

## **INTRODUCTION**

Welcome to Saint Edward-Epiphany School! Now that you're part of the family, you're bound to have hundreds of questions about the school and its operations. St. Edward-Epiphany School, also known as "SEES" (most especially on checks!) for brevity's sake, like most schools has systems and procedures that, while not difficult to understand, can be daunting to the uninitiated. But we're getting ahead of ourselves...

The purpose of this booklet is to give you a snap shot of SEES (see how quickly you learned that?) and how things run on a daily, weekly, monthly and/or yearly basis. We hope to answer most of your questions and, perhaps, even some prior to you even thinking of them (see, we've been through this before.) On the off chance that our crack-team of handbook writers has over-looked any area of concern for you, please be aware that the SEES staff, students and parents are all only a phone call away and anyone would be happy to help you.

### **PART 1: YOU GOTTA START SOMEPLACE**

#### **AN OVERVIEW**

Before we get to the nitty-gritty, a little historical background on SEES is warranted. Here's some information that's strictly FYI:

St. Edward's School was founded in September 1961. The school began with grades one and two and met in the convent of the Religious of the Sacred Heart of Mary (R.S.H.M.) sisters. In December of 1961, St. Edward the Confessor Church was dedicated and the school also moved into the building at that time.

In 1962 grades three, four and five were added; grade six was added in 1963, grade seven in 1964 and grade eight in 1965.

In September 1964, the basement and two-story addition to the school were completed and dedicated.

The first graduation was held in June of 1966 but it was not until June of 1969 that St. Edward's School graduated students who had attended classes since the first grade.

In September of 1979, St. Edward's School became a regional school servicing St. Edward's and the newly created Church of the Epiphany parish. The school changed its name at that time to St. Edward-Epiphany School.

In September of 1980, the kindergarten program was expanded to a full-day program and in September 1981 the school began its preschool program for four year olds.

In December 1983, a third parish, St. John Neumann in Powhatan, was added to those served by the regional school. When school opened in the fall of 1984, St. Edward-Epiphany Regional School provided a complete before and after school program (7:00 a.m. - 6:00 p.m.) for its students needing daycare.

In 1986, Dr. Hopewell left St. Edward-Epiphany School to found Blessed Sacrament High School in Powhatan. Ms. Georgette Richards was appointed to the position of Principal in the fall of 1986.

Beginning in the fall of 1988, the instructional program expanded to include a Transitional-First classroom. This program enhances our already ten year instructional program of Preschool through Eighth Grade.

In the winter of 1996, the Home and School Association began an After School Enrichment Program entitled "Kaleidoscope" for the purpose of enriching our school curriculum. Students enjoy classes in a variety of areas from Science, Art, Dance and Drama. The Kaleidoscope Program received the 1997 Diocesan Concilium Award for the Program of the Year.

Beginning in the fall of 1998, the school expanded its L.D. services to include fourth grade. This service for students continues to reinforce our school philosophy and mission.

In the fall of 2000, the generosity and creativity of school families and friends led to the realization of a long-held dream of St. Edward-Epiphany School. The doors of the new Activity Center opened wide, giving students much needed space for indoor athletics, art, music and drama.

Saint Edward-Epiphany School continues to be on the forefront of Catholic Education in the Diocese of Richmond reviewing, reevaluating and planning the finest Catholic learning environment for students in the 21<sup>st</sup> century.

## **PART 2: WHAT THE SCHOOL STANDS FOR**

St. Edward-Epiphany School mission statement is as follows:

"We are the people of God. As Catholic school educators at Saint Edward-Epiphany School, we are committed to the educational ministry of the church. In response to the call, our mission at Saint Edward-Epiphany School is to build up the kingdom of God, here and now."

Saint Edward-Epiphany is committed to:

**EDUCATING** the whole child spiritually, intellectually, emotionally, socially and physically.

**DEVELOPING** close personal relationships with God through worship, service and lived Gospel values.

**PROVIDING** a challenging, well-rounded curriculum through the collaboration of teachers, students, parents, church and community.

### PART 3: THE GROUPS THAT MAKE IT HAPPEN

**Q. What is the School Board and what do they do? When do they meet?**

- A. The purpose of the Board is to recommend policies consistent with Diocesan and state guidelines and directives for the operation of Saint Edward-Epiphany School, so that the largest possible number of students may be effectively educated in a Catholic environment and encouraged to make a deep personal commitment to Jesus Christ and the church.

The primary function of the Board is to develop and recommend to the Superintendent policies in the areas of finance development, long-range planning, public relations, facilities, technology, transportation, and legislation that will ensure the successful operation of the School.

Meetings are usually held the fourth Wednesday of each month.

**Q. Who makes up the School Board - Committees, Chairman, etc.?**

- A. In the spirit of parish representation, the membership of the Board shall consist of 13 voting members. The voting members include the pastors of the parishes of St. Edward the Confessor and Church of the Epiphany. A faculty representative, the President of the Home and School Association, and chairman of Finance, Transportation, Technology, Strategic Planning, Development, Facilities, and shall be voting members. In addition, two members at large will be voting members.

A simple majority of voting members at which a quorum is present may elect new members to the Board. Selection of brand new members shall be completed by July 1.

The principal and secretary shall serve as *ex-officio* non-voting members. The Board serves in a consultative relationship to the Superintendent.

**Q. What does HSA stand for? Is it like the PTA? When do they meet?**

- A. HSA stands for the "Home and School Association." Yes, it's exactly like the PTA. The mission of the Home and School Association shall be to support and enrich the educational processes of the school. This includes:

- a) Planning and coordinating fund-raising activities.
- b) Providing spiritual opportunities and fellowship that develops a strong and meaningful Christian community among school families, faculty and administration.
- c) Providing a vehicle of communication between parents and the school.
- d) Providing interesting and informative programs relevant to the needs of the school community.

All duties of the Home and School officers and specific information regarding nominations and election of officers may be found in the By Laws of the Home and School Association. Executive Council meetings are usually held the second Tuesday of each month. General HSA meetings are held two to three times a year. Notices of these meetings will be sent out in the red/white folders.

**Q. How do people get elected to the HSA?**

A. A notice is sent out in the Red/White folders requesting nominations for each HSA position, and all SEES families have the opportunity to give input on candidates for these positions. Once all nominations are tabulated, all nominees are contacted to determine their interest in the position/s. Once the ballot is finalized, it's sent out in the Red/White folder and families are asked to make their selections. The nominees with the most votes win! (Democracy at its finest.)

**Q. Are there any other important groups or programs?**

A. Parent Involvement Partnership. Volunteers are an essential part of the school's total program. Parents, grandparents and friends of St. Edward-Epiphany School are encouraged to become involved in our school. This program requires each family to spend a minimum of fifteen (15) hours per year working for Saint Edward-Epiphany School.

Records are kept and notices are sent home throughout the year to indicate the number of hours remaining to fulfill your obligation. Event and committee chairpersons are responsible for recording and turning in service hours; however, families are also responsible for keeping track of their hours. Adult family members and friends are welcome to help a family meet its required hours. Your participation in your child's school is priceless. However, if parents choose not to participate, there is a mandatory \$450.00 fee for not participating in the Parent Involvement program.

More on Parent Involvement Hours to come - we promise!

#### **PART 4: DOWN TO BRASS TACKS**

We hope our overview has given you a good sense of what SEES is about, who we are and how things are set up. Perhaps the overview has only triggered more questions. Never fear! This section will attempt to cover those lingering questions. While the school provides a wonderful handbook (small red binder) on detailed policies and procedures, the intent of this handbook is to go beyond and answer questions you may be afraid to ask --- Be assured, we were all in that position at one time or another!

## PART 5: THE BASICS: WHO, WHAT, WHEN, WHERE AND HOW

**Q. Who is the principal of the school?**

A. Ms. Georgette Richards has been the school's principal since 1986.

**Q. Who is the assistant principal of the school?**

A. Dr. David Urban has been the school's assistant principal since 2005.

**Q. Who is the School Administrative Secretary?**

A. Mrs. Joan Kremzir

**Q. What is the school's mailing address? Phone Number? Fax Number? Website address?**

A. The mailing address is 10701 W. Huguenot Road; Richmond, VA 23235. The number for the school: 272-2881. The fax number is 327-0788. The school also has a website ([www.seeschool.com](http://www.seeschool.com)) which is updated constantly and provides: schedule of events, fundraising opportunities, school supply and summer reading lists and the option to order lunches online!

**Q. When does the school year start? And end?**

A. The 2011-2012 school year for St. Edward-Epiphany begins on August 29<sup>th</sup> with Book Day. The second day of school for Grades 1-8 will be Aug. 30, 2010. Preschool, Kindergarten and T-1 will start school on August 31<sup>st</sup>.

The 2011-2012 school year will end on June 8, 2012. A copy of the 2011-2012 calendar is included for your reference.

**Q. What are the hours for the Preschool students?**

A. The hours for Preschool are 8:15 a.m. to Noon.

**Q. What are the hours for the K-8 students?**

A. The hours for K-8 are 8:15 a.m. to 3:00 p.m. EXCEPT on Wednesday's when students get out at 2:00 p.m. Whew! Got it? NOTE: It is recommended that you pay CLOSE attention to the monthly calendars that are sent out in your child's Parent Signature Folder!

**Q. What is the latest that my child can arrive at school? What is the earliest that my child can arrive at school? What if the weather is nasty outside, where do the children go?**

A. Arrive after 8:15 a.m. and your child is officially late! It is **HIGHLY** recommended that your child be on the playground by 8:10 a.m. but no earlier than 8:00 a.m. as there is no supervision prior to this time. In bad weather, all students report to the cafeteria and sit in assigned seating areas except preschoolers and kindergartners, who report to their rooms as they do every morning.

**Q. What do I do if I need before or after-school care for my child?**

A. SEES offers a full-range of daycare options at **GREAT** rates. To get a brochure or to register, please call the School Office at 272-2881. **NOTE TO NEW FAMILIES: A chapter called, "SEES Daycare for Dummies" is included at the end of this handbook for your convenience and reference.**

**PART 6: WAYS AND MEANS**

**Q. What modes of transportation can I use to get my child/ren to school?**

A. There are three transportation options for SEES students:  
 1) Bus  
 2) Walk  
 3) Car Riders/Car Pools

**Q. Who can ride the bus? What is the cost? How does bus transportation work for younger children?**

A. SEES students are very lucky to be offered the option of bus transportation to and from school. All students are eligible to ride the bus. Bus transportation can be round trip (to and from school) or students can just ride one way. The fees for the 2011-2012 school year are:

	One Child	Two Children	Three Children	Four Children
One Way:	\$572	\$728	\$767	\$785
Two Way:	\$929	\$1118	\$1160	\$1188

SEES has developed a "Guardian Angel" buddy system (eighth graders) for younger students who may need guidance getting off and on the correct bus and getting to and from their classrooms.

**Q. How do I sign up for the bus service?**

A. If you did not already sign-up for the bus service when completing your SEES School Contract, it's not too late. Please contact the school office for information.

**Q. What if we only need occasional bus service?**

A. Occasional bus service can also be arranged. Parents/students can purchase bus tickets in the school office at \$5.00 per one-way trip. A book of 10 tickets for \$30 is also available. Please contact the school office with additional questions about drop offs, etc.

**Q. What are the single car rider/carpool lines about? Why am I getting redirected?**

A. Ah! The morning drop-off and pick-up lines...the most exciting part of everyone's day! These lines are designed with efficiency in mind. Parents will be thoroughly versed at orientation as to how the lines should work. It's likely that you're getting redirected because you're not doing something right... that's the best guess answer we can give you.

**Q. How and when are children transported off school grounds for special events? How/when are parents notified?**

A. When students are transported off school grounds (usually using the SEES school buses or chartered buses), parents will be sent a permission slip to authorize that their child may leave the school grounds. If parents do not sign the required permission slip, the student may not participate in off grounds event.

## **PART 7: GETTING THE SCOOP**

**Q. How will I know what is going on at the school? Is there a newsletter?**

A. There may be times when you have more information than you know what to do with! SEES considers communication to be of the utmost importance. Please be reminded that the school is open daily and the staff is available to answer any questions.

Communication between school and parents is handled in many ways:

- 1) Parent Signature Folders - Every student receives a folder at the beginning of the school year, which is the primary vehicle for weekly communication between school and home. The School Association puts announcements into these folders for distribution each Wednesday.
- 2) School Newsletter - Published every six weeks, this is sent home with the youngest and/or only child on the last Wednesday of the six weeks. The newsletter contains information for all upcoming events...take time to review this carefully!
- 3) Teacher/Parent Notes - Often your child's homeroom teacher will send miscellaneous communications through your child - in the lower grades such notes are often pinned to the child's shirt/sweater or put in his or her lunchbox.

- 4) The School Website - This valuable, timely tool is a helpful reference to all families. The website is updated weekly and includes up-to-the minute schedule changes and event information. "SEES Weekly Bulletins" are sent in the form of an e-mail blast every Friday.

**Q. What are the Red/White Folders for anyway?**

- A. Red/White Folders (AKA "Parent Signature Folder" discussed above) go home every Wednesday with the students. All folders are to be returned to the school no later than Friday of the same week and must have a parent signature in the appropriate slot. Parents are asked to take the necessary time to go over all the contents of the folder with your child/ren weekly. If you lose your folder or it is ruined, you may purchase a new one in the school office for a dollar.

**Q. What are skinny sheets?**

- A. Grades 4 through 8 receive a "Skinny Sheet." The "Skinny Sheet" lists the child's returned assignments for the week by subject. It's a terrific guide for parents to keep up with what their child/ren are doing.

## **PART 8: THE UNIFORM**

Ah! The uniform! The parents' answer to morning dressing sanity! Uniforms are a tradition at SEES that parents have decided to continue. It is the parents' responsibility to ensure their child is wearing the proper uniform each day. With that in mind, you will need to acquire "uniform savvy":

**Q. What is the "official" Uniform?**

- A. The "official" uniform for SEES varies depending on student's grade and sex. But here is a rundown:

Boys: Preschool through 6<sup>th</sup> Grade:

White polo knit shirt with school insignia (short sleeve or long sleeve)  
Navy pants, plain or pleated (properly hemmed, no baggy pants allowed)  
Red sweater with school name (v-neck), SEES Sweatshirt, or Red Fleece  
Black or Navy crew socks - brown or black leather belt  
Solid brown, black or navy (no athletic shoes or boots of any kind)

Boys: 7<sup>th</sup>-8<sup>th</sup> Grade:

White button down collar shirt with school initials (short sleeve or long sleeve)  
Navy or gray pants: Pleated or plain (properly hemmed, no baggy pants allowed)  
Red sweater with school name (v-neck), SEES Sweatshirt, or Red Fleece  
Navy or black or dark grey crew socks - brown or black leather belt  
Solid brown, black or navy (no athletic shoes or boots of any kind).

Girls: Preschool through 3<sup>rd</sup> Grade:

Plaid jumper

White knit polo shirt with school initials (short sleeve or long sleeve)

Red sweater with school name (v-neck or cardigan), SEES sweatshirt or Red Fleece

White crew socks or navy tights

Solid brown, black or navy (no athletic shoes or boots of any kind)

Girls: 4<sup>th</sup> through 6<sup>th</sup> Grades:

Plaid skirt

White knit polo shirt with school initials (short sleeve or long sleeve)

Red sweater with school name (v-neck), SEES sweatshirt, or Red Fleece

White crew socks or navy tights

Solid brown, black or navy (no athletic shoes or boots of any kind)

Girls: 7<sup>th</sup> through 8<sup>th</sup> Grades:

Plaid skirt

White button down collar shirt with school initials

Red sweater with school name (v-neck), SEES sweatshirt, or Red Fleece

Class sweatshirt - eighth graders

White crew socks or navy tights

Solid brown, black or navy (no athletic shoes or boots of any kind)

**Q. What is the Fall/Spring Uniform?**

A. The dates for wearing the optional Fall/Spring uniform are September to October 1<sup>st</sup> and after May 1<sup>st</sup> (depending on the weather, this sometimes is modified).

Apparel for Boys is: White polo shirt with school initials  
Navy pleated shorts  
White crew socks  
Solid brown, black or navy shoes\*

Apparel for Girls is:

Preschool to 6<sup>th</sup>: White polo shirt with school insignia  
Navy cuffed shorts/or navy skort  
White crew socks  
Solid brown, black or navy shoes\*

7<sup>th</sup> and 8<sup>th</sup> Grade: White button down collar shirt with school initials  
Navy cuffed shorts/or navy skort  
White crew socks  
Solid brown, black or navy shoes\*

\*Athletic shoes no higher than the ankle may be worn up until October 1<sup>st</sup> with shorts or skorts only. May 1<sup>st</sup> until the end of school: same options except students may wear mostly solid white, black or navy tennis shoes - no basketball sneakers or high tops, no flowers, plaids or hot colors.

**Q. What if I can't find my child's school shoes in the morning?**

A. Once you realized after leading an all out search, that you're not going to find your child's school shoes in time for the bus, take a deep breath and jot a quick note to the child's teacher. This will let the teacher and school know that you're aware of the situation and the child has your permission to wear non-regulation footwear.

**Q. What is a Tag Day?**

A. Not to be confused as a day devoted to playing the ever-popular child's game "Tag - You're it," a Tag Day is nothing more than a day that students are allowed to pay \$1.00 in exchange for the opportunity to wear non-uniform clothing. Collections for Tag Days go to a worthwhile charity. Watch your calendar for these designated days...however; the students are usually hip to which days are Tag Days!

**Q. Where do parents get the school uniforms?**

A. School uniforms are to be purchased exclusively through Flynn & O'Hara Uniform Company (10905 Dutton Road; Philadelphia, PA 19154) and Rose's Uniforms (located in Stein Mart Shopping Center on Midlothian Turnpike). Flynn & O'Hara can be reached directly by calling (800)441-4122. Uniform order forms are available in the school office. In addition, representatives from Flynn & O'Hara come to the school to assist in ordering and sizing...dates to be announced!

**Q. What restrictions exist for the student's uniforms and personal appearance?**

A. There are just a few basic no's and requirements:

- 1) No platform shoes of any kind for girls. Heels cannot be any higher than 1½ inch.
- 2) Girls' uniform jumpers and skirts should not be more than two inches above the kneecap.
- 3) Girls may wear earrings, which are no larger than a dime in diameter. This is a safety precaution especially in P.E. classes.
- 4) Earrings are not permissible for boys.
- 5) Boy's haircuts should allow for total visibility of the child and boys' hair length in the back may not touch the top of the collar of the uniform shirt.

**IMPORTANT NOTE: If a student is in an incorrect uniform, parents will be contacted.**

## PART 9: THE BEGINNING

### Q. **HELP! How will I know what to do?**

- A. As a new family, you will have many sources of information on SEES:
- 1) School mailings (detailing tuition and bus information, costs, payment arrangements, Book Day information, Orientation dates, etc.)
  - 2) Ambassador Family: The Ambassador Family is a resource made available to new families. By now you should have been contacted by your Ambassador Family and received with the name and phone number of your Ambassador Family. This resource is made available to you to help you answer any and all questions you may have as a new family thorough-out the year.
  - 3) School Office Staff: The staff at the school office is always available to you to take your questions and assist you in any way.
  - 4) Orientation Sessions: These important sessions will be held in your child's classroom and led by the teacher. These sessions will give an overview of the class as well as the objectives for the year. **THIS IS A VERY IMPORTANT MEETING - DON'T MISS IT!**
  - 5) General HSA Meetings: The meetings of the Home/School Association (HSA) are also good sources of information for new (and old!) families. HSA meetings also offer opportunities to get together with other parents and meet the HSA representative for your grade level/s.

### Q. **What is Book Day about?**

- A. Book day will be held on August 29<sup>th</sup> this year. This is where you will meet your child's teacher and pick up all books necessary for the year. The usual practice is parent(s) and student(s) proceed to your child's classroom to pick up his/her books. NOTE: Preschool, Kindergarten and T1 Students have orientation on August 30<sup>th</sup> and will pick up books at that time rather than on the 29<sup>th</sup>. (Please check calendar at the end of this chapter for Preschool, Kindergarten and T1 orientation date and time.)

### Q. **What is New Family/Ambassador Family Night about?**

- A. SEES wants all new families to feel comfortable in our school community as soon as possible. To help with this transition, the school has implemented a program where current SEES families play host to new families. Over the summer, Ambassador Families contact their new families to introduce themselves and offer assistance in answering any questions that new families may have. In turn, new families are provided with name and phone number of their Ambassador Family and are encouraged to make contact with them whenever they have a question or concern. The Ambassador Family/New Family Picnic will be held on Sunday, August 28<sup>th</sup> in the school cafeteria. It's a perfect opportunity to join your Ambassador Family, teachers and other new families before the school year officially starts.

**Q. What is the SEES lunch program? How do I know what is for lunch each day?**

A. SEES HSA offers an option for students and staff to buy their lunch. Lunches may be ordered thru the SEES Website. If you do not have access to a computer, you may use the computers in the school library. The menus change from week to week and we offer different choices daily. Drinks are NOT included. Online ordering and payment make it easy!

Don't like the lunch offerings? Of course you can pack your own lunch and bring from home!!

**Q. How do I order lunch?**

A. Lunches are ordered and paid for online. Everything you need to know about how to order and pay for your lunches can be found on our website. Go to [www.seeschool.com](http://www.seeschool.com) and log into "Inside SEES".

Need assistance? Email questions to [SEESLUNCH@GMAIL.COM](mailto:SEESLUNCH@GMAIL.COM) or contact Laura Kopsinis at (804) 674-8966.

**Q. What if my child forgets his/her lunch?**

A. Any student who has lost or forgotten their lunch should go directly into the kitchen area where the aide selling snacks will provide a sandwich or cereal for the child.

**Q. How do I get a milk subscription for my child?**

A. SEES participates in the USDA Milk Program. Students may purchase a milk subscription for either white (regular, 2% or skim) or chocolate milk. The subscription is for one year and the cost is \$25.00. To enroll your child, complete the Milk Subscription Order Form. This will go out in your child's "Parent Signature Folder" or will be handed out at your Orientation Meeting.

#### **PART 10: CALLING ALL PARENTS!**

**Q. What expectations does SEES have of parents?**

A. Parental involvement in the school program enhances your child's Catholic school education. All parents are asked to make attendance at the Home and School meetings scheduled throughout the year a high priority. In addition, volunteers are an essential part of the school's total program. SEES encourages the parents, grandparents and friends of SEES to become involved in the school. Statistics prove that a student's success is positively impacted upon by the modeling of his/her parents' involvement in the activities of the school community.

**Q. What is the Parent Involvement Program?**

**A.** The Parent Involvement Program at SEES exists to assist the school in areas where it is necessary to rely on parent volunteers. The SEES Parent Involvement Program requires each family to spend 15 hours per year working for SEES in a variety of areas. Those hours must include 5 hours in one or more of our Fundraising events such as the 5K, auction, Eagles Nest, etc and you are also required to work 10 hours in HSA and/or the classroom activities. However, no more than 5 of those hours can be in the classroom.

**Q. How do I check how many hours I have worked?**

**A.** It is the responsibility of each family to check the website and make sure they have been given credit for the hours worked. At the end of the year, any hours not completed are billed at \$30/hr and is due June 4<sup>th</sup>. If this bill is not paid, your child doesn't receive his/her end of the year report card.

**Q. What if I choose not to work the hours?**

**A.** You can always choose to opt out of this program and pay a \$450 fee but then you miss out on all of the fun you'll have by being involved in your child's school.

**Q. How is a Room Parent selected?**

**A.** Over the summer, you will have the opportunity to sign up online for the various events and activities where you have an interest. Room parents are selected from this list.

Please be advised that in order to volunteer at school in any capacity EVERYONE is required to complete the following (all forms are in the school office):

- Read a copy of the Diocesan Safe Environment Regulations Booklet and sign an acknowledgement of having received and read the booklet. Return the acknowledgement form to the school office. \*
- Complete a Virginia Dept. of Social Services/Child Protective Services form that authorizes the Virginia Central Registry background search for each volunteer (must be notarized). \*
- Complete a Volunteer Application Form to authorize a nationwide background search for each volunteer. \*
- Attend a 3-hour VIRTUS awareness training session offered through the parishes in the Richmond Diocese. Once you receive your certificate verifying you have completed the course the certificate must be submitted to the school office. Go to

[www.virtus.org](http://www.virtus.org) to register for a training session. Click on Registrations; then select Richmond, VA (diocese) to show local sessions.

- Additionally, each volunteer is **expected** to register with the VIRTUS On-Line website and read monthly education bulletins to keep the volunteer aware of information to ensure the safety of all children.

**\*ALL OF THE FORMS ARE AVAILABLE IN THE SCHOOL OFFICE.** When you attend the VIRTUS training sessions they may also give you these forms to complete. **MAKE SURE THE FORMS ARE RETURNED TO THE SCHOOL OFFICE TO BE FILED. ALL FORMS SHOULD BE COMPLETED AND RETURNED TO THE SCHOOL OFFICE TO BE FILED.**

There is no fee involved.

**NO ONE SHOULD BE VOLUNTEERING IN THE SCHOOL UNTIL THESE REQUIREMENTS ARE COMPLETE!!**

#### **PART 11: TOOLS AVAILABLE TO PARENTS**

**Q. Is there a full-time "guidance counselor" for students? What are his/her qualifications? Are parents notified of student meetings with counselor? Can parents request such a meeting?**

A. The school contracts with Commonwealth Catholic Charities to have a school social worker on site one day a week. Our student support person is here on Tuesdays from 8:00 a.m. to 3:30 p.m. She is available to assist teachers, parents and/or students with issues or problems.

A parent permission form must be completed at the beginning of each school year for every child in the school. A child may not be seen by the social worker without this form.

**Q. What is the LD program? How are provisions/resources for special needs children determined and by whom?**

A. The LD program is a resource program available for students in Kindergarten through 5th grade who have been formally diagnosed with a learning deficiency. The child eligible for resource meets with one of our two professionally trained Orton Gillingham teachers either twice or three times a week.

**Q. What is the Speech Program? How are candidates for the program determined?**

A. The Speech/Language Therapist screens all new Preschool, Kindergarten and Primary students to determine those individuals who may need speech therapy. Once screened, the therapist assesses applicable individual needs using a variety of

age appropriate devices. The Speech Therapist is available to perform auditory scans designed to detect more serious auditory deficiencies. If speech tutoring or resource assistance is needed, the therapist schedules this with the classroom teacher.

**Q. Are there special provisions made for learning disabled students? What are they?**

A. Saint Edward-Epiphany School attempts to meet the needs of every individual child. Minor classroom accommodations are possible for a child with a learning deficiency.

**Q. Can regular feedback from teachers be requested in addition to the twice-yearly conferences? How is this arranged?**

A. The weekly red and white folder is used for consistent ongoing communication between home and school. While teachers are always available for phone or in person conferences, parents are encouraged to use the red and white folder or email for communicating with teachers. Each teacher has their own email and voice mail. Both e-mail and voice mail can be accessed through the school website: [www.seeschool.com](http://www.seeschool.com).

**Q. Are curriculum expectations defined and available to parents before the start of the school year?**

A. St. Edward-Epiphany School follows the Diocese of Richmond Consensus Curriculum for each subject area. There are specific guidelines for each subject taught at the elementary level. The diocesan directives are broad based and are in no way to be confused with the public school SOL's.

During the first week of school, each grade level has a Parent Information session to assist parents with the guidelines and expectations set for each grade level. **IT IS MOST IMPORTANT THAT PARENTS ATTEND THESE INFORMATION SESSIONS.**

## **PART 12: WHEN THE INEVITABLE HAPPENS**

**Q. How do parents learn of cancellations or delayed openings due to inclement weather?**

A. Emergency closing announcements will be made on:

School Website  
WWBT Channel 12 TV

The school phone system also has a recording.

If there is no announcement for Saint Edward-Epiphany School, the school WILL BE OPEN. If your child/ren ride the bus and/or are in Daycare, please be especially attentive to any specifics regarding either of these activities.

**Q. How do I tell the school that my child will be out sick? What do I do if my child has a doctor/dentist/etc. appointment during the school hours?**

A. If a student is sick and unable to attend school, the parent or guardian **must** call the school nurse. This message can be left 24/7. A handwritten note of explanation for the absence must be sent to the homeroom teacher on the day that the student returns to school.

It would be ideal if all appointments were scheduled for after school hours. If your child must leave for a doctor's appointment during the day, please write a note to your child's teacher informing her of the doctor's appointment and cite the time you will be picking the child up. The teacher should have your child ready for your arrival.

**Q. If I have to take my child out of school early, how do I arrange it?**

A. Should your child/ren need to leave school early, a note should be written to the child/ren's home room teacher(s) detailing the time of departure. Student(s) can be picked up at the school office.

**Q. What if we need to take our child out of school for a family vacation?**

A. It is required that parents desiring to take children from school for an extended time, clear their plans through the office at least one week prior to the absence. Assignments given during this time will be set-aside for the child to make up when s (he) returns to school. Assignments will not be given out in advance. Parents are discouraged from taking vacations during the regular school year.

**Q. If I have an emergency and need for someone else to pick up my child, how do I make these arrangements?**

A. Unfortunately, we all have emergencies. At the beginning of the school year parents are asked to complete a form listing those individuals who are authorized to pick up your child. Should there be an emergency, call the school office and inform them of the situation and be prepared to advise them who will be picking up your child/ren.

**Q. Is there a full-time nurse at SEES? What qualifications does the nurse possess?**

A. Mrs. Karen Krack is our full-time Registered Nurse.

**Q. What happens when a student is injured at SEES?**

A. Our school RN immediately assesses the child's injuries. If the injury is of a small nature, like a scrape or cut, it is treated and the child returns to his/her classroom. If there is a serious fall, where a bone breaks or eye injury may be involved, the parent is immediately contacted. In the event immediate serious medical attention is necessary, the rescue squad is contacted. All injuries are thoroughly documented by the school RN.

**Q. What if my child misses a test? How long does he/she have to make it up?**

A. If a child is absent 1 day, he has 1 day to make up missed work; 2 days, 2 days to make up missed work. If a test or quiz has been preannounced, the student will take the test upon their return.

**Q. What is Standardized Testing? What grades qualify to be tested? How does this compare to the state's Standard of Learning (SOL's)?**

A. The Diocese of Richmond requires all Catholic elementary schools to take the Terra Nova Standardized tests in March for students in grades 3, 5 and 7. St. Edward-Epiphany School tests students in grades 1, 2, 4 and 6 as well. This test is a national achievement test and has no relation to the SOL's, or public school testing.

### **PART 13: FINANCIALS**

**Q. What is the tuition?**

A. Tuition for the 2011-2012 school year is:

	One Child	Two Children	Three Children	Four Children
Parish	\$4,320	\$7,770	\$10,490	\$12,160
Non-Parish	\$7,580	\$13,400	\$17,920	\$21,020

**Q. Are there any financial aid/scholarship programs available at SEES?**

A. Tuition assistance for the 2011-2012 school year is available to \$60,000. Any family who is currently enrolled in SEES and is in need of financial assistance may apply. The school uses FACTS for tuition assistance and parents must apply to FACTS online. The Diocese also offers tuition assistance. For further information please visit the Diocesan website at [www.richmonddiocese.org](http://www.richmonddiocese.org).

**Q. What are my payment options?**

A. There are three methods for paying tuition:

- 1) Annually (Due 8/1/11)
- 2) Semi-Annually (Due 8/1/11 and 1/5/12)
- 3) Monthly - Automatic withdrawal from bank account (2011-2012).

By signing the tuition contract, you are committed to full payment for the upcoming academic year. The contract goes into effect June 30<sup>th</sup>.

#### **PART 14: THE EXTRAS**

**Q. Does SEES sponsor or schedule special entertainment activities (i.e., movie night, plays, dances, etc.?)**

A. Social activities abound at SEES! The HSA sponsors Family Dinner Nights throughout the year - the entire SEES community is invited for dinner and mingling! Sixth, Seventh and Eighth grades are invited to attend Pizza Parties several times throughout the school year. In addition, the students are encouraged and invited to attend Youth Ministry events sponsored by their home parishes.

**Q. What extra-curricular activities are offered at SEES?**

A. SEES parents host organized Girl Scouts, Boy Scouts and Brownie Troops. Fifth through eighth graders can join the Senior Choir and eighth graders have the opportunity to join the Spirit Club and the Yearbook Club. SEES offers a wonderful after-school program called Kaleidoscope during January and February. This program offers a variety of classes such as ocean study, drama, computer, art, and others. (See below for Athletics information)

**Q. What is Kaleidoscope?**

A. Kaleidoscope is an after school program held during the months of January and February. The program offers a wide variety of workshop options for the students to select from such as: Ocean Encounters, Chess Club and Computer --- there is something for everyone! It's a wildly successful program that the students love! An additional fee is involved.

**Q. What sports are offered at SEES? What sports facilities are available? With whom does SEES compete in sports and other activities? At what age can my child participate?**

A. Students in grades 5-8 can participate in a variety of athletics, which are sponsored by St. Edward's Athletic Association. (See below) Specific sports and activities are announced during the school year. In the summer of 2000, the new Activity Center was completed for use by the students for sporting activities and practices. SEES competes against St. Bridget's, All Saints, Our Lady of Lourdes, St. Mary's, Collegiate, Millwood, St. Benedict's, St. Michael's and St. Christopher's.

B. The following sports are offered during the school year:  
Fall- Cross Country

Benedictine Middies Football 7<sup>th</sup>-8<sup>th</sup> grade  
Benedictine Middies Lacrosse 7<sup>th</sup>-8<sup>th</sup> grade  
St. Gertrude Field Hockey 8<sup>th</sup> grade  
Fall/Spring - Coed Soccer  
Girls 7<sup>th</sup> Grade Volleyball  
Basketball (3-8)

- C. After school clubs include:  
Chess Club (grades 3-4-5)  
Eco Eagles (grades 4-8)  
Stock Market Club (8<sup>th</sup>)  
Social Justice (4-6)  
Geography (3-7)

**Q. Is there an active Alumni Association at SEES?**

- A. The School's Alumni program continues to grow, as past graduates stay in touch through the School website and social media. Some Alumni classes host their own gatherings, while others reunite at larger School events. Many current St. Edward-Epiphany students boast parents as Alumni.

The School's 50<sup>th</sup> Anniversary in 2011-2012 presents many opportunities for Alumni to participate in their alma mater's celebrations!

For more information, please visit [www.seeschool.com/alumni](http://www.seeschool.com/alumni); [www.facebook.com/SEESAAlum](http://www.facebook.com/SEESAAlum); or email [alumni@seeschool.com](mailto:alumni@seeschool.com).

**Q. What are Family Dinner Nights?**

- A. Family Dinner Nights (a.k.a. Family Chaos Night!) are planned throughout the school year as an opportunity for SEES families to meet and eat on a casual level. HSA representatives for the various grade levels take turns hosting the dinners. The SEES Spirit Club provides desserts for sale during the event. The dinners are usually a lot of fun for everyone!

**Q. Does SEES offer language classes to students? If so, in what grades?**

- A. Spanish is a part of the curriculum for grades 4-8.

**Q. Does SEES offer computer classes to students? If so, in what grades?**

- A. Computer classes are offered to students in Kindergarten - 8<sup>th</sup> in the Computer Lab. The computer teacher follows the Diocesan Consensus Curriculum.

**Q. What are demerits and merits?**

- A. Demerits and merits are given in grades 4-8. Demerits are given to students who have not followed rules, disrespect, fighting, and destruction of property. Merits

are awarded for effort, achievement and behavior that is extraordinary. A student serves detention for every 3 demerits. The accumulation of 10 demerits warrants non-participation in Olympics (Grades 5-8). A student serves an in-school suspension for 12 demerits. The accumulation of 13 demerits will warrant expulsion.

#### **PART 15: MISCELLEANOUS FACTS TO KNOW AND TELL**

**Q. How many students attend SEES?**

A. Currently there are 448 students enrolled.

**Q. What is the maximum number of students per class?**

A. SEES averages a maximum of 25 students per class.

**Q. Unlikely as it might seem, how would a parent lodge a complaint?**

A. If the concern is related to the classroom or teacher, parents should either write a note, email or phone the teacher. If the concern is in reference to school policy or beyond the classroom, contact Ms. Richards, the school principal.

**Q. What is the teacher/student ratio?**

A. Classroom size in most cases is 20 students in Preschool and 25 students in grades Kindergarten through 8<sup>th</sup> grade.

**Q. How is priority determined for enrollment?**

A. Priority is given to the siblings of students already enrolled at SEES. Parishioners of all sponsoring parishes are given the next priority and, finally, non-parishioners are considered for enrollment.

**Q. What security measures are taken by the school in case of fire? Intruder? Etc.?**

A. Fire drills are conducted once a week during the first month of school and once a month thereafter.

A crisis intervention team for emergency situations related to deaths or disasters is in place at Catholic Charities. SEES has a school Social Worker as part of their staff from this agency, so the Crisis team is available at a moment's notice.

SEES has developed a "Code Blue" and a "Code Red" program. "Code Blue" is a term to be used whenever a crisis situation exists in the school regarding a stranger in the building. An example of the reason for calling a "Code Blue" over the intercom would be if any Crisis Team member had reason to believe that a potentially

dangerous person is on the school grounds or in the building. "Code Red" would be called for dangerous weather conditions (i.e. tornado or hurricane). Students practice responding to the "Code Blue" and "Code Red" throughout the school year.

Finally, during the day all entrances are locked to the general public. SEES has implemented a system where anyone who wishes to gain entry to the school must do so through the front doors and enter by the school office. All visitors and volunteers must sign-in and wear a "Volunteer Parent" badge while on school premises.

**Q. What is the Eagle's Nest?**

A. The Eagle's Nest is an on-site store where students can purchase needed school items such as pencils, rulers, compasses, school handbooks, red binders and family phone directories. The Eagle's Nest is manned by parent volunteers and is open from 8:10 a.m. to 8:30 a.m. and is located in the stairwell next to Father Herbert Hall.

## August 2011-2012

**NOTE: THIS CALENDAR IS SUBJECT TO CHANGE**

### August

22-26 Teachers In-Service  
Week  
25 Junior High Pizza Party  
28 New Family Picnic 4:30p.m.  
Preschool Gathering in  
Cafeteria and  
Kindergarten Gathering in  
Classroom  
29 Book Day 8 a.m.-2 p.m.  
(1<sup>st</sup>-8<sup>th</sup> Grades)  
29-9/2 Tag Days for **Merit**  
Students  
30 Classes Begin Grades 1-8;  
PS/K/T1 Orientation  
Parents Only 8:30 a.m.  
31 PS/K/T1 First Day of  
School 2:00 p.m. Dismissal

### September

5 Labor Day - **NO SCHOOL**  
6 7<sup>th</sup>/8<sup>th</sup> Parent Information  
Night 7-8:30 p.m.  
7 Primary Information Night  
6-7:30 p.m.;  
Intermediate Information  
Night 7-8:30 p.m.  
50<sup>th</sup> Anniversary Assembly  
1:15 p.m.  
12 SEES Golf Tournament  
14 HSA General Mtg. 7 p.m.  
Cafeteria  
19 Opening School Liturgy  
9 a.m. St. Edward's

### October

7 Living Rosary, Activity  
Center 1:30 p.m.  
10 **NO SCHOOL** - Columbus  
Day  
13 Feast of St. Edward  
Liturgy 9:00 a.m.  
Pep Rally for 5K 2 p.m.  
14 **NO SCHOOL** - Diocesan  
Professional Development  
Day  
15 Fall Festival 9 a.m. - 2 p.m.  
5K Run with the Saints  
8 a.m.  
28 End of 1<sup>st</sup> Nine Weeks  
31 Halloween Treat 2 p.m.

### November

1 Feast of All Saints Liturgy  
9 a.m.  
6 50<sup>th</sup> Anniversary Liturgy  
1:00 p.m.  
8 Report Cards Go Home  
9-11 Parent/Teacher  
Conferences  
10-11 No School for 7<sup>th</sup> and 8<sup>th</sup>  
Grades  
10-11 NOON DISMISSAL  
22 Grandparents Luncheon  
Activity Center  
23 9 a.m. Liturgy St. Edward's  
NOON DISMISSAL  
24-28 Happy Thanksgiving  
**NO SCHOOL**  
29 School Reopens

December

8 9 a.m. Liturgy Feast of the Immaculate Conception St. Edward's

8 Family Dinner and Secret Santa 5-7 p.m.

14 Advent Evening Reflection 7 p.m. St. Edward's

22 Christmas Break - Noon Dismissal

23-31 Christmas Break

January

3 School Reopens

9-13 7<sup>th</sup> & 8<sup>th</sup> Grade Semester Exams

13 End of 2<sup>nd</sup> Nine Weeks

16 Martin Luther King Day  
**NO SCHOOL**

19 Winter Warm Up for New Families & Ambassador Families Cafeteria 6-8 p.m.

24 Report Cards Go Home

26-27 Parent/Teacher Conferences  
NOON DISMISSAL

29-2/3 Catholic Schools Week

31 Catholic Schools Week Liturgy 9 a.m. St. Edward's

February

1 Family Dinner & Book Fair 5-7 p.m.

7 Kaleidoscope Starts

15 HSA General Meeting 7 p.m.

20 President's Day  
**NO SCHOOL**

22 Ash Wednesday 9 a.m. St. Edward's

March

17 HSA Auction

26-30 Terra Nova Testing

23 End of 3<sup>rd</sup> Nine Weeks

April

3 Report Cards Go Home

4 Living Stations of the Cross 10:30 a.m. Church

5 Holy Thursday - NOON DISMISSAL

6 Good Friday  
**NO SCHOOL**

9-13 Easter Vacation

16 School Reopens

May

2 HSA General Meeting Cafeteria 7 p.m.

15 Music/Art Festival 7 p.m. St. Edward's

18 First Communion Celebration St. Edward's 9 a.m.

23-25 Final Exams 7<sup>th</sup> and 8<sup>th</sup>

28 Memorial Day  
**NO SCHOOL**

30-31 Olympics Grades 5-8

31 HSA Picnic 5-7 p.m. Grove

June

1 8<sup>th</sup> Grade Awards and Luncheon - Activity Center; 7:00 p.m. Graduation Dance - Activity Center

2 Used Uniform Sale in Father Herbert Hall

4 8<sup>th</sup> Grade Graduation Liturgy Epiphany 6 p.m.

5 Field Day PS/K/T1 - 9 a.m.

6 Buddy Field Day 2/3/4 - 9 a.m.

7 School Awards 10 a.m. NOON DISMISSAL

8 9 a.m. Closing Liturgy

8 Report Cards Go Home

## SEES DAYCARE 2011-2012

Thank you for your interest in the St. Edward-Epiphany School Daycare Program! The purpose of this handbook is to ask - and answer - the questions that you may have about the SEES Daycare Program.

The entire SEES Daycare Staff is committed to providing a safe and enjoyable Christian learning environment for each child. The Staff truly enjoys what they do and strives to do this special work to the best of their ability.

**Q. How do I go about enrolling my child/ren in SEES Daycare?**

A. Parents must fill out a Daycare registration form, present a proof-of-identity (such as birth certificate) and fill out an "Emergency Form" for each child they wish to enroll. A \$25.00 registration fee per family is also required.

**Q. Once my child is accepted to SEES, what is the earliest that I may enroll my child in SEES Daycare? What is the latest that I may enroll my child in SEES Daycare?**

A. You can register for Daycare as soon as you have enrolled your child in St. Edward-Epiphany School. Registration is based on space restrictions more than anything else. So, as with everything...the sooner you register your child the better!

**Q. What are our different Daycare Options?**

- A.
1. PLUS - the PLUS Program provides professional care, supervision, and recreation and enrichment activities for students in Preschool through 3<sup>rd</sup> Grade.
  2. TLC - the TLC Program is for students in Grades 4-8

**Q. What are the weekly costs associated with the Daycare Options?**

<b>A. <u>PLUS and TLC</u></b>	<b><u>1 child</u></b>	<b><u>2 children</u></b>
<b>Preschool ONLY</b>		
(12:00-6:00 p.m.)	\$55.00	\$90.00
(12:00-2:50 p.m.)	\$43.00	\$65.00
<b>Before School (7:00 -8:00 a.m.)</b>	\$30.00	\$40.00
<b>After School (Dismissal-6:00 p.m.)</b>	\$54.00	\$85.00
<b>Before/After School (K-8<sup>th</sup>)</b>	\$60.00	\$100.00
<b>Holiday Charge</b>	\$15.00	\$25.00

## SEES DAYCARE 2011-2012

**Q. Is occasional care offered? What are the costs? What does taking advantage of "occasional care" entail? If I have an appointment and need a babysitter, can I just drop my child off? If not, why not?**

A. Occasional care is offered as space permits at a slightly higher cost for those parents who need a more flexible work schedule. Parents must fill out all the required paperwork ahead of time and pay the registration fee. However, Daycare can NOT provide babysitting or drop-in care services.

	<u>1 child</u>	<u>2 children</u>
7:00-8:00 a.m.	\$13.00	\$18.00
8:00 a.m.-Noon	\$20.00	\$25.00
Noon-Dismissal	\$18.00	\$25.00
Dismissal-6:00 p.m.	\$18.00	\$25.00

**Q. Is there an additional fee involved for early dismissal or non-school days?**

A. There is no additional cost for noon dismissals. However, for full days there is a \$15.00 extra fee for a single child and a \$25.00 extra fee for two or more children from one family.

**Q. What happens if I am late picking up my child/ren from Daycare?**

A. Additional fees will be charged to your account based on how late you are. At least two staff people have to stay to care for your child. You will have to cover their pay.

**Q. What is the adult to child ratio?**

A. The Preschool/Kindergarten group has a 1 to 10 ratio. The T1 to 3<sup>rd</sup> graders have a 1 to 15 ratio. The 4<sup>th</sup>-8<sup>th</sup> graders have a 1 to 20 ratio.

**Q. Is the Daycare licensed by the State of Virginia?**

A. SEES Daycare is licensed by the State of Virginia. The TLC program is not.

**Q. Will I get a statement from Daycare at the end of the year to file with my taxes?**

A. In early January, parents will receive a year-end statement for tax purposes.

## SEES DAYCARE 2011-2012

**Q. If my child/ren doesn't attend Daycare one day, do I still pay for that day?  
If my child/ren doesn't attend Daycare for a week, do I still pay for the week?**

A. Yes. Parents pay a weekly rate whether their child is there or not. However, each family is granted five (5) "vacation days" that they may use at their own discretion. These are five (5) free days. **Please let the Daycare staff know when you plan to use your days.**

**Q. Do parents pay for holidays, i.e. Christmas break? Thanksgiving break? Spring break?**

A. Parents do not pay for holidays, Christmas break, Thanksgiving break or Spring break.

**Q. What do I do if I wish to take my child/ren out of SEES Daycare?**

A. All you need to do is advise the Daycare Administrator **in writing** that you will be withdrawing your child from the SEES Daycare. No other notice is required.

**Q. Does my child need anything from home, i.e. blanket, pillow, and extra set of clothes?**

A. Preschoolers need to bring a blanket or towel for their cot.

**Q. What phone number do I use to call Daycare?**

A. The phone number for Daycare is 272-2881 ext 303.

**Q. How should payments for Daycare be made? Weekly? Monthly? Should I pay in advance or will I be billed? Can late fees be incurred?**

A. Payments may be made by check payable to SEES with Daycare written on the "memo line" of the check. They may be given to any childcare staff, sent in your child/ren's red folder (in an envelope marked "Daycare") or turned in to the school office.

Parents have the choice of paying once a week, every two weeks or once monthly. **Payments are due in advance for the last two (2) weeks of school.** Once you know your weekly rate, it is not necessary to wait for a statement before payment, as payments can be made in advance. Statements will be sent home approximately every four (4) weeks showing any balance due that will need to be paid upon receipt.

## SEES DAYCARE 2011-2012

**Q. Is a menu posted for snacks?**

A. The snack menu is posted in the cafeteria and the daycare bulletin board should parents wish to review it.

**Q. Can my preschool child order from the SEES lunch menu? Can they purchase ice cream or snacks?**

A. Yes, lunch menus come out once a month. Milk menus come out once a semester. You can buy coupons or send money for snacks.

**Q. If the school is closed for the day, is the Daycare still open? If so, do parents pay extra for using the services? How much?**

A. Daycare closes for all the SEES holidays, including Labor Day, Christmas, Thanksgiving, Spring Break and Memorial Day weekend. It does remain open on early closing days, minor holidays (such as Columbus Day or President's Day), school conferences, and teacher workdays and teach retreat days.

Parents need to sign their children up if they intend to send them on the days when the school is closed so that the center can be properly staffed. Also, no lunch or milk is provided for noon dismissal days or non-school days, so children must provide their own lunch and drink. The Center will supply both a morning and afternoon snack. There has to be 25 students signed up for daycare to open. If daycare is open and your child does not come after signing up, the holiday fee will be charged.

**Q. Is Daycare closed if there is a snow day?**

A. In the case of inclement weather, the Daycare will be open only if the school is open.

**Q. Do I need to call Daycare when my child is out sick for the day or will the SEES office inform Daycare?**

A. The SEES office will inform Daycare if your child is not in school.

**Q. What security measures are taken for the children's safety? What if my child/ren gets sick or has hurt her/himself?**

A. Preventative measures are taken whenever possible. Children are kept in sight of Daycare staff at all times, except when in the restroom. Play equipment is inspected for safety and rules are in place to encourage the children to play safely. Parents sign their child in and out of Daycare. Daycare Staff must be notified in advance, in writing, if anyone other than the parent is picking up that child.

## SEES DAYCARE 2011-2012

Our Staff is trained in CPR and first aid and a First Aid Kit goes wherever the Staff goes. They have flashlights and a battery operated radio in the event that we lose power. The Centers runs fire drills and has secured the classrooms to be as safe as possible. Parents will also be notified if their child has been injured and they know how to dial 911 if they have to! Also, the school nurse is on hand until 3:00 p.m. each day. Finally the only doors open to the school after 3:30 p.m. is the back door.

**Q. If my child/ren is in preschool, do I need to get a milk subscription for him/her to receive milk at Daycare?**

A. Yes, if your child/ren is in preschool you DO need to sign your child up for a lunchtime milk subscription for him/her to receive milk during Daycare.

**Q. What would a typical day in Daycare look like for my child/ren? Is my child participating in a "special activity", i.e. learning a sport, enjoying crafts, etc., while at Daycare? Are field trips offered for Daycare attendees?**

A. After the Preschool morning program, the Daycare children are escorted to Day Care for lunch followed by a rest period. After rest time, children play games, color, or look at books until regular dismissal time (2:50 p.m.). Some children leave school at this time while others join the after-school program for Preschool to Grade 3 children.

The regular late afternoon activities include snack (must meet Virginia Licensing Standards), outdoor play, story time, music, arts and crafts, and homework time for students in grades 1-3, and both self-chosen and organized play activities.

Daycare staff also tries to add variety by providing guest speakers or entertainers, celebrating holidays with Daycare parties, participating in cooking activities or by watching an occasional movie.

**Q. Can students attending Daycare participate in the Kaleidoscope program when it is being offered? Can students attending TLC participate in SEES athletics?**

A. Yes. Our students participate in Brownies, Girl and Boy Scouts, Cub Scouts, Kaleidoscope and athletics as long as the activity takes place on the school campus.

**Q. How will my child locate Daycare in the afternoon?**

A. Preschoolers who stay for extended care are escorted to Daycare by the childcare staff at noon.

## SEES DAYCARE 2011-2012

- Q. What do I do when someone else will be picking up my child/ren?**
- A. When parents fill out the registration papers, they are asked to list other people that my pick up their child. However, it is best to let the Daycare staff know ahead of time, in writing. If it is someone who is not on your list, then you must send in a written permission not.