

Mission Statement

The Calvary Children's School, Inc. was created to serve the community by nurturing both the spiritual and educational development of the preschool child. While we are a separately incorporated entity, we encourage participation in all activities at Calvary United Methodist Church and welcome children and their families as part of our ministry.

Calvary Children's School, Inc. is a Christian program. We participate in prayers before snack and lunch, and we believe that faith education is an integral part of a child's development. Calvary Children's School Inc admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

We offer a program for children from 3 months to 6 years. Our classes are offered one, two, three and four days per week Tuesday through Friday from 10 am to 2 pm. Before and after care are available for an additional fee.

Enrollment

An application, proof of a tuberculin test or statement of no risk from the physician, Virginia state medical form and proof of identification (birth certificate or passport) must be complete and on file for each child enrolled in Calvary Children's School. In addition, a non-refundable fee of \$50.00 is required. If there are no openings in the program, the child will be placed on a waiting list. Children who remain on the waiting list during the school year will have a preference after already enrolled students for registration the following year.

Identification of special needs/coordination of services Calvary Children's School, Inc. works collaboratively with local Special Education departments in the assessment, identification, and programming for children with different abilities. We work with parents, special education, and the preschool staff to help determine the best program for the child based on individual needs. If you have a concern about your child's development, please speak to your preschool teacher or call the Child Find office 703-228-6042 for more information.

Tuition and Fees

We offer one, two, three and four day options for all children. The monthly tuition is due on the first school day of the month. Please make your checks payable to "CCS". The monthly tuition is \$235 for one day, \$295 for two days, \$345 for 3 days, and \$365 for four days. There is a \$20 per month discount for two children in the same family. The registration fee is \$50.00. Before care is \$100 per month for 9-10 am, and aftercare is \$150 per month for 2-3:30pm. Before and aftercare costs can be added to tuition. Checks should be made payable to "**Calvary Children's School**" or "**CCS**". Additional donations are welcome for our scholarship fund. If you would like more information about this fund, please talk with the Director.

Telephone

The telephone number for Calvary Children's School is **(703) 892-4112**. Messages for the staff can be left at this number. Our address is 2315 S. Grant St. Arlington, VA 22202. The web site for the church is www.calmeth.org. **We do not have e-mail access during the school day.**

Calvary Children's School Board

The Board consists of 9 Directors. Each Director shall hold office for a minimum term of three years. Three Directors shall be appointed by Calvary United Methodist Church, in addition to the Pastor. Three Directors shall be parents or other representatives of the school. Two Directors shall be elected at-large. The preschool director and financial administrator shall serve ex-officio.

Staff

A Director leads Calvary Children's School. In each classroom, a Lead Teacher is responsible for the planning and implementation of the program. Assistant Teachers assist the Lead Teachers. All staff reports directly to the Director, who reports to Cavalry Children's School Board.

Staff is continually charged with improving and expanding their knowledge of children through in-house training and by attending workshops, seminars, and other professional training throughout the year. All staff meets the requirements and qualifications specified by the Arlington County and the Commonwealth of Virginia.

Withdrawal and Dismissal Policy

Parents may withdraw from the program with one-month notice. Calvary Children's School reserves the right to dismiss a child from the program with one week's notice.

State and County Licensing

Virginia state and Arlington County Licenses have been issued. Calvary Children's School has received a four-star rating from the Virginia Star Quality Initiative.

Arrival and Departure

Upon arrival, parents should avoid rushing children, but should help make sure children get their things put away in good time to help them settle in for the day. Parents should try to avoid lengthy goodbyes (which might be difficult for parent and child) but should give the child a hug, say goodbye and leave. If a child has difficulty separating, the teacher will be glad to help with easing the transition.

Late Fees

Parents who pick up their children after the end of the day (2:05) are required to pay a late fee based on the following:

First Incident:	no fee
Second Incident:	\$5.00
Third Incident	\$10.00
Fourth Incident	\$15.00

Children who have not been picked up will remain with the Director. If contact with the family and emergency contacts are not possible, the Director will call Arlington County Department of Child Protective Services.

Release of Students

Calvary Children's School staff will release children only to their custodial parents or individuals authorized by the parents on the registration form in the office. The school must have a **dated** and **signed** note from parents if the child is to be released to anyone else. Other arrangements such as carpools, babysitters, or grandparents shall be made known in writing to the child's teacher. We reserve the right to request photo identification of anyone picking up children from our program.

Parking Lot

Care must be taken when children are arriving and departing in the parking lot. Please use care in backing up and pulling into parking spaces. Be aware that children are in the area and please drive slowly. We request that parents pull into the parking lot from Grant Street and exit only 24th Street. Please hold your child's hand in the parking lot at all times. Please do not park along the brick wall (marked with yellow lines) and please turn off your engine while bringing your child to school.

Discipline

Our philosophy is that disciplining a child involves teaching, learning and helping. The goal is to teach the child to manage behavior, to learn more about each individual child to better understand behavior, and to help children by making rules and expectations reasonable and clear. Our teachers use guidance and positive reinforcement and not punitive measures. We do not use any form of corporal punishment at any time. If a situation persists, we will meet with the teachers, director and parents as necessary. Our goal is to provide the best possible preschool experience for every child enrolled at Calvary Children's School. It is important that parents and school staff communicate freely and work together in the best interest of every child.

Playground Time

The children participate in large muscle activities every day. If weather does not permit us outside time, we will enjoy indoor large muscle activities. If your child requires sun block, please apply it before coming to school. We will play outside whenever possible, so please send appropriate clothes for your child. Dress your child in washable, comfortable clothing, taking into consideration buttons, straps, etc. Shoes should have rubber soles and heels to prevent slipping. Please label all outer clothing with your child's name. We will walk to either Nina Park or Nellie Custis Park for outdoor play. Because children can get dirty, wet or soiled, each child should bring an extra set of clothing (including socks and underwear). Please make sure this change of clothes is clearly labeled with your child's name. Please remember that as the weather changes, the type of extra clothing should change also.

Snacks

The school provides snacks. A list of possible snacks is posted on the board outside the classroom. If your child has specific dietary needs, please inform the director at the time of application. Parents are encouraged to participate in cooking projects and to share cultural and ethnic specialties with our children. It is important that we know if your child has allergies of any kind.

Birthdays

Birthdays are special and the Calvary Children's school staff enjoys celebrating them. Celebrations should be kept very simple—special snack and singing the birthday song. Parents should note that we request that **invitations not be distributed** at school.

Lunch

A nutritional lunch is required for the children, and a list of possible suggestions is given in the newsletter including the following:

Milk	meat, poultry or fish	vegetables
Seeds	or egg, or cheese	Bread or bread alternative
Fruits	or cooked beans or peas	

Please do not send peanut or other nut butters at any time. If a child does not bring a nutritional lunch from home, the staff will offer a lunch, and then inform the parents.

Transportation

Transportation to and from school is the responsibility of the parents.

Medication

The school staff does not administer over-the-counter medications. Do not leave any kind of medication either prescription or over-the-counter in your child's bags. Only emergency medications will be administered by MAT-trained staff (i.e. epi-pin). Parents must complete an authorization form, and have a physician's instructions for administration. Forms must be updated annually. Medications kept at the school will be checked monthly by the Director for out-of-date precautions.

Injuries – Emergency Forms

It is the policy of Calvary Children's School to call 911 for an ambulance in case of emergency.

Parents must leave two emergency numbers with addresses, as well as a number where they can be reached in case of illness or emergency during the time of school. If a parent cannot be reached, a staff member will call the emergency numbers.

Accidents

For any accident, a staff member will complete an accident report form. This form is to be signed by the parent and staff member.

Illness

Teachers perform a simple visual health screening each morning and will ask that a child who appears sick will be taken home. Children who show signs of illness during the day must be sent home and parents agree at the time of registration to arrange for prompt pick-up of sick children. Two current local emergency contacts with address and phone number must be on file for each child.

Illness is defined as;

- A severe runny nose, cough or sore throat (mucus is usually green)
- An undetermined rash
- Temperature of over 100 degrees F
- A severe headache or upset stomach
- Signs of extreme fatigue or general ill feeling
- Fever, vomiting or diarrhea within 24 hours

Please notify the school if your child or anyone in your family has a communicable disease.

Child Abuse and Neglect

Child abuse is mistreatment or neglect of a child by parents or other caretakers resulting in injury or harm. Child abuse may be physical, emotional or sexual. Teachers and directors are required by law to report suspected child abuse or neglect, including, but not limited to suspected abuse or neglect or children in their care.

Numbers to call for help concerning child abuse (you may call anonymously)

1. Parents who feel they are abusing or may abuse their children may call Parent Anonymous at 1-800-421-0353.
2. Professionals or parents who suspect or become aware of child abuse may call Child Protective Services at 1-800-552-7096.

Asbestos Notification

Our school has been inspected in accordance with the Asbestos Hazard Emergency Response Act (AHERA). In accordance with the Commonwealth of Virginia and Federal requirements, we inform you that asbestos containing materials are present in our facility. For further information, you may contact the director. A school management plan is available for your review and inspection during regular working hours.

Emergency Preparedness Plan

EMERGENCY EVACUATION PLAN

In the event of an emergency situation that requires an evacuation of Calvary Children's School, one of the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall:

- Take an accurate attendee list;
- Account for all children and staff as they board/depart any vehicles used in an evacuation;
- Bring any necessary medications/supplies and emergency records;
- Take a cellular phone if available to be used for emergency notifications.

If the emergency environment is confined to the immediate area of the child care facility, e.g. fire or toxic fumes and the children cannot stay on the premises the children will be brought to Harris hall where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day.

In the event of exposure to toxic materials or gases and a physical examination is recommended, children will be transported by emergency vehicle to the nearest hospital where they will be examined and family/guardian/emergency contacts will be notified.

1. If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes, due to a non-confined environmental threat, e.g. toxic fumes from a spill, floodwaters, brush fires, etc. and the children cannot remain in the area, the children will be brought to Linden Resources (next door on 23rd St.), by walking, where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements for either transportation home or a continuation of care are made.
2. In the event of a major environmental hazard that necessitates a larger area evacuation such as several neighborhoods, a city/town or geographical area, due to a large non-confined hazard, e.g. a nuclear incident, earthquake, hurricane, etc., children will be transported to: a Red Cross designated mass shelter by staff vehicles where they will remain accompanied by caregiver(s) while family/guardian/emergency contacts are notified and arrangements are made for their pick up.

Staff will remain with and care for the children at all times during an event. Attendance will be checked whenever children are moved. Staff will bring any necessary medications, supplies, and emergency records.

Tax Exempt Number

Our Federal tax number is 54-1901149.

Parent Participation

We encourage parents to cooperate with the program, as they feel led, sharing time and talents. We encourage parents to let the director know where they would like to participate.

Our school is open at all times to custodial parents with children currently enrolled in the school. You are welcome to visit at any time for any reason.

Parents and teacher conferences are held regularly. If a conference is desired, please contact the teacher to make an appointment.

Snow Policy

Calvary Children's School follows Arlington County Public Schools for emergency closings and late openings. If Arlington County is one hour late, we are one hour late, beginning at 11:00 am. If Arlington County is two hours late, we will open at 11:00. If Arlington County is closed, we are closed. If Arlington County closes early, we request parents come immediately to pick up children, as the school will send home staff as the ratios of children to adults allow. Please check the website for Arlington County at <http://www.apsva.us/> for updates, or listen to local news channels on the radio.