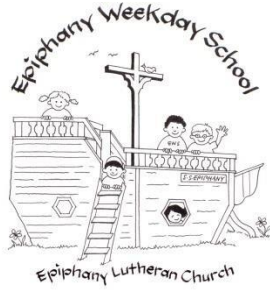


EWS PROGRAM GUIDE AND HANDBOOK

5521 Old Mill Road, Alexandria, VA 22309
ews@epiphanyweekdayschool.org



www.epiphanyweekdayschool.org
703-780-3852

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 Standards of Early Learning-Birth to 5 years, 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

Epiphany Weekday School | 5521 Old Mill Road Alexandria, Virginia 22309 | 703-780-3852 | www.EpiphanyWeekdaySchool.org

EWS

Epiphany Lutheran Church of Mount Vernon established in 1961.

Epiphany Weekday School (EWS) established in 1967 as an outreach of the ELC ministry for the Mount Vernon, Fort Belvoir, and surrounding area Communities.

EWS offers children from 2 ½ years through 5 years of age a half-day Early Childhood Educational program with extended day options. The program serves the “whole child” in the development of the individual child’s social, emotional, spiritual, physical, creative and cognitive growth.

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 self-esteem, promote respect, self-expression, and a caring attitude. The staff encourages a positive self-image and creative growth. Faith based story time with Pastor is offered monthly. Blessings offered daily before snack and lunch. Our Spirituality displayed and practiced through compassion, caring and love for one another. Our words, acts and deeds are our testimony.

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.

*EWS strives for each child to become successful, independent thinkers, respectful to others and their surroundings, to develop and mature at their own rate.

*EWS provides an age appropriate program meeting the needs of the whole child.

Accreditation Statement

EWS is a non-profit, religiously exempt preschool. EWS operates with a license from the Department of Education-Religious Exemption. The Department of Health and Fire Marshall inspects EWS annually. The staff is certified in First Aid and Child CPR. The office has a list of current staff members with both certifications. EWS staff holds a variety of degrees and certifications. All have experience in and continuing education in the field of Early Childhood.

Physical Location

Epiphany Lutheran Church

5521 Old Mill Road, Alexandria, VA 22309

Church #703-780-5077; EWS office 703-780-3852

The preschool operates from the lower level of the Church building. Each classroom of the 4 classrooms and the Office/Friendship Room can be entered and exited by an outside door facing the sidewalk/fenced in playground area and an interior door to the hallway.

Classroom capacity:

Room #1 max of 16 children; Rooms #2,3 max of 14 children; Room #4 max 8 children; Rooms #6, (one large room includes Office, Library, Friendship Room) max 100.

Liability Insurance: Church and Preschool are insured with Church Mutual Insurance Company.

Quarterly inspection and treatments for pest control: Century Pest and Termite Control

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 (2.6 – 2.11) Class meets Tuesday and Thursday
- 3 day 3's (3.0 – 3.5) Class meets Monday, Wednesday and Friday
- Older 3's (3.6 – 3.11) Class meets Tuesday - Friday with an optional 5th day on Monday

- Pre-K (4.0 – 5.0) Class meets Monday – Friday
 (ages as of September 30)

Resource Programs

For our 3-Year-old program 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: 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: Preschool Exercise 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.

Inquire in the office for rates, payable daily/weekly, or added to tuition. Payment may be made by cash or check, please contact the office for details.

Lunch Bunch

Lunch Bunch is offered Monday-Friday.
12-2 – Specialty Programs – Monday-Friday

Inquire in the office for rates. Payment made by the day, end of week or added to tuition.

Payment made by cash or check. Children are expected to bring their lunch and beverage from home. Please contact the office for details.

After-Lunch Extended Hours

EWS has extended hours until 4:30. 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. For current tuition and fees please call the office.

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. Classroom teachers will email a monthly calendar and end of the week wrap up.

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 empty on the next school day.

Conferences

Parent–Teacher conferences will be scheduled twice during the school year. In October and April, 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 contact the office, 703-780-3852; or by email at ews@epiphanyweekdayschool.org, if your child will be late or not able to attend school for the day. For security reasons, the classroom doors are locked at 9:05AM, if you arrive after this time, we ask that you please come in 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 a child may need to regroup by coming to the Friendship Room with office staff for a brief time before returning to the classroom.

A short break is usually all that is needed before returning to the classroom to finish 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 a delayed opening is called 10-1 is the school day/any specialty program is canceled).
- 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 and office 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

Children need to dress for the season in comfortable clothing for a fun and perhaps messy day of activities. Please provide a change of clothing to include underwear, socks and outfit in a zip-lock bag with child's name clearly labeled.

Those children not potty trained need to supply wipes, diapers and/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

School will provide a light snack by mid-morning. Snacks are kept light so as not to spoil lunch. We vary the snack offering: cheese, yogurt, crackers, fruit slices or veggies.

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 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. 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 cover 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.

Throughout the year, EWS offers a multicultural awareness, through books and activities.

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

Read Across America Week
St. Patrick’s Day
Cherry Blossoms

April

Spring season
Animals in springtime
Butterflies, ladybugs and insects

May

Mexican Fiesta
Mom’s/Dad’s
Flowers and gardens
Year-end celebrations