



Emmanuel Day School
Student Handbook
2010-2011

Emmanuel *Day School*
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42 Dearborn Street
Newport, Rhode Island
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Welcome to the Emmanuel Day School. This handbook contains information regarding our program. It has been developed as a resource to parents. We ask that you carefully read through the handbook and keep it handy as long as your child is enrolled in the school.

Instilling a life long love of learning...

Building a foundation for life

The Emmanuel Day School offers a fun, loving and nurturing environment with enriching opportunities for preschool children to discover and explore. By building on what children already know and encouraging them to investigate new experiences and interests our students gain independence and self-confidence. This growing ability enables them to achieve developmentally appropriate readiness skills.

We respect each child's individuality and offer many different approaches to learning within our day. Play is a valued component through which children explore their world, problem solve, feel competent to try new ideas, test their skills and learn cooperation.

Our teachers actively foster a sense of community where every child feels as if he or she belongs. Children learn that it is important to respect others and to work together as a team. We value our student's thoughts, ideas and feelings.

The Emmanuel Day School embraces the Rhode Island Department of Education's Early Learning Standards.

The School is non-denominational.

Our Day:

The Emmanuel Day School offers a full school day program for its students. We open our doors at 8am each day. Arrival time is anywhere within the first hour. This time provides a window of opportunity for children to ease into their day. Parents are invited to stay and spend time with their child by enjoying such opportunities together as reading a book, working on a puzzle, exploring a center, or simply helping your child to feel more comfortable before separating for the day. It is also a wonderful time to speak with staff members.

Early morning is time shared together as a whole group. In this multiage grouping older children have more opportunities to nurture and model skills for younger children. Nurtured and encouraged by older peer models, they participate in more complex activities and develop at their own pace knowing that there are a variety of developmental expectations. These shared experiences nurture creative thinking skills, problem solving skills, vocabulary and social competencies for all age groups.

Early Morning:

Arrival Time/Center Activities

Morning Meeting

Snack

Chapel with Miss Anita on Tuesday and Wednesday

Children who have registered for violin lessons will spend 30 minutes on Thursday mornings with our violin instructor Lauren Benowitz

Late Morning/Afternoon:

During this time of day we break up into smaller developmentally appropriate groupings where we explore enriching opportunities in:

Science Discovery

Music and Movement/Interpretive Dance

French

Math Awareness

Literacy

Social Studies

Art

Outdoors: We firmly believe that children need fresh air and the opportunity to run and play freely after a morning of fun and educational development. We will make every effort to get outdoors each day. We will opt though on days of very inclement weather or dangerously cold temperatures to limit our outdoor time or we will engage in gross motor activities indoors.

Please provide appropriate outdoor clothing for play; jackets suitable for cold/wet weather, snow/wet boots, scarves, hats, mittens and applied sunscreen on days requiring it

School Uniforms:

The Emmanuel Day School, in following with many private and public schools has a uniform-dress code. We ask that students wear comfortable clothing that is easily washable and manageable for the bathroom.

Please dress in proper seasonal and weather appropriate attire.

*There is no longer color variation for warmer weather (tropical) uniform and winter uniform.

Bermuda style shorts, slacks, skirt or jumper in tan khaki, navy blue or gray

Collared shirt: solid-colored polo, oxford style, or turtleneck in white or light blue

Sweater: solid-colored cardigan, pullover or vest if needed in navy blue, red or gray

Footwear: Tie up, loafer style, maryjanes, Teva style sandals or crocs in school colors. For safety reasons we ask that shoes have backs and form to foot. Flip flops are not permitted.

Socks/tights: knee length, ankle length or tights in solid colors: white, navy, gray or red

Please provide an extra change of clothes in your child's bag/backpack.

We also ask that you label all of your children's clothing, boots, shoes, lunchboxes and backpacks etc.

Below you will find EDS parent suggested sources for uniform clothing:

- Burlington Coat Factory Outlet Store 657 Quarry Street, Tower Outlet Mill, Fall River, MA
- childrensplace.com, size 4 & up, nearest stores: North Dartmouth Mall; Providence Place Mall; Garden City Center, Cranston
- gap.com, size 4 & up, nearest stores: Brick Marketplace, Newport; Warwick Mall; North Dartmouth Mall; Providence Place Mall; Garden City Center, Cranston (stores may not stock uniforms)
- gymboree.com, size 3 & up, nearest store: Warwick Mall
- landsend.com, size 4 & up
- oldnavy.com, size 5 & up, nearest stores: 199 Connell Highway, Newport; Warwick Mall; North Dartmouth Mall
- target.com, size 4 & up, nearest store: Bald Hill Road, Warwick (may not stock uniforms in store)
- walmart.com, size 4 & up, nearest store: Connell Highway, Newport (may not stock uniforms in store)
- Check the "UNIFORM BOX" in the school for donated uniforms.

Enrollment Policy:

Emmanuel Day school serves children 2.9yrs to 5yrs of age. Children must be potty-trained. Students are enrolled per availability in each age group

Tuition:

- We require a \$75 registration fee AND your child's first month of tuition to complete the enrollment process. Both fees are nonrefundable.
- A \$10 monthly fee will be added to each child's tuition who will attend on Fridays. This cost is to cover "Fun Friday Pizza Lunch".

Tuition is based on the number of days your child is enrolled:

Two days per week- \$274 monthly

Three days per week - \$406 monthly

Four days per week - \$538 monthly

Five days per week - \$680 monthly

Tuition is due the first of each month and will be consider late if received after the 7th. Timely payments are parents' responsibility. Payments received after the seventh of the month will be subjected to a monthly late fee of \$25.

Receipts are available upon request.

Please make payments to:

**Emmanuel Church
42 Dearborn Street
Newport, RI 02840**

All tuition payments are to paid directly to the office. Please leave tuition payments in the clear "mail box" on the wall of the outer office labeled, EDS.

FYI

Emmanuel Day School's Tax ID is # 05-0258952

Waitlist Information

When the need for a waitlist arises, it is managed on a "First come, first serve" basis. You must complete a registration form for your child and return it to the office in order for your child to be placed on the waitlist. As space opens up, we will contact families in the order the registration forms were received. The registration fee is not required until you have been contacted and your child has been accepted.

Lunch:

Please prepare a healthy lunch for your child to bring to school in a labeled lunch box. We encourage lunches to be nutritious and well rounded. Please avoid sending in foods that are high in sugar content or hard to open packaging. (Go-Gurts etc.)

EDS will serve milk (plain 1%) or water as beverages for lunch.

The ever popular Fun Friday will continue and pizza will be served. Please add \$10 to your child's monthly tuition if they will attend on Fridays.

Snack:

We ask that each family donate a snack or 100% apple juice to serve 30 children once per month. There will be a monthly calendar located at the entry of the school. *Please help us to offer a healthy variety to our students. Suggestions include: goldfish, graham crackers, child friendly fruit and or vegetables, muffins, animal crackers, pretzels, crackers and cheese, cheerios etc.

Food Allergies:

Our safety guidelines are as follows and will be administered if our student population so warrants:

- All students who have any type of food allergy are required to bring their own snack.
- We will designate a peanut free table if any of our students have such an allergy and washing of hands will take place before and after snack/lunch.
- When baking or bringing in a snack/food product into school we ask that it is a no peanut product. Children with allergies will be eating their own snack, however, this will help to safeguard from contact and inhalation.
- It is important to make sure that your child's hands and face are washed with soap and water before leaving for school or that they use antibacterial wipes if they have eaten en route to school.
- Once all year start forms have been returned we will keep you abreast if there are present food allergies. It is our policy to be proactive in educating our students to help create a safe environment for all EDS children.

Birthdays:

We are happy to celebrate your child's birthday! Please sign up on the snack calendar for designated day if you would like to provide a special snack for your child's birthday. Perhaps your child's favorite story could be read on his or her birthday as well. We do request that any birthday invitations for at home parties be sent through the US mail rather than through distribution at EDS.

Health Policy:

Children who have symptoms such as a generalized rash, fever, vomiting, diarrhea, chronic cough, skin lesions that are weepy, colored drainage from eyes, brown/green drainage from nose, have a known or suspected disease such as measles, chicken pox, mumps etc. or are symptomatic of an illness coming on are asked to stay at home to rest until clear diagnosis is established and/or the illness is beyond the communicable period. If a child becomes ill at school with any of the above their parent/guardian and or caregiver will be phoned for early dismissal. Children must be fever/symptom free and antibiotic drugs administered for a minimum of 24 hours before the child may return to school.

Medications:

We do not administer over the counter products at the Emmanuel Day School. We also ask that whenever possible children receive medications at home. If it is necessary for your child to receive a prescribed medication during school hours we ask that you come to school and administer it to your child.

Exception: Emergency administered medications such as Epi-Pens, breathing devices, etc should be presented to EDS at the beginning of the school year or whenever the child receives them. We require a doctor's prescription stating what the medication is, what it is for, dosage and times that it may be given and the duration of the medication. There are some special forms that must be filled out by the physician, parent and staff who administer the medication. Physicians may fax a copy of the prescription to us. Our fax number is #849-7696. We must have all of the above before we can administer.

Release Procedures:

Children will only be released to parents/guardians and caregivers whose names appear on the authorization to release form. We will ask you for photo ID if we have never met you before, or are not a regular pick up person for your child. It is the parent's responsibility to keep the authorization to release form up to date with any changes. Filling out a new form in the office can do such changes.

We will make an exception to dismiss children to others who do not appear on these forms if written permission is handed to a staff member by the parent/guardian on the day of dismissal. We will ask that the person picking up have their photo ID with them so that we may verify.

We understand play dates, and busy schedules result in this type of dismissal, but we ask that you are mindful of our strict policy at all times to ensure the safety of your child.

Discipline Policy:

At EDS we respect each child and his or her level of development, individual personality and their family and cultural experiences. We create a positive environment so as to influence behavior. Children are praised routinely for positive choices and accomplishments. Our goal is to encourage children to develop respect, self control, self confidence and sensitivity in their interactions.

We view discipline as a way of teaching a child. Learning to differentiate appropriate behavior from inappropriate is part of the learning process for life. Teachers use positive guidance strategies.

Our program has a set daily routine but allows for flexibility. Clear guidelines are provided so that children know what is expected of them. Limits that relate to safety and protection of self, others and the environment are clear and are enforced consistently in a positive way. Children are given time to respond to expectations.

Teachers use a variety of strategies depending on the child and the situation. These strategies include: explanation, gaining a child's attention, staying in close proximity to the child, reminding, acknowledging feelings before setting limits, redirecting, age appropriate choices and natural consequences. All children are treated with respect.

We will document and keep parents abreast should an occurrence arise. Together, as a team, we can be more beneficial in promoting positive choices.

If consistent, disruptive behavior were to occur which we consider to be a danger to the child, a danger to another student or staff member, or intentional destructive behavior the Emmanuel Day School, at our discretion, reserves the right of removal from our program.

Field Trips:

EDS will participate in many off campus trips to further our learning experiences and enhance our knowledge that correlate with our many fun explorations. Children will ride with staff and parent volunteers in insured-safe vehicles with the proper car seats according to the Rhode Island State Laws. A signed parent permission slip is required for each trip. There will be no school on that day for a student not joining on our field trip.

Children who are not scheduled for school that day may join us with their parents as a chaperone.

Special Events at School:

We love to have all children join us for whatever special event has been announced for a given day. As part of our "All Welcome" policy we must adhere to specific state laws and fire codes for how many children are allowed per adult in the school building at one time. Of course this is already taken into account with our staffing on a normal school day.

If your child does not normally attend school that day we must ask that you stay with your child for the duration of the event.

Parent Involvement:

We welcome parents to EDS. We have an open door policy for all parents of attending children. We appreciate the important role you play in your child's understanding of the team concept in education: child-parent-teacher. Planning a time to come in to read to the children, share your talents...a favorite cooking project, craft, musical instrument, singing, talking about your profession or hobby or a place that you have lived or visited etc. You may of course just visit and take part in our daily explorations too. Please feel free to set up a time to come in and share your knowledge with us.

Parent Communication:

We believe that parent-teacher communication is very important whether informal or formal. Please don't ever hesitate to ask!

Also, mid-year parent/teacher conferences are offered to formally discuss student's progress. School will be closed on parent/teacher conference day.

Monthly Newsletter:

A newsletter is sent home each month providing you with a calendar of upcoming events, general school news and information about our activities and explorations.

Mailboxes:

We use a mailbox system as a designated space for each family to receive school information and your child's masterpieces. Mailboxes are located on the left hand side upon entering the school. Please check your child's mailbox each day upon dismissal.

Toys from Home:

We offer a wide variety of toys, games and learning experiences at school for children to enjoy. Therefore, we find it easier to say that children should not bring in their own toys to school for playing purposes. Sharing with friends is usually easier to learn when we are dealing with neutral materials rather than something from home.

An exception from the toys from home policy is the favorite “snuggly”. This could be anything from a blanket to a special stuffed animal. We know that there are times when a snuggly can be comforting and we are happy to allow your child to visit with it as needed.

Emmanuel Parking Lot:

Parents please note that it is okay to park in the parking lot across the street from Emmanuel Church while dropping off/picking up your child or during school events.

Inclement Weather:

The Emmanuel Day School follows the Newport Public School system for cancellations and delays due to inclement weather. Please tune into your local television station or you can access it on the web at turnto10.com. If Newport schools are listed as closed or have a delayed start, Emmanuel Day School will also. Cancellation notice will also be posted on the EDS website.

Responsibilities of the EDS Parent:

In order to keep the Emmanuel Day School respectfully and efficiently running to meet your expectations as promised in this handbook we ask for your help, cooperation, and compliance.

For more information about the Emmanuel Day School:

Ann McAree, Emmanuel Day School Director

#847-7444 OR director@emmanueldayschool.com

For general questions about registration or tuition please contact:

Kathleen Skelley, Church and School Administrator

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