

## Public Disclosure Statement

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

### **Religious Exemption**

In compliance with the Code of Virginia, Section 63.2-1716, Southview Day School is religiously exempt from licensure and is classified as a “religiously exempt child day center.”

### **Qualifications of Personnel**

Staff position descriptions are posted at Southview Day School for your review.

### **Description of Facilities**

- Southview Day School is located at 3539 Peters Creek Rd. Roanoke, VA 24019
- The size of the building consists of three sections which include the Sanctuary, Education Wing and Offices as well as the Fellowship Hall.
- The number of rooms used for Southview Day School is 8 including the Fellowship Hall.
- The kitchen facilities **are** available for use by Southview Day School.
- Play equipment consists of swing set, sand box, climbing gym, slides, balance beam, jumping castle, water table, balls and ride on toys.

Other significant features of the facilities include the Fellowship Hall for indoor play and lunch services, fenced playground and covered picnic tables.

### **Enrollment Capacity**

The number of children that Southview Day School will enroll is 60. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 60.

### **Food Service**

Southview Day School does intend to provide food service to the children. The description of the service consists of the following: mid-morning snack, hot lunch with occasional packed sandwich lunch for field trips or picnics along with afternoon snack.

### **Health Requirements for Staff**

Staff employed at Southview Day School **must** be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the school.

### **Public Liability Insurance**

Southview Day School **is** covered by public liability insurance through Southview United Methodist Church, which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the center as a result of negligence.

### **Staff-Child Ratio Requirements**

We are required by the state to maintain the following ratios:

- 2-year-olds class is 1 staff member to eight children.
- 3-year-olds class is 1 staff member to ten children.
- 4's and Pre-K class is 1 staff member to ten children.
- School age class during summer months will require 1 staff member to 20 children.

When a group of children receiving care includes children from different age groups, the age of the youngest child in the group shall be used to determine the staff-to-children ratio that applies to that group.

Staff members under age 18 must be under the supervision of an adult staff member. Adult staff members may supervise no more than 2 staff members under 18 years of age at any one time.

## Tuition Rates and Requirements

Southview Day School is in session year-round. Daily school hours are 7:30am to 5:30pm providing a morning snack, lunch and afternoon snack. As a ministry we strive to keep our tuition rates affordable. We are a non-profit organization and depend on tuition payments for our funding therefore, there will be no refunds or partial payments for a child's absence, snow days or holidays. Full tuition payments are expected at all times. The exception to this is vacations which can be found under Vacation Request Policy.

### **Weekly Tuition Rates**

- 2's class- \$165.00 per week
- 3's class- \$150.00 per week
- 4's (Pre-K) class- \$150.00 per week

We offer a 10% sibling discount on the oldest enrolled child. This discount applies when two or more children are enrolled at one time.

### **Additional Fees**

There is a one-time, non-refundable registration fee of \$25.00 which is required at registration.

There is an annual supply fee of \$50.00 which is required at registration. This fee may be refunded before student's actual start date with written request. Once child has attended classes this fee will no longer be refundable.

### **Tissue and Baby Wipes Supply Requirement**

On the first day of school, we require each student to supply 1 box of tissues and 3 packs of baby wipes. This is a one-time supply requirement after registration. These items deplete quickly during crafts, parties, lunches and the runny-nose months of winter. We appreciate each and every one of these care items.

### **Referral Discounts**

We want to reward those families that are loyal to us. By referring another family, you could receive a discount of \$25.00 off of one of your tuition payments. In order to receive the discount, the child of the family must become enrolled and attending Southview Day School.

### **Payment Method**

Payment due date is Monday of each week. All payments should be made by check or money order only. Please make them payable to "Southview Day School." Cash will not be accepted. A fee of \$35.00 will be charged to the parent for any checks returned for insufficient funds.

### **Late Tuition Payment Policy**

- There will be a charge of \$15.00 late fee if payment is 2 weeks late.
- There will be a charge of \$30.00 late fee if payment is 4 weeks late.
- If payment becomes more than a month late, we will meet with you to discuss the possibility of your child's dismissal from our program.

### **Late Pick-up Policy**

Our facility closes at **5:30pm**, which means you and your child must be signed out and leaving our building by 5:30. We offer a two-minute grace period, meaning that if you are two minutes late, you will not have to pay a late fee if you have signed out your child and are leaving by 5:32. Beginning at 5:33, a fee of \$1.00 per minute will be charged for every minute that you and your child are still in the building. At 5:45, this late pick up fee goes up to \$2.00 per minute.

Staff members often have second jobs, family obligations, and/or long commutes that they must factor in after a long work day. If lateness becomes a frequent occurrence, we will meet with you to discuss the possibility of your child's dismissal from our program.

Late parents will sign a late pick-up form disclosing the time and the fee that must be added to their next tuition payment. If staff are still on the clock after closing hours, we face the possibility of having to pay them overtime. This policy is one of many ways in which we strive to keep our tuition rates affordable.

### **Vacation Request Policy**

Families need to spend quality time together. We understand that your family may plan a vacation and we want to help with that expense. We are giving enrolled families two weeks of vacation time off each calendar year. All that is required of you is a \$35.00 place holding fee per child for each week in place of your regular tuition payment.

## **Student Enrollment Requirements**

Southview Day School admits students of any religion, race, color, or national origin. Along with payment of Registration Fee, Supply Fee and first week of Tuition the following documents and forms will be required for student's file at school.

### **Required Documents**

The following documentation is required upon registration:

- Completed Registration form
- Copy of Birth Certificate
- Updated Immunization Record (provided by physician) or the "Commonwealth of Virginia Certificate of Religious Exemption" form if student is not immunized for religious reasons.
- School Entrance Health Form (provided by physician)

### **Registration Packet**

Once enrolled, the following forms and agreements will need to be completed and returned.

- Tuition Agreement between school and parent for tuition rate to be charged.
- Emergency Medical Authorization- a copy of this form will be taken on any field trips that may occur. Please keep us updated when any insurance or contact information changes.
- Media Release Form- allowing permission for pictures or videos of your child to be used.
- Parent Handbook Agreement- authorizing that you have read and agree to abide by all policies and procedures.
- Any other forms that may be required by Southview Day School for completion.

### **Potty-Training Requirement**

With the help of daily communication between teachers and families, the transition from diapers/pull-ups to underwear usually occurs with great success in children before they have left the two-year-old class. Our goal is for the incoming three-year-old class to be fully potty-trained so that teachers can spend more time engaging with students in longer increments of group activities, play, and academics. We are happy to work with you and your child to reach this goal.

Independent toileting is an important part of potty training. Please dress your child in clothing that is easy to remove and put back on.

## **Daily Program**

### **Building Entry**

Each morning and afternoon, parents will be able to enter the building through the double doors at the Fellowship Hall entrance. Each parent will be given an access code to use upon arrival. Please only give this code to adults listed on your child's pickup list. This system is in place for the safety of all the children and staff.

### **Hand Washing Policy**

All children will wash their hands with soap and water upon arrival, before snack, after any potty time, before lunch and when they are using art supplies as well as anytime the teachers feel there is an extra need for children to wash hands. Hand sanitizers will only be used at times when soap and water is not available immediately.

### **Cleaning Policy**

We do our best to safeguard children by keeping a clean environment. We conform to the Virginia Department of Health guidelines with regards to hand-washing and disinfecting classrooms and toys.

### **Attendance Policy**

All parents, or any other adult dropping child off/picking child up, are required to sign the student in and out on the designated "Student Sign In/Out" sheet each morning and evening.

If an adult other than the parent is picking up the child, that adult must be listed as a pick-up person and be ready to show a Driver's License. If the adult is not listed as a designated pick-up person, parent must have given a prior written notification and permission for that day.

### **Separation Anxiety**

While both parents and children are filled with excitement about the new school year, there may also be feelings of apprehension and anxiety. There is an excellent article about separation anxiety on our website, [svdayschool.com](http://svdayschool.com), listed under the "Separation Anxiety" tab. We strongly encourage every parent to read this article to help with those feelings on the first days of school.

### **Snack Time**

Children will be provided with water and healthy snacks in the morning and the afternoon. Candy, cookies, cakes or ice cream should be reserved for special occasions such as birthdays or holiday parties.

## **Daily Schedule**

Classrooms are set up for learning centers. There will be specific planned activities which will alternate between quiet and active, structured and non-structured (free play). Outdoor play will occur as weather permits. We encourage independence throughout the day. The following schedule is what a typical day may look like for your child.

7:30-9:00	Student Drop-Off and Free Creativity Time
9:00-9:15	Snack Time
9:15-9:30	Potty Break
9:30-11:00	Individual Classroom Curriculums
11:00-11:30	Group Play (Ride-On Toys, Gym Class, Outdoor Games, Playground)
11:30-12:00	Special Activities
	Monday- Music Time
	Tuesday- Spanish Time
	Wednesday- Chapel Time
	Thursday- Sign Language
	Friday- Show & Tell
12:00-12:30	Lunch
12:30-1:00	Potty Break/Story Time/Nap Time Preparation
1:00-3:00	Nap Time
3:00-3:30	Wake Up/Potty Break/Afternoon Snack
3:30-4:30	Afternoon Exercise and Activities
4:30-5:30	Student Pick-Up and Free Play

## **Lunch Time**

Children will sing or say or short blessing before eating their meal. All children will sit with their own classes and be encouraged by the teacher to try new foods, drink from cups, use eating utensils, and try to clean their hands and faces using napkins or wet wipes. Teachers will assist as needed. Lunches will mostly consist of hot entrees with fruit, vegetables, and milk. Occasionally there will be a sandwich lunch with chips and a simple fruit packed for field trips or a picnic activity.

## **Naptime**

Children are encouraged to sleep during rest time. If a child does not sleep, they must remain still and quiet. To ensure comfort during this time, each child is required to have a toddler size blanket (measuring 40 x 50). No pillows please. Blankets will be sent home at the end of each week to be washed and returned the following school day.

### **Toy Policy**

Children should not bring toys or other items into the school. The school or staff will not be responsible for any items that go missing or get broken if your child brings an item to school. The exception to this policy would be only if a teacher requests a certain item for a certain activity time or show and tell.

### **Behavior Expectations**

We encourage each child to learn appropriate behavior skills while they are here. We hope to see each child progress in identifying feelings, self-control, sharing, taking turns, cooperating with each other, listening to the teacher, and respecting others and school property. At the start of the academic year, children will discuss rules within their classrooms and the consequences of breaking rules while at school.

### **Disciplinary Action Policy**

When a child is having difficulty with behavior, a verbal warning to the child along with redirection to another activity will always be the first choice of handling the situation. A “Time Out” will be used when redirection does not seem to be working. Teachers will allow children to explain their feelings, and teachers will acknowledge the feelings and frustrations of the children about the situation. With encouragement, children can often work out the solution to the problem.

On occasion, a parent may not be satisfied with the way a specific incident is handled. Teachers are always willing to communicate with a parent regarding any situation concerning their own child. Although another child may be involved in the situation, we will only be able to discuss their child’s behavior for the privacy of the other student. We will do our best to solve each situation to everyone’s satisfaction.

If a child consistently has difficulty in work or play, the parent will be consulted. Then, the parents and the child will need to discuss the issue and make a plan for a solution. Teachers and parents will remain in close contact to enforce the plan and hopefully correct the misbehavior. However, repeated bodily injury to teachers or other students, through means of kicking, biting or hitting will not be tolerated and may be cause for immediate removal from the program. We reserve the right to unenroll a child, if effective and positive communication cannot occur between the parents and the teachers.

### **Dress Code**

Children should wear comfortable clothing and tennis shoes that are made for running and climbing every day. No sandals, flip-flops, crocs, boots or dress shoes will be allowed on the playground equipment.



Our creative process can be quite messy. Please keep this in mind when dressing your child for school each day. Costumes and pajamas should be reserved for special activities throughout the year. Skirts and dresses are allowed, but please make sure your child wears a pair of shorts beneath them for active play.

Children need to be dressed appropriately for the weather. We will go outside at times as long as the temperature is above 40 degrees. **Label all outerwear** (jackets, sweaters, coats, hats, etc.) with your child's name.

All children should be dressed in appropriate clothes that can easily be removed to avoid accidents. Overalls and belts can slow the process of getting to the bathroom on time. Please keep this in mind when dressing your child for the day; if these clothes are worn, make sure your child can unbuckle them without assistance. For potty training students please see the Potty-Training Requirements section in this book.

### **Daily Items to Bring**

Each child should bring a standard size back pack to school every day. This back pack should be large enough to fit a nap blanket and folder that may be sent home each day with communication from the teachers or director.

An extra complete set of clothes (shirt, pants, underwear, socks and tennis shoes) should be kept in the back pack every day as well. When soiled items are sent home, please replenish extra clothes immediately.

### **Parent/Teacher Communication**

As teachers, we believe that the opportunity for daily conversations with parents at drop-off and pick-up is vital to helping children learn and develop. We will always let you know how your child's day was and what we are hoping to achieve as teachers, classes, and as a ministry. If you have questions, concerns, or just want to talk about your child's progress in more depth, please do not hesitate to contact our co-directors to schedule a conference. We are always happy to communicate with families in any way we can.

Each month we will send home a newsletter celebrating our students' spiritual and academic achievements. We will also send this letter to our Southview United Methodist Church family so that members can see the journey of our staff and students as we have fun and grow as a ministry.

### **Field Trips**

Occasionally, there may be special field trips planned. Please bring your child to school on time so that we may take the proper procedures required for field trips. Parents will be required to sign a field trip permission form prior to each field trip. A copy of each child's Emergency Medical Authorization form will also be taken along.

### **Inclement Weather**

Southview Day School follows the Roanoke County Public School closure system for inclement weather days only. If Roanoke County Schools are closed, so are we.

### **Church Performances**

Our families are always welcome at Southview United Methodist Church services. However, there may be certain times of the year that the children will perform in a school program for the church. We encourage our families to attend those Sunday services so all children will be able to participate. There may be times that the school holds an event which the congregation will be invited to as well.

### **Confidentiality Statement**

Information about any child enrolled at Southview Day School will not be given to anyone except designees of VDSS (Virginia Department of Social Services) or VDOE (Virginia Department of Education) or any other persons authorized by law unless the child's parent or guardian gives written permission. Information will only be given about a child enrolled if the child has been named in a report of suspected child abuse or maltreatment or as otherwise allowed by law.

### **Media Policy**

Throughout the year, photographs, digital images or video segments may be taken of children or parent/guardians during activities and field trips through Southview Day School. Images may be used in print or electronic media and may be displayed on websites owned or sponsored by Southview Day School and Southview United Methodist Church as well as school projects, for advertising purposes, or to be shared with the congregation of Southview UMC.

A multimedia permission must be signed allowing or refusing permission and returned to the directors. Names of children and parent or guardians will never be disclosed when using images.

## Health and Safety

### Health Checks

- As children are greeted each morning, staff will do a quick health check of each child.
- Health checks may include looking at eyes, checking temperatures for fevers by thermometer, observing head for lice and taking note of any physical discomfort or nasal discharge which is not clear.
- If a child becomes sick at school, the Director or Lead Teacher will call the parents first. In the event that the parent(s) cannot be reached, the emergency contacts will be called to pick up the child.
- If parents or contacts cannot be reached immediately, the child shall rest on a rest mat in the room apart from other children, under direct supervision, and repeated calls will be made until someone is reached.

### Child Should Not Come to School If:

- A fever over 100 degrees within the past 24 hours.
- Diarrhea and/or vomiting within past 24 hours.
- Has been on antibiotic for less than 24 hours.
- Suspected or confirmed sinus or throat infections.
- Has head lice, open lesions in the mouth or on the body.
- Has conjunctivitis (Pink Eye)
- Any child who does not feel well and is in need of constant comfort.
- A child or staff member with a minor cold may attend school as long as they are comfortable, not coughing excessively, and nasal discharge is clear.

If a fever is not present and your child displays two or more of the following symptoms: extreme fatigue, coughing, headache, sore throat, achiness, dizziness, ear ache or other uncharacteristic behaviors, we may choose to send your child home at our discretion. Parents must agree to pick up their child as soon as possible if the school calls informing that the child is sick.

A child must be symptom free for at least 24 hours, without the use of any type of fever reducer, before returning to school. In some cases, if the illness is more serious, a parent may be asked to have a note from the child's physician stating that the child is well enough to return back to school. This will be at the discretion of the staff of Southview Day School.

### Communicable Diseases

Parents must report immediately any life-threatening diseases. Inform the school within 24 hours or sooner after child or any member of the household develops a reportable communicable disease, such as Covid-19, as defined by the Virginia Department of Health.

## **Administration of Medication**

A Southview Day School employee who is M.A.T. trained may administer medication to a child with proper forms completed by the parent. This includes, over the counter, prescription, Epi-Pens, and topical ointments and sunscreen. Forms include:

- Medication Authorization Form (prescription and non-prescription)
- Authorization Form for Non-Prescription Over the Counter Skin Products

## **Emergency Drills**

Southview Day School is required to hold emergency drills throughout the year to remain in compliance with local authorities. Below is a brief description of the procedures that will occur during each emergency drill:

- **Loss of Utilities**-In the event that the school loses electricity, heat, or water the staff will contact parents to pick up students.
- **Fire Drill Procedure** (once a month)-children will evacuate to either the field behind the pavilion or the sidewalk in front of the office building directly beside the church.
- **Shelter in Place Drill** (once a year)- This type of procedure provides safety for students and staff, when remaining in the building is safer than being outside. Reasons for shelter in place drills may include tornado, hurricane, severe ice storm, medical emergency, violence or other criminal activity that may be occurring outside of the building.
- **Lockdown Drill** (once a year)- This type of procedure provides safety for students and staff when weapon related violence is in progress or an intruder is inside the building. The purpose is to put barriers between the staff and children and the assailant. This drill is stressful for all involved. Parents will be notified in advance that this drill will take place.

In the case of a real emergency, staff will take the added step of contacting all parents when the situation is safe.

## Southview Day School Parent Handbook Agreement

Please read and initial all statements below. If you have not read the entire Parent Handbook, please read it before signing.

\_\_\_\_\_ 1. I/we have received and read the Southview Day School Parent Handbook and agree to use it as an informational tool and abide by the policies set forth in it.

\_\_\_\_\_ 2. I/we agree to release and hold harmless, Southview United Methodist Church, Southview Day School, its officers and staff from any liability for injury, accident, illness, or death, sustained by the student listed below while at school or on a field trip.

\_\_\_\_\_ 3. I/we have read and agree to abide by all Health and Safety Policies described within the Parent Handbook.

\_\_\_\_\_ 4. I/we have read and understand the Media Policy stated in the Parent Handbook and agree to complete the Multimedia Release form and return it to the Directors.

\_\_\_\_\_ 5. I/we have read and agree to all policies and procedures pertaining to Tuition. Furthermore, I/we understand that credit will not be given for any of the following reasons:

- closure due to inclement weather.
- holidays
- days missed when your child is ill.
- Any other time the preschool is closed due to circumstances beyond the control of Southview Day School.

I/we understand that Southview Day School reserves the right to amend policies and procedures when necessary, and that we will abide by any changes. Any changes made to the Parent Handbook will be distributed by Southview Day School to parents.

Child's Name \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_