

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. We are a non-profit organization and depend on tuition payments for our funding.

Weekly Tuition Rates

As a ministry we strive to keep our tuition rates affordable. Tuition payments are due every Monday. We welcome any monthly or bi-weekly payments in advance. **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 our Vacation Request Policy.

Tuition rates are subject to change at the discretion of the Day School Board of Southview United Methodist Church.

Sibling Discount

We offer a 10% sibling discount on the oldest enrolled child. This discount applies when two or more children are enrolled at one time. Once a sibling leaves our program, we revert tuition back to the full rate for the remaining sibling.

Additional Fees

We require a one-time, non-refundable Registration Fee to hold your place of enrollment.

We also require an Annual Supply Fee at the time of 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.

Annual Supply Requirement

Upon enrollment, we require each student to supply the following items.

- 3 boxes of tissues
- 3 bottles of hand soaps
- 3 packs of baby wipes
- If your child is potty training please bring an additional 3 packs of baby wipes.

After enrollment, we require this supply donation at the start of each new school year. These items deplete quickly during crafts, parties, lunches, and the runny-nose months of the year. We appreciate each 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. 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. Payments made by check or money order should be made payable to "Southview Day School." A fee of \$35.00 will be charged to the parent for any checks returned for insufficient funds. Cash will not be accepted.

We also accept payments electronically through "Zelle". Should you wish to use this option, let the Director know so that the necessary forms can be completed.

Late Tuition Payment Policy

If you are late making a payment, we will charge a \$10.00 fee for each late week until the third week. If you are more than three weeks late making a payment, 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**. After 5:30, we will charge a \$10.00 late fee. At 5:45 this fee will increase to \$25.00. Staff members often have second jobs, family obligations, and/or long commutes that they must factor in after a long workday. 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 paying them over time. This policy is one of the many ways in which we strive to keep our tuition rates affordable.

Vacation Discount

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 (January-December). All that is required of you is a \$35.00 place holding fee per child for each week used, in place of your regular tuition payment.

Special Events

As a religiously exempt program, we may face the possibility that church events may happen during day school hours. These events may include but are not limited to the following: funerals, yard sales, bible study groups, use of the fellowship hall for private events. During these times, special pick-up or drop-off procedures may be implemented. Extra care will also be taken to ensure the continued safety of your child.

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 a 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

When arriving at the Fellowship Hall doors in the morning or afternoon, ring the doorbell which is located on the wall to the right. A staff member will unlock the door remotely to allow entry into the building for authorized persons only. If staff are unfamiliar with any person trying to enter the building, they may speak through the intercom requesting your identity and who you are picking up.

Pick up contacts will only be permitted in the building with prior permission, written or verbal, from the legal parent or guardian. This is for the safety of our students and staff.

Please allow time for our staff to respond to the doorbell as they may be engaged with the students. Please do not allow children to play with this system.

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 any time 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.

These signed documents are required by the Department of Education for legal purposes in the rare case that we may need to refer to them in a court setting.

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 or verbal notification of permission for that day.

Separation Anxiety

While both parents and children are filled with excitement about starting school, there may also be feelings of apprehension and anxiety. There is an excellent article about separation anxiety on our website, 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. Typically, candy, cookies, cakes, or ice cream should be reserved for special occasions such as birthdays or holiday parties. Occasionally, a special treat may be made or served for snack.

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.

7:30-8:30	Student Drop-Off and Free Creativity Time
8:30-8:45	Snack Time
8:45-9:00	Potty Break
9:00-11:00	Individual Classroom Curriculums
11:00-11:30	Group Play (Ride-On Toys, Gym Class, Outdoor Games, Playground, Centers)
11:30-12:00	Special Activities, for example, Chapel Time
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 Activities
4:30-5:30	Student Pick-Up/Free Play

Lunch Time

Children will sing or say a 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

At naptime, each child is assigned a cot and cot sheet (property of Southview Day School) for added comfort. Children are encouraged to sleep during rest time. If a child does not sleep, they must remain still and quiet. Per Fire Code, all children must keep shoes on during this time in case of emergency. Each child is required to have a toddler size blanket (measuring no more than 40" x 50"). Pillows and toys are not permitted during naptime. Blankets and assigned cot sheets 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 distracting items to school. The school or staff will not be responsible for any items that go missing or get broken. Items such as these will be kept in backpack until child is picked up. 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.

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, we will consult the parent and request a director-led conference. Then, the parent and the child will need to discuss the issue and create 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 will not be tolerated. Examples of bodily harm include the following: kicking, biting, hitting, pushing, etc.

An action resulting in bodily injury, may be cause for immediate removal from the program. We reserve the right to unenroll a child at any time, especially if effective and positive communication cannot occur between the parents and the teachers.

Dress Code

Children should wear comfortable clothing and shoes with rubber soles, preferably tennis shoes, that are made for running and climbing every day. No sandals, flip-flops, crocs, dress shoes, or any other shoes with a slick bottom 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 it is not extremely windy, if the temperature is above 40 degrees. Lower temperatures may result in shorter outdoor play times. **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, belts, and close-fitting clothing such as tights and skinny jeans 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 remove 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 backpack to school every day. This backpack should be large enough to fit a nap blanket and folder that may be sent home with communication and/or worksheets from the teachers or director.

Two complete extra sets of clothes (two shirts, two pants, two pairs of underwear, two pairs of socks, and one pair of shoes) will be kept in a school cubby in case of accidents. When soiled items are sent home, please replenish extra clothes immediately. As seasons change, please update the clothes.

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 director to schedule a conference. We are always happy to communicate with families in any way we can.

Field Trips

Occasionally, there may be 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

On inclement weather days, we use our discretion to determine closures and late openings. Please stay tuned to our Facebook page for inclement weather updates.

Church Performances

Our families are always welcome at Southview United Methodist Church services. 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 programs so that all children can participate. Throughout the year we also invite students and their families to attend church functions such as picnics, parties, bible studies, Easter egg hunts, holiday activities, and other festivities. 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 students and/or parents during activities and field trips. 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 church congregation.

A multimedia permission form allowing, or declining permission must be signed and returned to the director. 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. If 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 sit apart from other children or, in extreme cases, rest on a nap cot 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, or rashes/blisters. Viral rashes can occur on any part of the body, but tend to express more around the mouth, feet, legs, hands, and buttocks.
- Has conjunctivitis (Pink Eye)
- Any child who does not feel well and needs constant comfort.

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, earache 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 to school. This will be at the discretion of the staff of Southview Day School. If children are continually brought to school with signs of sickness, we face the possibility of having to shut the school down for sanitation. In this case, no refund or discount will be provided.

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, RSV and the Flu 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 medications. Forms include:

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

A Southview Day School employee who is not M.A.T. trained may administer non-prescription over-the counter skin products, such as diaper cream or sunscreen, with this proper form:

- Authorization Form for Non-Prescription Over the Counter Skin Products

In the case that staff are not M.A.T. trained, a parent must bring a child's prescription medication to school and give the proper dose to the child. Medications may not be left in the care of Southview Day School staff.

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, violence, or other criminal activity that may occur **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 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 (revised December 2022), 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 officer, 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, and a new "Southview Day School Parent Handbook Agreement will be issued for parents to sign.

Child's Name _____

Parent's Printed Name _____

Parent's Signature _____ Date _____