



First Presbyterian Church Weekday School

PARENT HANDBOOK
2023-2024

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Our Program

Mission

The First Presbyterian Church Weekday School was founded in 1946 and is proud to be an integral ministry of the church. We believe that every child is a unique individual, and our mission is to provide the highest quality early education experience possible through positive and impactful experiences in a loving and Christian environment. We believe every child deserves to have their spiritual, emotional, mental, physical, and social needs met. Preschool is the first experience a child has in a formal learning setting, and we strive to ensure that it is a positive one that will foster a life-long love of learning.

Goals

Our primary goal at the Weekday School is not solely school readiness, but to help foster the positive attributes necessary to be successful in our students' young lives. We do this by focusing on the academic facets of early education and the social, emotional, physical, and spiritual needs of every student through positive and impactful experiences in and out of the classroom. Weekday School curriculum and activities will focus on learning opportunities that develop the whole child. Our program is designed to help our students:

- Develop a positive sense of competence and self-worth
- Build relationships with other children and the ability to interact cooperatively with others
- Become aware of and concerned for the feelings of others
- Support their natural curiosity of play
- Develop a life-long love of learning
- Develop an understanding of and practice appropriate manners
- Develop creativity and self-expression in the arts
- Develop positive language and communication skills
- Develop self-control and conflict resolution skills
- Develop the cognitive thinking process
- Develop an understanding and appreciation of our world and its beauty

Enrollment Information

Admission Policy

The Weekday School is open to all children, regardless of race, nationality, creed, religion, gender, or disability, who may benefit from our program. A child must be twelve months of age by September 30th of the current school year to be enrolled in the program. Classroom placement is determined by the Director in consideration of the child's date of birth, stage of development, and communication with the parents and education team. Interest application forms may be completed online through our school website at www.firstpresweekdayschool.com. Upon confirmation of enrollment, there is a \$100.00 non-refundable supply fee and one month's tuition payment due with each *Enrollment Agreement*. *Enrollment Agreements* for returning children are accepted in mid-January, followed by children of church members who have not previously enrolled. Open enrollment for the community begins in February.

Prior to the first day of school, each family is required to complete the *Enrollment Agreement*, submit a completed VA School Entrance Health Form, and provide verification of birth. Families enrolling a child for

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

- Certified copy of the child's birth certificate
- Notification of birth (hospital, physician, or midwife record)
- Birth registration card
- Passport

Tuition

All monthly invoices will be emailed to families on the first of the month with charges for the upcoming month's morning school and contracted extended care enrollments. Semesterly invoices will be issued on the first of September and on the first of January. Drop-in fees for extended care and any banking fees will be billed on the following month's invoice. Tuition is due no later than the tenth of the month, with a \$25 late fee per month applied if not submitted on time. Tuition is due in full and on time regardless of missed attendance due to illness or vacation. All credit card transactions will include a surcharge/processing fee at the time of each transaction. There are no fees charged for ACH/eCheck payments made online. Banking fees (including \$3.50 fee for returned checks or ACH/eCheck payments and \$25 fee for banking chargebacks) will be passed on to families and added to the following month's invoice.

Staff

First Presbyterian Church Weekday School staff consists of a Director, Assistant Director, bookkeeper, and our wonderful teachers. All administrative and teaching staff are well-qualified through years of experience in education. All staff are required to receive annual first aid and CPR certifications, as well as being certified annually by a practicing physician to be free of any disability which would prevent them from supervising children. Safety is a priority at the Weekday School and background checks and fingerprint searches are conducted for all staff members. We are able to ensure our staff stays current on all educational strategies and approaches by requiring professional development hours for each teacher and instructional assistant every year. We are fortunate to have staff who are passionate about early education and consider their role and relationship with your children to be a blessing.

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

Birth to 16 months: 4:1 pupil/teacher ratio
16 months to 2 years: 5:1 pupil/teacher ratio
2 to 3 years: 8:1 pupil/teacher ratio
3 to 5 years: 10:1 pupil/teacher ratio
5 to 9 years: 20:1 pupil/teacher ratio

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

The Weekday School, in a joint effort with Lynchburg City Schools, includes children with special needs in some of our classrooms. This early inclusive environment encourages individual growth and development

of all students in our program. Resource staff who are specially trained are present to provide support to our staff and students who have been identified as benefiting from early intervention.

Licensing Information

First Presbyterian Church Weekday School is registered with the state of Virginia as a religious-exempt preschool. We are operated and conducted under the auspices of a religious institution pursuant to Section 22.1 – 289.031 of the Code of Virginia. The maximum enrollment is 120 students. The school is covered by public liability insurance and affirms a policy of non-discrimination on the grounds of race, color, religion, sex, national origin, or handicap.

The school is inspected and approved by the Lynchburg City Health Department and the Lynchburg Fire Department. Fire drills are conducted regularly to ensure each child's safety while in our care.

First Presbyterian Church provides and maintains our facility located in the educational wing of the church. The school occupies 11 classrooms which are approximately 17' x 20' (1 room), 19' x 20' (3 rooms), 18' x 19' (1 room), 15' x 30' (6 rooms), 2 school offices, and a spacious motor room for large group and inclement weather activities. These spaces total approximately 14,700 square feet. A large fellowship hall is used for special events, the chapel is used for Christian messages and Bible stories weekly, and the music room is utilized weekly for music and movement classes.

The school is cleaned daily by a team of custodians, is air-conditioned, has multiple windows in every classroom providing natural light and an airy space where children can grow and develop. The toddler playground is adjacent to the school and contains riding, climbing, and crawling toys developmentally appropriate for that age. The large playground is located at the end of the church building and contains a sandbox, swings, climbing equipment, and music and imaginative play areas.

Curriculum

The Weekday School curriculum focuses on activities which help the child develop self-confidence, independence, and an awareness of their world. The curriculum offered in each age group is specially tailored to meet the needs of every child at their specific stage of development with numerous opportunities to play outdoors and learn through our environment. We believe that early education is a collaborative effort and regularly invite families to become active participants in our program through special events, themed programs, and as special guests or storybook readers. Some of the experiences offered within the classroom are as follows:

- Handwriting Without Tears ©
- Seasonal and monthly school-wide themes
- Chapel
- Special programs and community visitors
- Weekly Music and Movement
- Mystery readers
- Partnership with Lynchburg City Schools
- Daily outdoor play
- Fine motor and sensory play

Backpacks

All students should carry a full-sized backpack when attending school. We encourage parents to supply their child with a standard size backpack to ensure all paperwork and activities sent home are able to fit. Zipper pouches or communication folders will be provided for students in our 3-Year and Pre-K classes. They will be labeled and attached to your child's backpack and are to be used to send in notes and correspondences with your child's teacher or the school office. Teachers will check pouches/folders daily and families need to do the same at the end of every school day.

Clothing and Diapers

Children should be dressed in comfortable, weather-appropriate clothing and shoes that allow them to participate safely and freely in the day's activities. All shoes must have rubber soles with enclosed toes and heel. Sneakers are the ideal shoes for children in an active play environment. The following shoes do not meet the above requirements and safety standards: sandals, flip flops, Crocs, rain boots and cowboy boots. Coats and accessories, such as mittens or hats, should be clearly labeled. A change of clothes in a labeled bag is required for each child. These will be stored in the classroom at all times and will need to be replaced upon use, as well as changed seasonally for weather appropriate clothing. In the event an item from the school clothing bin is used, we ask that it is laundered and returned to the school the following day. Diapers must be provided by the family, as needed.

Snacks

The Weekday School will provide nutritious snacks for our toddler class. Parents will be asked to provide a labeled sippy cup or water bottle daily.

All students in the 2-Year, 3-Year, Pre-K, and TK classes need to bring a labeled snack and water bottle to school each day. Please ensure that the morning snack is just that, a snack and not lunch. Only students staying for extended care and our TK students will also bring lunch to school. Please follow these guidelines when sending a snack and lunch to school:

- Snack bags and water bottles should be labeled with your child's name
- Lunch boxes for TK students & extended care should be appropriately labeled
- Snacks/lunches should be nutritious
- Snacks/lunches should not consist of any food items requiring refrigeration or microwave

PLEASE NOTE: If there are any allergies in your child's classroom, certain foods might be restricted. Parents will be notified of any restrictions on Parent Night or when a new allergy is communicated to the school office.

Toys from Home

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring toys from home unless specifically requested by the classroom teacher as part of the curriculum and daily activity. Children in our toddler class are permitted to bring a lovey or comfort item, as needed. Parents are encouraged to communicate with the classroom teacher should they find their child is having difficulty with this policy so a solution can be made together.

Conferences

Parent/Teacher conferences will be scheduled for 3-Year, Pre-K and TK classes during second semester, and as needed or desired by the teacher and/or parents. Conferences are an opportunity to communicate your child's progress and developmental goals with your teacher. When possible, please attend without children to ensure distractions are limited. Conferences for all other age groups may be scheduled on an as-needed basis.

Classroom Parties

Holiday celebrations are a special time for students, teachers, and parents to celebrate together. Teachers will coordinate with parents to schedule holiday celebrations and other special occasions. Families will have an opportunity to sign up to volunteer and provide food and supplies requested by the teacher.

Birthdays are important occasions in the life of a child and will be recognized by your child's teacher and classmates. Each child will have their special day of recognition, even if their birthday occurs in a summer month. If you would like to participate in a classroom celebration during the school day, please coordinate with your child's teacher.

Discipline

Our disciplinary approach while working with young children is to encourage respect for others while ensuring a safe and secure environment is maintained for all students and staff. No child will be allowed to infringe upon another's safety or well-being. Our teachers model appropriate behavior and provide positive reinforcement, praising children for exhibiting positive behaviors. We encourage children to "use their words" when working out confrontational situations and to respect their peers and teachers. In the event unacceptable behavior occurs (I.e.: biting, hitting, spitting, inappropriate language), teachers will use loving but firm verbal correction and discuss better choices with the child. Often, an age-appropriate break from the current activity and/or redirection will be implemented. If the behavior persists, families will receive a call from the Director. The Director may ask that the child be picked up from school early and given a "day of rest" at home, away from their classroom and peers. With continued behavioral issues, the child's enrollment will be reconsidered based on communication between the Director and the family.

Enrollment Changes

The Weekday School reserves the right to terminate the Enrollment Agreement with any family for reasons of non-cooperation or inability of a child or parent to adjust to the Weekday School program, as determined by the Director and/or Weekday School Board.

In the event a child withdraws August 1 or later, all payments made up to the date of withdrawal are nonrefundable, and the parents are obligated to pay the school tuition for the month of withdrawal, as well as an additional amount equaling one month's tuition. We require that the withdrawal request be provided to the school office in writing with a minimum of three weeks' notice.

Arrival and Dismissal

Carpool

Please drive slowly in observance of the 6 mph posted speed limit from the time you leave V.E.S. Road and turn onto church property. Please do not pass any car ahead of you in the carpool line. If you need to park for drop-off, please wait in the carpool line until you have entered the back parking lot. We strongly discourage cell phone use when on school property and ask that cell phones be put away while picking up and dropping off children. Safety of your child and others is a top priority during carpool. As sudden stops and distractions are sometimes inevitable, **please have your child remain completely inside the vehicle** until a staff member assists your child out of your vehicle. *Please have your child remain fully inside your vehicle at all times while on school and church property. (E.g., no standing out of sunroof, no leaning out of car windows, etc.)*

Arrival Procedure

Toddlers and 2-year-old students are to be walked to their classroom by a parent or family member each morning. 3-Year, Pre-K, and TK students will use the carpool system for arrival and dismissal. At 8:45 am, Weekday School staff will open the school doors and begin the carpool system. There will be staff outdoors to assist children out of cars, staff at the entrance greeting students, staff in the hallways, as well as teachers and instructional teacher's assistants in the classrooms.

Carpool drop-off will end promptly at 9:00 am. Late arrivals will be required to park in the parking lot, check into the school office, and a parent or family member will walk the student to their classroom. While it may seem that prompt arrival to preschool is not crucial, the first 25-30 minutes of the school day are essential to ensuring each child is prepared for the day's events and include circle time, special helper selections, and announcements describing the day's activities. Therefore, we ask that you please ensure your child has a great start to the day by arriving at school on time. In the event you need to arrive late, please communicate with the school office.

Dismissal Procedure

Weekday School dismissal will begin at 11:45 am and will conclude promptly at 12:00 pm. Toddlers and 2-year-old students will be dismissed from their classroom directly to a parent/guardian or authorized pickup individual. 3-Year, Pre-K, and TK students will be dismissed through the carpool entrance and walked to their vehicle in the carpool line. All 3-Year, Pre-K, and TK students will receive a school-issued carpool number sign. The number sign is to be placed in the front window for carpool pickup; please use the number sign provided for both noon, TK class dismissal, and extended care pickups. The number sign should remain in the front window of your vehicle the entire time you are in the carpool line and each day for the entire school year. **Only school-issued carpool numbers will be recognized by our staff.** Anyone using a hand-printed carpool number will be asked to park and obtain authorization from the Weekday School Director prior to picking up a student. In the event your child requires pickup by someone other than individuals on the authorized pickup list, please communicate this with the school office. No child will be released from school without the school-issued carpool number sign or a note from a parent/guardian stating the carpool change. Any child not picked up from school by 12:00 pm will be walked to the Weekday School office to wait for pickup. Any student picked up after 12:05 will be assessed a \$5 late fee on the following month's invoice. Any student picked up after 12:15 will be assessed an additional \$10 late fee on the following month's invoice. (Pickup for TK students is 1:45-2:00pm. Late fees begin after 2:05 and after 2:15.)

Extended Care

Lunch Bunch

Lunch Bunch is an extended afternoon session offered for children currently enrolled in our 3-Year, Pre-K, and TK programs and available only to students who are bathroom independent. Students must be in attendance at school by 10:30 am in order to be eligible to attend Lunch Bunch on any given day. In order to reserve a spot in Lunch Bunch, your child must have a current Lunch Bunch contract on file. If you would like to reserve a drop-in spot for your child on any given day, you must contact the Weekday School office no later than 12:00 pm on the prior day. Contracted Lunch Bunch students will be invoiced monthly with their morning school tuition. All drop-in Lunch Bunch dates, as well as late fees will be billed on the following month's invoice.

Children staying for Lunch Bunch will need the following items:

- A nutritious lunch in a bag or lunch box labeled with the student's name
- Please do not include food items that require refrigeration or a microwave
- Your child should have a labeled water bottle from morning school snack time
- If there are any severe allergies in your child's Lunch Bunch classroom, certain foods may be restricted. Families will be notified of any restrictions as soon as the Weekday School office is made aware.

Lunch Bunch carpool will begin at 2:45 pm and conclude promptly at 3:00 pm. Any child not picked up from school by 3:00 pm will be walked to the Weekday School office to wait for pickup. Any student picked up after 3:05 will be assessed a \$5 late fee on the following month's invoice. Any student picked up after 3:15 will be assessed an additional \$10 late fee on the following month's invoice. Parents wishing to pick their child up prior to 2:45 pm will be required to sign their child out in the Weekday School office.

Early Birds

Early Birds is our before-school care program and is available for children ages 2 and older based on enrollment interest and staff availability. Early Birds care begins at 7:45 am. Students are only eligible for Early Birds on days they attend morning school. Students attending Early Birds will be walked to the Early Birds classroom by a parent or family member. Children may bring a healthy breakfast from home for Early Birds.

Health and Safety Policies

All students are required to provide documentation that their immunizations are up-to-date and in compliance with the state-recommended vaccination schedule. First Presbyterian Church Weekday School does not allow for religious exemptions from the state vaccination schedule. Physician directed medical exemptions must be approved by the Weekday School Director. A student or staff member infected with or who is a carrier of a contagious or infectious disease that poses serious health risks shall be excluded from school. Readmittance to school may be granted after the illness has passed the stage of communicability. The Director may, at their discretion, request that this stage of recovery be certified by a health care provider not related to the child.

The Department of Education periodically inspects the Weekday School as part of the state licensing standards for children's programs sponsored by religious organizations. Weekday School staff will perform daily health screenings and will remove any child from the classroom that does not meet Weekday School health requirements. At the Weekday School, we will simply do this through general classroom observation and temperature checks. Daily health screenings will be simple and observatory in nature.

Should your child contract a contagious disease (e.g., chicken pox, strep throat, hand, foot and mouth disease, COVID-19, etc.), please notify the Weekday School office immediately. Parents are asked to call 434-384-0652 or email the school office at office@fpcws.com each day their child will be absent from the program due to illness. If a child or staff member has a contagious illness or disease, all parents of the child's classroom will be promptly notified.

Health Forms

A completed and signed VA School Entrance Health Form is required of each child enrolling in First Presbyterian Church Weekday School. This form includes current immunizations, health care information, and physician information. Please submit this form to the school office prior to the first day of school for the current academic year, as **no child will be able to attend school until the health form is submitted.**

Hand Washing

The CDC and American Association of Pediatrics state that hand washing with soap and water for at least 20 seconds is the most effective way to reduce the spread of germs and infection. Teachers will review with students the proper way to wash hands. Students and staff will wash their hands when arriving at school each morning, after sneezing or blowing their nose, before and after each snack/meal, after any contact with body fluids, after entering the building from being outdoors, after using the restroom, before and after diapering a child or assisting a child in the restroom, before dismissal at the end of each school day, and as deemed appropriate by teachers and staff.

Medication Policy

Weekday School staff are not permitted to administer any medication (prescription or non-prescription) unless a Written Medical Consent Form is submitted to the school office. Only Allergy and Anaphylaxis Medication Administration Training (AMAT) certified employees will administer medication of any kind. The school will keep a record of dates of use, frequency of application, and any adverse reactions. If your child has allergies to any food, medicine, or the environment, please indicate these on the Health Form and the Emergency Confirmation sheet and alert the Director and your child's teacher in writing at the beginning of the school year. The Weekday School office will keep a record of all allergies in the student's file. Children with severe allergic reactions requiring an EpiPen must have two (2) pens stored at the Weekday School, along with the required documentation.

Illness Policy

In the event your child gets sick at school, you will be called and notified of the illness immediately. If we are unable to reach you by phone, we will call the emergency contact person listed for your child. Please remember to keep your phone numbers updated with the school office or through the parent portal so that we can reach you promptly, if need be.

FPCWS expects that all families will keep their student home if the child shows any signs or symptoms of illness. Any parent/guardian who gives their child fever-reducing medication before arrival and sends their child to school will be immediately dismissed and withdrawn from the program. The school asks that all families and staff please follow the guidelines listed below for health standards and be mindful and respectful of the health and safety of all students and staff members by keeping your child home if they:

- have a fever of 100.4 degrees or higher. Students may not return to school until the child has been fever-free for a minimum of 24 hours **without the assistance of any medication.**
- appear ill or “out of sorts” and presenting any symptoms of illness such as cough, runny nose, or extreme fatigue, regardless of temperature.
- have a rash, unless otherwise excused by a physician.
- have a communicable disease.
- have diarrhea or loose bowels that occur 2 or more times in a 24-hour period (may return to school 24 hours after last episode.)
- are vomiting or have an upset stomach.
- have head lice (may return to school after treatment and approval/notification of the Director.)
- have a head cold, cough, or heavy nasal discharge. (Students with mild respiratory or allergy symptoms such as a mild cough and/or runny nose may be permitted to attend school if behaving normally and with no fever or other symptoms on a case-by-case basis. A note from the child’s physician may be required for cases of continued respiratory/runny nose symptoms.)

Covid-19 Policy

Any child will be sent home if they present with any new or worsening signs or symptoms of possible COVID-19 or other illness.

In the case of an individual who was diagnosed with COVID-19, the individual may return to school when the following criteria are met:

- At least 24 hours have passed since recovery (resolution of fever without the use of fever-reducing medications)
- the individual has resolved respiratory symptoms (e.g., cough, shortness of breath)
- completion of 5 days of quarantine, with day 0 being the first day of symptoms (If asymptomatic, day 0 is the day of positive test.)
- a negative COVID test on or after day 6, or the ability to EFFECTIVELY wear a mask on days 6-10. (The option to mask is not available for students under the age 2 and therefore must test negative on day 6 or after or remain quarantined 10 days.)

If an individual continues to test positive, they may return after 10 days of quarantine no matter their test status.

For exposed but asymptomatic persons, quarantine is no longer mandatory. These individuals may continue to attend programming as long as they remain asymptomatic.

Injury Policy

Minor scrapes and injuries will be washed with soap and water and treated with love. If required, the injury will be treated with an ice pack or bandaged. Teachers will notify the student’s family of all minor scrapes or bruises by phone call, note, email, or at pickup. In the event of a significant injury such as a head wound of any kind, fracture or loss of blood, parents will be contacted immediately, and an accident report will be completed. Accident reports will be communicated in detail and will require the parent’s signature.

Biting Policy

Biting can be a common behavioral occurrence among children under the age of three. In the event a child bites another student, school staff will communicate with the biting child firmly but lovingly. The bite will be washed thoroughly with soap and water immediately. Parents of both children involved will be notified with a note home. If the bite breaks skin, both the parent of the biting child and the parent of the child bitten will be immediately notified by phone. Below are the steps staff will take if a student bites in the classroom:

1st time: The incident will be communicated in writing with parents/guardians of both children involved at the end of the school day. Staff will not be able to discuss the identity of those involved.

2nd time: The biting child will be removed temporarily from the classroom and the family will receive a phone call from the teacher and/or the Director at the time of the incident. The family may be asked to pick up the child immediately.

3rd time: Families will receive a call from the Director asking that the child be picked up from school immediately and the biting child will be given a “day of rest” at home, away from their classroom and peers.

Continued offenses: The child's enrollment will be reconsidered based on communication between the Director and parents of the biting child.

Parent Code of Conduct

Parent Participation and Volunteering

Parent involvement in a learning environment is a fundamental element to a program's overall success. Parents are invited and encouraged to be involved in their child's school activities. We do ask that parents communicate with your child's teacher and/or school office prior to visiting the classroom or school. All persons who sign up to volunteer must be a parent, guardian, or authorized contact listed on your child's account. All visitors and volunteers will be required to check into the school office. All new visitors will be required to check into the school office and present a form of ID to verify their authorization to visit a student. Numerous opportunities to volunteer and attend school functions will be communicated by email and classroom newsletters. If additional opportunities are desired, please contact your child's teacher. Parents without the flexibility to volunteer during morning school hours will have opportunities to contribute to the classroom and the school. No volunteer or visitor will be left alone with a student or classroom of students at any time. A teacher or member of our staff is required to be in the presence of volunteers and visitors at all times when a student/s is present.

Language and Conduct

Parents are expected to behave in a manner that fosters an ideal learning environment, behaving in a manner consistent with decency, courtesy, and respect. No parent or adult is permitted to curse or use other inappropriate language when in the presence of a child or member of our staff. Threats of any kind will not be tolerated against our staff, children, or other adult while on school property. Physical punishment of any kind toward a child is not condoned or permitted on school property. In the event a disagreement occurs, it is expected that the parent will resolve the conflict in an appropriate and mature manner without negative or insulting language - this extends to social media, email, and/or text messages.

The First Presbyterian Church property is a smoke-free, vaping-free, and alcohol-free property.

Confidentiality Policy

The confidentiality of all persons associated with the Weekday School to include students, staff, and families must be maintained at all times. Confidential and sensitive information will only be shared with employees on a need-to-know basis. In the event a member of our staff is required to communicate information to a parent/guardian, or a parent observes or hears private or sensitive information regarding a student, family member, or staff member, it is expected that this information will not be shared in any way. Families/visitors who violate the confidentiality of another individual will be considered for termination of their child's enrollment. This includes information related to student/staff health, disabilities, personal finances, or private family circumstances.

Social Media

Parents and visitors must refrain from posting pictures of other people's children on social media sites without first receiving permission from the family of individuals in said picture. If this policy is not respected, the Weekday School reserves the right to terminate your child's enrollment.

Inclement Weather, Extended Closures & Emergency Response Plan

Inclement Weather

The inclement weather policy is as follows:

- If Lynchburg City Schools are closed, we are closed.
- If Lynchburg City Schools opens on a delayed schedule, the Weekday School opening time will be decided by the Director and communicated to all families and staff.
- School closures and/or delays will be communicated to families, posted on school social media pages and published on WSET school closures communications.

Families are expected to use their own judgment when determining the safety of their drive into school during inclement weather.

Extended Closures

In the event of an extended forced closure, the Director and Weekday School Board will assess the situation and communicate any announcements related to the daily operations and basic functions of our program and the school. Tuition will not be reimbursed for the month in which school is closed.

Emergency Response Plan

The Weekday School's Emergency Response Plan is designed to protect our children and staff while communicating to emergency personnel and parents before, during, and after a crisis. A crisis may be defined as a sudden and profound change that affects the life of children and staff. It requires immediate attention of all staff to prevent harm to the students and to strive to ensure their safety at all times. Our plan includes specific details in case of an earthquake, fire, tornado, bomb threat, gas leak or medical emergency. The plan details an alternate safe, secure location in the event emergency personnel instruct the children and staff to leave the church grounds. Drills are conducted throughout the year on a regular basis. All teachers and staff receive annual safety training on fire, lockdown, safe shelter, and evacuation protocols prior to the start of the school year and periodic reviews, as needed.

General emergency information will be shared with families through:

1. The Emergency Telephone Notification System
2. Email Notification

Giving Opportunities

The Marge Dillard Scholarship Fund

The Marge Dillard Scholarship Fund was named in honor of Marge Dillard for her tireless devotion as Director. Monies in this fund provide assistance every semester to approved families who may otherwise be unable to provide a preschool education for their child.

The Happy Hearts Annual Fund

The Happy Hearts Annual Fund was established by the Board to raise money for special projects not included in a yearly operating budget, and its use is determined on a yearly basis. Monies in this fund could be utilized on musical instruments, special art projects, living science programs, community enrichment programs, or other special needs and programs.