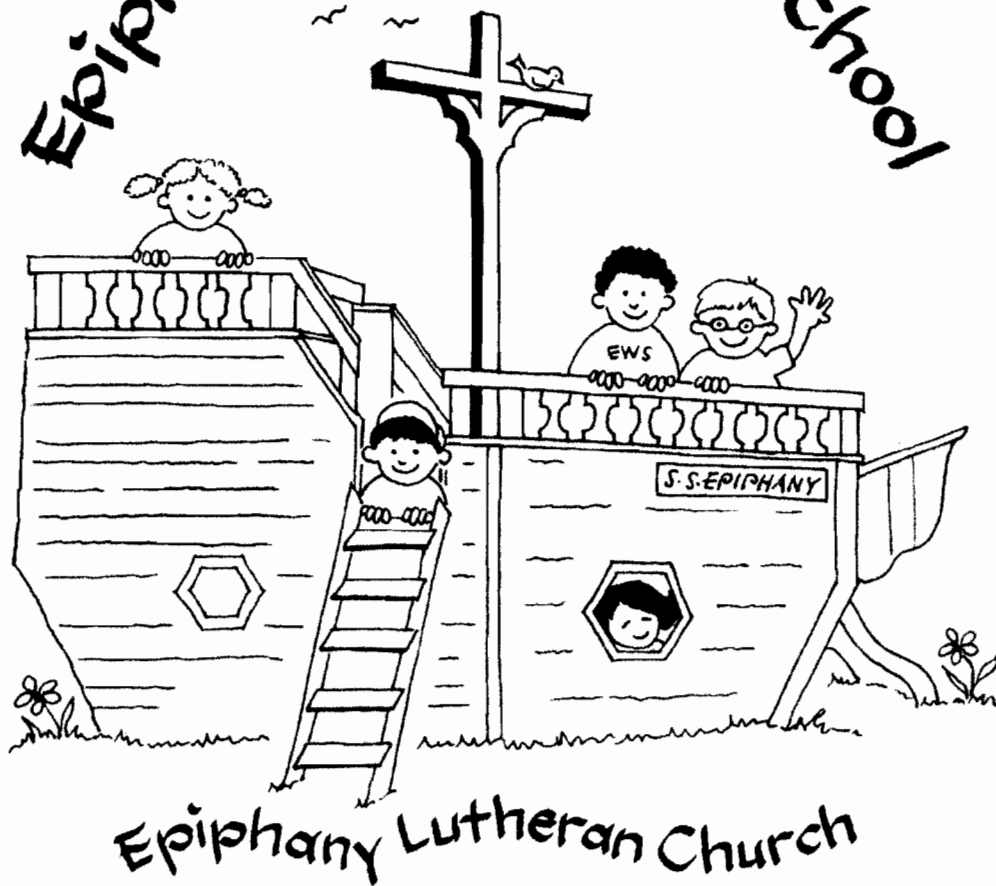


Epiphany Weekday School



EWS Program Guide and Handbook

2017-2018



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Dear Parents,

Our EWS staff provides your child a play-based and educational developmental program for their early childhood growth and development years. Our half-day program covers a wide variety of offerings that meet the needs of the whole child; emotional, social, spiritual, intellectual and cognitive growth.

The program EWS offers uses a variety of resources to include but not limited to Virginia Milestones, Virginia Building Blocks for Learning, High Scope Curriculum, and NAEYC (National Association for the Education of Young Children) developmental standards. Our staff keeps current with trends in early childhood education through staff meetings/training, attending workshops, and seminars. Specifically, we help children to develop:

Emotionally:

- ❖ Develop self-control, self-confidence, self-direction, independence and handle emotions in an appropriate manner through positive reinforcement.
- ❖ Develop social skills, respect and empathy for individual and cultural differences through group interaction.
- ❖ Develop a sense of trust and caring for those around them through consistent guidelines and understanding.

Academically:

- ❖ Develop his/her intellect through comprehensive and developmentally appropriate learning programs.
- ❖ Develop personal creativity and exploration through art, music, storytelling and other interesting and challenging activities
- ❖ Increase attention span, follow directions, and assume responsibility for given tasks through careful instruction and guidance
- ❖ Develop a passionate love of learning.

Physically:

- ❖ Develop good communication, auditory, visual and motor skills through role modeling and age-appropriate developmental activities.
- ❖ Become aware of physical fitness and good health habits through role modeling, teaching directed plan and exercise.

Spiritually:

- ❖ Practice acts of kindness, compassion, explore nature and the wonders of life
- ❖ Feel God's blessings all around us! This is encouraged by monthly Storytime with Pastor and daily blessings at snack time.

We are pleased you have chosen EWS for your child! Our staff strives to be in a working partnership with you, the parents, to provide a positive and nurturing experience for you and your child.

Warmly,

Nan Markman and the EWS staff

Our School

The Epiphany Weekday School is an outreach ministry of the Epiphany Lutheran Church. We have proudly served the Alexandria, Mount Vernon, and Fort Belvoir communities since the mid 1960's. We provide a half-day program for 2 ½ through Pre-Kindergarten age children. (Extended day options are available. See Extended Day Programs section.) Tuition and fees are adjusted yearly to cover the operational costs of the school.

All families may download the school handbook or request a copy through the office. This handbook has been created to offer easy access to the program guidelines, school policies and procedures. For questions or updated calendar information, please refer to our web site: www.EpiphanyWeekdaySchool.org. Please feel free to contact the school office with any questions.

Mission

EWS's mission is to provide a safe, positive, and nurturing environment in which every child will have an opportunity to develop a sense of routine, promote respect, self expression, and a caring attitude. The staff believes in encouraging the child's positive self image and creative growth. A faith-based monthly story time with Pastor is provided to our students. Blessings are said daily.

Philosophy

EWS's philosophy centers on the importance of play. Play involves all types of learning and development: self esteem, socialization, cooperation, curiosity, problem solving, creative expression, and cognitive learning. We strive for each child to become successful, independent thinkers, respectful to others and their surroundings, and to develop and mature at his/her own rate. We offer an educational program that is developmentally age appropriate, meeting the needs of the whole child.

Enrollment & Admission Requirements

Placement in a class is determined by a child's age as of September 30th. Registration begins in mid-January. Priority is given to families currently enrolled and church members before opening for general enrollment. A copy of the registration form can be obtained from the office, as well as on our website.

Non-Discrimination Policy: Epiphany Weekday School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admissions policies, and scholarship programs.

Class Offerings

We strive to keep our class size small. Daily routines include but are not limited to circle time activities, indoor and outdoor play time, music, creative expression, literature, science, and math, all within a developmentally age appropriate learning environment.

- 2 day 2's (2 ½ years of age) Class meets Tuesday and Thursday
- 3 day 3's (young 3 year old's) Class meets Monday, Wednesday and Friday
- Older 3's (3 ½ years of age) Class meets Tuesday - Friday with an optional 5th day on Monday
- Pre-K (4 years of age) Class meets Monday – Friday

Resource Programs

For our 3-year-old through Pre-K programs, EWS strives to enhance what we offer in our classrooms by offering regular enrichment sessions. These sessions include Music and Movement, Library, Science, Yoga, PE, and Outdoor Classroom. Scholastic Newspapers are an additional supplement to our classroom offerings as well.

Music and Movement: Children have the opportunity to sing, dance, act, play a variety of musical instruments, and express themselves.

Library: The ever growing school library offers a wide variety of books and DVD's. Our librarian offers theme "story time" sessions to broaden the children's exposure to the wonderful world of literature. Children have an opportunity to "check out" a book to borrow on Library days. Please feel free to visit our library to check out books before and after school.

Science: This interactive session offers children an introduction to the world we live in through exploring our 5 senses, nature, seasons, weather, animals, gardens, insects, and many more topics.

Yoga: This is a blend of stretching, breathing, balance and developing and connecting our bodies head to toe.

PE: PE is offered throughout the school year in addition to daily playground time. The PE program offers additional gross motor skill development.

Pre-K Literacy Program: This program is offered January–April by our reading resource teacher.

The EWS **Outdoor Classroom** encompasses the playground plus our outdoor stage, musical instrument park and Children's Garden.

Extended Day Programs

Early Bird Program

Beginning at 8AM, Monday-Friday, children may be dropped off in the Friendship Room. Parents sign children in on arrival, and prior arrangements are not necessary.

The fee is \$6.00 per morning, payable daily/weekly. If you sign up for the full school year; contact the office for discounts. Payment may be made by cash or check, please contact the office for details.

Lunch Bunch

Lunch Bunch is offered Monday-Thursday from 12-1PM, and Kaleidoscope Fridays (includes pizza lunch) is offered from 12-2PM. The fee is \$7.00 for the one hour program and \$16.00 for Friday's two-hour program. Payment may be made daily at time of pick up. Tickets may be prepaid in groups of 12 for a discount (\$72.00/12 lunch bunches). Prepaid lunch tickets save you \$12.00 over the daily rate. Payment may be made by cash or check. Children are expected to bring their lunch and beverage from home. Please contact the office for details.

Lunch Clubs

Throughout the school year several Lunch Clubs are offered. They are usually 1 day per week for 6-8 weeks. Children bring lunch from home and attend their specialty class after they eat lunch. Registration and fees are separate from tuition and other extended day fees. Classes are kept to 8-10 children only.

A variety of Club topics are offered. Spanish, Cooking, Yoga, Drama, and Dance are a few of the themes offered.. Look for details in fall, winter, and spring!

After-Lunch Extended Hours

EWS has extended hours until 3PM. Inquire at the office for details.

Tuition and Fees

Tuition may be paid for the year in advance, several months in advance, or **divided into nine equal payments rounded up to the nearest dollar**. If the nine equal payment option is selected, tuition is due the 1st of each month, September through May. Tuition and fees are adjusted annually to cover the expenses of school operations.

Next year's rates will not be available prior to mid-January; they are published at the time registration opens.

2017-18 Fees

Class	Annual	Monthly
5-Day Pre-K	\$3980	\$442.00
4-Day Older Three's	\$3600	\$400.00
5-Day Older Three's	\$3924	\$436.00 (optional 5 th day)
3-Day Three's	\$2650	\$295.00
2-Day Two-and-a-half's	\$1870	\$208.00

Late Fees

A \$25.00 late fee will be charged for tuition that is not received by the 1st of each month of service beginning September 1 – May 1. A grace period of 3 business days will be granted before late fee is incurred.

A \$25.00 fee will be charged on all returned checks.

Student Records

The following information is required by the state to be kept on file for each child enrolled in the school:

- Current Virginia Medical Health Form
- Current Immunization Record
- Proof of Identity (Original Birth Certificate or Passport must be shown.)
- Returning students only need an updated Immunization Record

Communication

School announcements and a monthly Director's Newsletter will be sent by e-mail. Paper copies are available upon request.

Friday Folders/Newsletters

At the end of each week your child will bring home a folder. This folder will have information from your child's teacher, school-wide updates, and/or some of your child's class/art work. Please return folders on the next school day.

Conferences

Parent-Teacher conferences will be scheduled twice during the school year. In November and May, parents and teachers have the opportunity to meet to go over your child's progress. Please contact us with any questions or concerns you may have at any time throughout the school year. We believe in an open partnership with parents.

Absences and Withdrawals

Please call the office if your child will be late or not able to attend school for the day. For security reasons, the classroom doors are locked at 9:10AM, if you arrive after this time, we ask that you please come through the office.

If it becomes necessary to withdraw your child, a two week written notice is required or you will be responsible for the following month's tuition.

EWS may dismiss a student if the child does not adapt to the school environment, or if the policies & guidelines are not respected.

Arriving and Leaving

School begins at 9AM. We ask that due to the teachers preparing their classrooms for the day, please wait until the doors are officially opened before coming into the classroom.

Parents may walk their children into the classroom and help them hang up their belongings. Occasionally, a child may suffer from separation anxiety when saying good-bye for the morning. ***Our experienced staff will be able to handle the situation. An extra hug and kiss followed by a quick exit is recommended. You are welcome to call the office and check on their progress.***

Please try to be on time for dismissal. Children get anxious. If you are running late please call the office to let us know. **Continuous late pick up will result in a late pickup fee. After a 5 minute grace period, a fee of \$1.00 per minute will be incurred.** We will not release your child to someone unless we have written and/or verbal confirmation from you. Picture ID is required if not the child's parent picking up.

Discipline Policy

We strive to ensure that your children receive structure and age appropriate activities that allow for socialization and play as well as stimulation and learning. If a child is having a difficult time, the staff will assess the situation and attempt to redirect the child to another activity. Occasionally, it is necessary for a time out when a child needs a few moments to regroup. We strive to guide the children to make good choices in a positive and reassuring manner.

Difficult situations with a child that cannot successfully be handled in the classroom will result in the child needing to take a short break from the classroom and regroup in the office. If the situation does not improve, parents will be called and asked to arrange an early pick up for the day.

Inclement Weather

EWS follows the Fairfax County Public School policy (www.fcps.edu). Please check with local news for the current day's information. You may also call the school office- the recording will be updated by 7AM.

- If the County is closed, we are closed.
- If the County has a 2 hour delay, we will be open from 10AM- 1PM with no early morning program. Bring a lunch if you want your child to stay until 1PM. You still have the option of 12PM pickup. (If the delayed opening is on a Friday, Kaleidoscope Friday is cancelled and the day ends at 1PM as well.)
- If the county closes early we close at 12NOON (no lunch bunch program offered).
- No refunds or make up days for inclement weather closings.

Illness and Accidents

Sick children are a concern to us all. **Please do not bring your child to school if they have a fever over 100.1 degrees, vomiting or diarrhea within the previous 24 hours of the school day.** Please inform your child's teacher if your child is on any medication.

The school notifies parents promptly if an illness is suspected or if there is an emergency. Bumps and scrapes can happen even under the best of supervision. A Boo-Boo report will be sent home.

Staff members are trained in First Aid and Child CPR, our current certificates are on record in the office.

Clothing and Backpacks

Children need to dress for the season in comfortable clothing for a fun and perhaps messy day of activities. Children need to bring a backpack each day with their **name clearly labeled on the outside**. Please include a complete set of extra clothing to include underwear, socks and a change of outfit. Those children not potty trained need to supply wipes and diapers or pull ups.

We encourage children to dress in closed toe footwear. Sandals/crocs need to have a back strap to secure footing. Thank you!

Snacks

Each family is asked to donate a bottle of apple juice quarterly. School will provide a light snack by mid-morning. Snacks are kept light so as not to spoil lunch. We vary the snacks offering cheese, crackers, pretzels, or fruit slices.

Teachers will ask parents to donate seasonal treats such as muffins, fruit, or other items that will help to broaden the children's food tasting experiences on Wednesday and Fridays throughout the year. Please let us know about any food allergies. In the case of allergies that need special accommodations, we ask you to provide an appropriate snack for your child daily.

Party Time

We love to celebrate! Throughout the school year we celebrate traditional and special days such as Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, and Easter. A wide variety of other special celebrations also occur during the school year. Parents are encouraged to volunteer and join the fun!

Birthdays are extra special days for children! Your child may bring a special birthday snack to share with their classmates for their birthday. Please arrange this with your child's teacher in advance. Please check with your child's teacher for any food allergies within the class.

Fire Drills

We are required by the state to have routine fire drills. Records of all fire drills are on file in the office along with our annual inspection certifications.

Shelter-in-Place & Lock Down

Plan is available upon request.

Playground Safety Rules

Safety first! We ask that children do not climb on the roof of the playhouses, no jumping down from high structures, no supersonic running or throwing mulch. *We follow these rules during school hours and we would appreciate you following through with the rules after school hours while on EWS's playground. Also, kindly recover the sandbox after use and close the gate. Thank you!*

We encourage children to dress in closed toe footwear. Sandals/crocs need to have a back strap to secure footing. Thank you!

EARLY LEARNING GUIDELINES

Social & Emotional Development

Self-Concept
Self-Control
Cooperation
Social Relations
Knowledge of Families and Communities

Approaches to Learning

Initiative and Curiosity
Engagement and Persistence
Reasoning and Problem Solving

Language

Listening and Understanding
Speaking and Communicating

Literacy

Phonological Awareness
Book Knowledge and Appreciation
Early Writing
Alphabet Knowledge

Mathematics

Number and Operations
Geometry and Spatial Sense
Patterns and Measurement

Science

Scientific Skills and Methods
Scientific Knowledge

Creative Arts

Music
Art
Movement
Dramatic Play

Health and Physical Development

Gross Motor Skills
Fine Motor Skills
Health Status and Practices

MONTHLY THEMES

“Everyday themes” for our classes include topics and interactive activities with Our 5 Senses, Colors, Shapes, Counting, Numbers, Alphabet Letters, Rhyming and Phonemic Awareness.

September

- ✧ Welcome to School
- ✧ Getting to know you!
- ✧ Fall season

October

- ✧ Community helpers
- ✧ Fire prevention/fire safety
- ✧ Farms and harvest time
- ✧ Halloween

November

- ✧ Red, White and Blue Day
- ✧ Giving thanks
- ✧ Native Americans
- ✧ Pilgrims
- ✧ Thanksgiving

December

- ✧ Christmas
- ✧ Winter celebrations around the world

January

- ✧ Happy New Year
- ✧ Winter season
- ✧ Animals in winter/hibernation
- ✧ Pajama Day
- ✧ Chinese New Year (Jan/Feb)

February

- ✧ Groundhog Day
- ✧ Valentine’s Day
- ✧ Mardi Gras (Feb/March)
- ✧ President’s Day
- ✧ Dental Health month

March

- ✧ Dr. Seuss
- ✧ St. Patrick’s Day
- ✧ Dinosaurs
- ✧ Easter (March/April)

April

- ✧ Spring season
- ✧ Animals in springtime
- ✧ Butterflies, ladybugs and insects

May

- ✧ Mexican Fiesta
- ✧ Flowers and gardens
- ✧ Year end celebrations