staff, there will be some surprises for those who are returning with new staff members both in the Day School and the Church.

What is wonderful for me of course is that they do it in an environment steeped in Christian values and the love of God. What more could one ask for?

Looking forward to seeing you all soon, I am

Sincerely,

(fr.) Robert Salamone
Rector

Program Goals

The teachers at EEDS are committed to serving the children in their care and are dedicated to promoting the following goals. We want children to:

- Develop a positive self concept in a safe and secure environment
- Develop positive relations with peers and teachers and be able to function as a member of a group
- Develop curiosity, creativity, imagination and an ability to make choices and solve problems
- Learn to use language and communicate effectively
- Represent ideas and feelings through pretend play, music, movement, art and construction
- Acquire knowledge and skills in a stimulating environment which provides developmentally appropriate materials and activities
- Feel all their efforts are valued, and not judged, as the process is generally more important than the product
- Become independent in managing their bodies and acquire physical skills, both gross and fine motor
- Gain an understanding and respect for social and cultural diversity
- Feel their families are an important part of school life and that their teachers and parents share a positive relationship

We accomplish these goals through the framework of **Creative Curriculum** which is a play based learning model.

School Hours

School Hours. Our school day is 9:00 a.m. until 12:30 p.m.

Arrivals: Please bring your child between **9:00 and 9:15** so that they fully benefit from the entire day's activities. Late arrivals have a negative impact on your child's learning and are disruptive to the classroom routine. After 9:30 your child will be considered late and will be charged a \$10 fee. After 3 late arrivals parents will meet with the director to determine whether their child may continue at Emmanuel. Scholarships given to parents who arrive late will be withdrawn so that the funds can be allocated to families who will utilize the program fully.

Early Morning drop off: Information about registration for early morning drop off from 8:45 to 9:00 will be in your welcome packet.

Afternoon Dismissal. *Please pick up your child promptly between 12:15 and 12:30 p.m.* Please do not congregate on the sidewalk along N. Pope Street, as the traffic is dangerous for the children. Children will be released only to parents or persons previously designated by the parents. If someone else will pick up your child, a dated note with parent's signature must be sent in advance to the teacher. *There is a late fee for parents picking up children after 12:30 p.m. The charge is \$10 per incident to be given to the director at the time the child is picked up.* EEDS reserves the right to deny continued enrollment to any child who is continually picked up late.

Locked Doors. The school building doors will be locked from 9:30 a.m. until 12:00 p.m. If you arrive after 9:30 a.m. please use the breezeway door.

Office Hours. The EEDS Director is available for consultation with parents between 9:00 a.m. and 1:00 p.m. Please call for an appointment.

Inclement Weather. EEDS will follow the lead of the Clarke County School District for inclement weather days. When Clarke schools are closed or on a delayed schedule EEDS will be closed.

Sample Daily Schedule

All classes have a balance of indoor and outdoor play as well as a small group, large group and individual play time. Your teacher will give out a more detailed schedule at the beginning of the school year.

9:00 to 10:30 **Free play and small group art**

10:30 to 10:45 **Clean up and bathroom time**

10:45 to 11:00 **Snack**

11:00 to 11:15 **Large Group Circle time**

11:15 to 12:00 **Outside play**

12:00 to 12:20 **Lunch (pizza on Friday)**

12:20 to 12:30 **Pick Up**

10:15 to 10:30 **Chapel:** Wednesdays for 3's and 4's

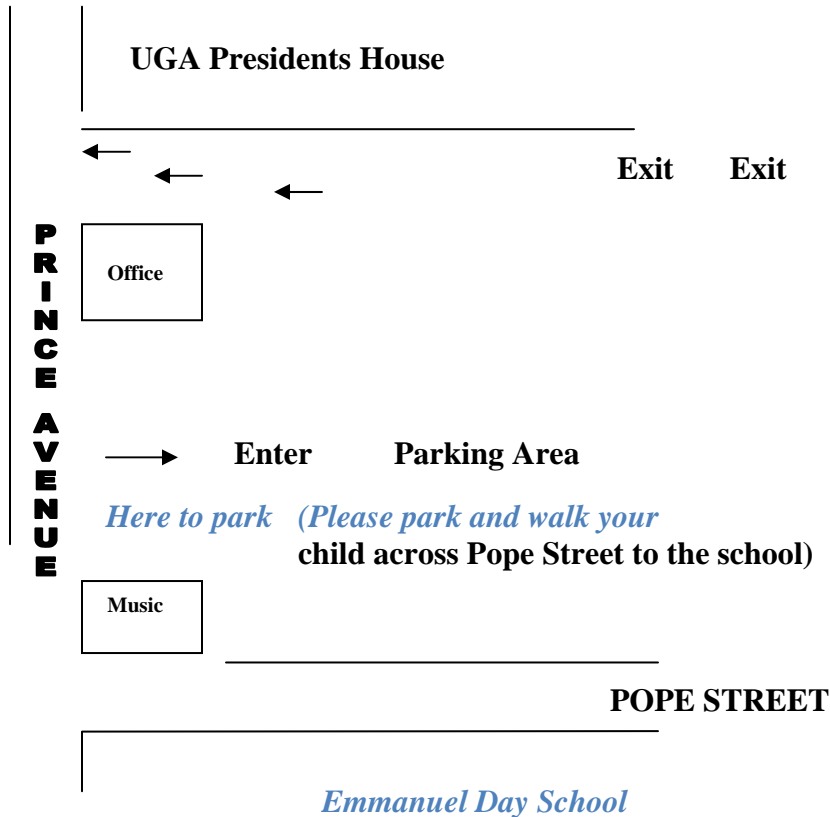
9:30 to 12:00 **Music:** Each class has a music and movement class for 15 to 20 minutes.

We use the **Creative Curriculum** learning model to plan the classrooms and teaching units. We use their standards along with practices from the National Association for the Education of Young Children to complete the learning assessments for each child. We will provide parents guidance and information should we determine that a child may be in need of special education that cannot be provided through our educational framework.

Procedures

Parking. Parents can use the parking lots on either side of the church. Please do not park along N. Pope Street. The parking spaces directly across from EEDS are reserved for faculty and church staff only.

PARKING DIRECTIONS



Lunch. Please send a nutritious lunch each day with your child. Keep lunch “boxes” on the small size, i.e., a waterproof lunch sack, because of limited refrigerator space.

Clothing. When dressing your child for school, keep in mind that many of our art projects are fun but messy and require casual dress. Comfortable shoes must be worn at all times. Shoes such as clogs and flip-flops are dangerous on the stairs and outside on the playground. Your child will be going outside everyday and must be dressed appropriately for cold weather. (Remember to label all coats, hats and mittens with your child’s name).

Potty training: Children in the 3 year old classes may begin the school year while still in diapers. They will need to be trained by January 1st in order to continue the school year at Emmanuel.

Parent-Teacher Conferences. Communication between parents and teachers are most important. Conferences are scheduled in January and April. Additional conferences can be scheduled whenever there is a need or concern. There is time for brief exchanges of vital information when bringing or picking up children. However, the teachers' prime responsibility during these times is to attend to the children

Visitors: You are welcome to come and observe your child in school. Please make arrangements with the teacher prior to your visit. Only registered children may attend school. Friends and out-of-town guests may not attend for the day.

Solicitations: The director must first approve any notice that you would like to post on our bulletin boards or distribute to other parents in the school.

Parties: Parents are encouraged to bring your child's favorite treat to share with the class for their birthday. In lieu of goodie bags, you may donate a book to the school library in your child's honor.

Balloons: Mylar balloons are acceptable for parties. A piece of latex Balloon swallowed by a child can be fatal.

Field trips: Parents must sign a permission slip before your child can participate in a field trip. Parents who wish their child to remain at school must inform the teacher prior to the day of the trip so that arrangements will be made for the student to participate in another class.

Playground rules: Please adhere to these rule whenever using our playground. This will reinforce the safe use of the playground at all times.

1. Slide down feet first on the slides.
2. Return toys to the storage container.
3. Go down the slides or climb down the equipment, jumping off may cause a serious injury.
4. Bring your trash and belongings with you.
5. Please leave your pets at home, our playground is for children.

Please do not climb on the trees on church property.

Registration

Registration for new students for the 2011-2012 school year will begin in January 2012. Students must re-apply every year. Applications do not automatically carry over. There is a non-refundable fee of \$150 is due with your application. Any family whose tuition is in arrears must bring tuition up-to-date to be able to register. All classes are subject to change depending on enrollment.

Priority of Acceptance. Applications will be accepted on the following basis provided they are received on the specified registration date:

1. Currently enrolled students.
2. Siblings of currently / formerly enrolled students and children of parishioners*
3. General public.

Age Requirements. Children will be grouped by their age as of September 1 of the year of their entrance.

Health Requirements. A **Health Summary** completed and signed by your physician is due before your child may attend school.

A **#3231 Immunization form** signed and completed by your physician is due before your child may attend school. Your child must be immunized according to the guidelines set forth by the Georgia Department of Human Resources. Our philosophy is that immunizations have saved countless lives and we will only consider medical exemptions. These exemptions must be reviewed prior to your child attending school by the director and the commission. Please contact the day school office as early as possible to begin the review process.

*The definition of a parishioner can be found on our website

Tuition

Tuition. There are a total of **ten** tuition payments due during the school year (payable to Emmanuel Episcopal Day School). The first month's tuition is due May 1 and must be paid promptly in order to hold your child's place. The remaining nine tuition payments are due the first of each month beginning in August. The last payment is due April 1. Tuition may also be paid by the semester or the year.

Emmanuel Episcopal Day School reserves the right to refuse enrollment or dismiss any student for chronic delinquent tuition payments. A \$20 late fee is due for any payment after the 10th. If the payment remains in arrears past the 1st of the following month, the previous month's late fee will be added to the base tuition and another \$20 fee will accrue. This will continue on the 1st of each month until the delinquent tuition is paid in full. In addition a \$15.00 penalty will be assessed for any check returned by the bank. If a child is absent due to illness or travel, the full month's tuition must be paid. There will be no reduction in tuition for families with more than one child enrolled.

2011– 2012 Monthly Tuition

2 days a week...\$150.00
3 days a week...\$200.00
4 days a week...\$230.00
5 days a week...\$270.00

Withdrawals. EEDS requires a month's notification when removing a child from the program during the school year. If a child is to attend a portion of a month, the full month's tuition must be paid. If a child is removed without notification, there will be a one-month tuition penalty. August's tuition will be reimbursed if notice is given 30 days before the first day of classes for the school year. Refunds will not be given after April 1st.

Class size. The two-year-old classes have 12 students, the three-year-old classes have 14 students and the four-year-old classes have 16 students. Each classroom has a lead teacher with at least a BA degree and an assistant teacher with child care experience. The small class size facilitates individualized attention and a close relationship with the teacher.

School Administration

Emmanuel Church employs a director for Emmanuel Episcopal Day School. She works with the Day School Advisory board to carry out the mission of the Day School in all its operations. The rector who serves ex-officio appoints the board chair and members. Members of Emmanuel Church, Vestry persons, interested parents and educators comprise the board. The board designs policies for Vestry adoption, which govern the School. The Director has general supervision over the academic and administrative operations of the Day School.

Parental input is important to the success of Emmanuel Episcopal Day School. All suggestions and other responses to the program including curriculum, personnel matters, fees, and activities should be addressed to the Director. Should further attention be warranted, and then the concerns may be forwarded to the Rector.

The Parent-Teacher Organization (PTO) is sanctioned by the board to provide support for the program and faculty of the school. The PTO works directly with the director in planning and implementing activities that provide teacher recognition and parent child events.

Advisory Board Members 2011-2012

Katherine Buckner
Sara Ellis
Debra Harden
Amy Heesacker
Vanessa Lawrence
Kimberly Morgan
Julie Moon
Joy Rentz
Cayrn van Wagtendonk

PTO Coordinator

Katy Keese

Faculty 2011-2012

Director

Amy Wraga

Assistant Director

Chris Gale

Music and Spanish Education

Bette Kitchens

Teachers

Jamie Calkin

Martha Facemire

Mary Jessica Hammes

Bette Kitchens

Emily Kleiber

Amy Martin

Emily Murray

Julie Phillips

Pascale Riley

Natalie Smith

Sheila Snead

Jennifer Taylor

Janie Voss

History

Emmanuel Day School was founded to serve the community by providing a quality half-day preschool with a Christian education component. It also provided a setting for children with mild disabilities to be with children their own age.

The church vestry approved a two-class program for the 1982-1983 school year. The Williams Rhodes Gifts committee supported the expansion of the program. In the fall of 1985 an administrator was hired to work along with the assistant rector to expand the program. In 1988 the parent teacher organization was formed to provide support and parental involvement for the school. In 1992 we became part of the National Association of Episcopal Schools and our name changed to Emmanuel Episcopal Day School. Since then we have grown to nine classes with 104 students.

Illness Guidelines

When your child does not feel well or is unable to participate in regular activities (including outside time), we request that you keep him/her home. Please refer to the following guidelines.

- The illness prevents the child from participating comfortably in the program.
- Diarrhea that is not contained by diapers or toilet, or stools with blood or mucous.
- Vomiting 2 or 3 times in the previous 24 hours.
- Mouth sores with an inability to control saliva.
- Rash with fever or behavior change.
- Pink eye, purulent conjunctivitis, yellow or white discharge from eye, unless physician has determined child non infectious.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until the morning after the first treatment.
- Excessive nasal discharge that is cloudy, yellow or green may need an evaluation by a physician or result in more care than the staff can provide.
- The child has any of the following conditions: fever, lethargy, irritability, persistent crying, difficult breathing,
Or other signs of illness.

Our policy is consult the American Academy of Pediatrics guide to managing illnesses in schools to determine when a child may stay or return to school.

Please contact the office any time your child has an infectious illness so that we can alert other parents in the class.