

HIGHLAND SCHOOL



EXTENDED DAY HANDBOOK

PK – Grade 8

2009 - 2010

597 Broadview Avenue
Warrenton, VA 20186

Office: 540-878-2700
Lower/Middle School Office Fax: 540-347-5860
Chilton Building: 540-878-2707
Extended Day Cell Phone – 540-222-5651
E-mail: admin@highlandschool.org
Web: <http://www.highlandschool.org>

ADMISSION AND EMPLOYMENT POLICY

Highland School does not discriminate on the basis of race, color, gender, sexual orientation, religion, nationality, or ethnic origin in the administration of its educational, employment or admission policies, and its scholarship, athletic, and other school-administered programs.

The information presented in this Handbook is intended for the sole use and benefit of the Highland School faculty, staff, students, and parents. Any other use is strictly prohibited.

TABLE OF CONTENTS

Philosophy.....	1
Objectives.....	1
Enrollment.....	1
Custodial Parents' Right to Access.....	1
Licensing.....	1
Hours of Operation and Fees.....	2
Pickup Schedule.....	3
Pickup Policies.....	4
Late Pickup.....	4
Inclement Weather.....	4
Health and Safety.....	4
Communicable Disease Policy.....	5
Emergency Closings.....	5
Emergency Preparedness Plan.....	5
Food.....	6
PK Bathroom Policy.....	6
Clothing.....	6
Discipline.....	6
Mandated Reporting of Child Abuse.....	6
Licensing Information for Parents.....	7
Organizational Points of Contact.....	8
Late Charge Agreement.....	9
Request to Leave Study Hall Form.....	10

Philosophy

The philosophy of Highland School's Extended Day program is to provide a safe and well-supervised environment that fosters courteous play through a variety of fun and educational activities as well as the nurturing of good study habits. This philosophy is implemented to meet the personal growth and development potential of each student. The program emphasizes friendliness and cooperation and encourages students to be the best that they can be.

Objectives

- To provide professional care for Highland School children before and after school hours
- To administer a wide variety of developmentally appropriate activities including free play, outdoor time, special activities, homework time and a rest period for PK children
- To provide a choice-oriented and child-centered after-school program
- To maintain a healthy, caring and relaxed atmosphere

Enrollment

Highland School's Extended Day Program is only open to Highland students attending PK – Grade 8. This program is available only on days when school is in session. It is not offered on holidays or when there is a scheduled early dismissal.

Custodial Parents' Rights to Access

A custodial parent or guardian shall be admitted to the Extended Day Program at all times for observation or to speak to an employee.

Licensing

This program is licensed by the Virginia Department of Social Services. The program is self-supporting through special fees. Additional licensing information is on page 6.

Hours of Operation and Fees

Early Drop-off: PK Only

Hours	Annual Fee	Daily Basis
7:45 – 9:00 a.m.	\$1,475	\$12

Extended Day Program: PK 3/4

Hours	Annual Fee	Daily Basis
12:00-1:00 p.m.	\$1,475	\$12
12:00-2:30 p.m.	\$3,025	\$25
12:00-3:30 p.m.	\$3,400	\$30

Extended Day Program: PK 4/5

Hours	Annual Fee	Daily Basis
1:00-2:30 p.m.	\$1,550	\$13
1:00-3:30 p.m.	\$1,925	\$18

Extended Day Program: Kindergarten – Grade 2

Hours	Annual Fee	Daily Basis
2:30 – 3:30 p.m.	\$1,475	\$12

Study Hall: PK – Grade 8

Hours	Annual Fee	Daily Basis
3:30 – 5:45 p.m.	\$1,925	\$18

Late Pick-up Fees

- Pick-up from 5:45 - 6:00 p.m.: \$8 fee
- Pick-up after 6:00 p.m.: add \$1 per minute per child after 6:00 p.m.

Parents may enroll their children in the Extended Day Care Program on an annual basis or on a drop-in daily basis. All annual fees are due on or before October 31, 2009. If the fee is not paid by the deadline, students will be charged on a daily basis unless other arrangements have been made with the Business Office. All daily basis fees are billed at the end of each month and must be paid within 30 days.

Pickup Schedule

PK Extended Day

- 1:00 p.m. at the front of the Lower/Middle School (for PK3/4)
- 2:30 p.m. at the front of the Lower/Middle School
- 3:30 p.m. at the front of the Lower/Middle School

NOTE: All PK children who stay past the 2:30 p.m. dismissal time have a state-mandated one hour rest period. After thirty minutes, those not sleeping may engage in “quiet” activities. Parents must provide a cover for their child’s assigned rest mat. These will be sent home each week for laundering and should be returned on the next school day. (Beach towels work well for this. A small pillow and one stuffed animal are also permitted).

Kindergarten – Grade 2 Extended Day

- 3:30 p.m. at the front of the Lower/Middle School

Children who ride the school bus will be escorted to their bus at 3:25 p.m. At all times outside of the regular pickup time, parents should come directly to the designated classroom to pick up their children. Children who are not picked up by 3:45 p.m. will be taken to Study Hall.

PK – Grade 3 Study Hall

- Pickup at the Chilton Building

Grades 4 - 8 Study Hall

Pickup is at the Loeb Library until 4:45 p.m. on Monday – Thursday. Students are taken to the Chilton Building at 4:45 p.m. for the remainder of Study Hall. Study Hall is held at the Chilton Building on Fridays.

Pickup Policies

Children will be released only to a parent, legal guardian or an authorized person upon verification of proper identification. If a parent desires for a child to leave Study Hall on his/her own to go to an activity on or off campus, the School must have a completed Request to Leave Study Hall form giving the child permission to leave Study Hall and absolving the School of all responsibility and liability after the student checks out with the Director. The School is not responsible for ensuring that the student arrives safely at his/her destination. Students will not be allowed to leave Study Hall to attend sporting events on campus without adult supervision.

Late Pickup

The Extended Day Program ends at 5:45 p.m. Parents should make arrangements for pickup of their child by 5:45 p.m. each day. It is the parents' responsibility to notify the school if he or she will be more than 15 minutes late. The Extended Day phone numbers should be kept with you in case of an emergency. A late pickup fee will be assessed for children picked up after 5:45 p.m. Refer to the fee schedule on page 2 or the sample "Late Charge Agreement Form" on page 9 for late pickup fees. If contact has not been made with a parent, guardian or emergency contact by 7:00 p.m., the Sheriff's office will be notified to assist us in assessing the situation.

Extended Day Program: (540) 878-2707

Cell Phone: (540) 222-5651

Inclement Weather

In the event that school is closed due to inclement weather, the Extended Day Program will also be closed for the day. Announcements regarding school closings will be provided to the local radio and television stations that are listed in the Highland School Directory and Handbook.

Health and Safety

If a child is unable to attend school due to illness then he/she will not be allowed to attend the Extended Day program. If a child becomes ill during the course of the program the parents will be notified immediately to pick up their child. Parents will also be called if the child is seriously injured.

- **Allergies:** If your child has or develops any type of allergy, please inform the school.
- **Medication:** Medications are dispensed only during the hours of 7:30 a.m. to 4:00 p.m. by the School Nurse. Sunscreen and Insect Repellent are considered to be over the counter medications by the State of Virginia. Refer to the Medications section in the Highland School Directory and Handbook for more information.
- **Accident Insurance:** Accident insurance underwritten by Mutual of Omaha is available for each child through the school.

Communicable Disease Policy

The School complies with federal, state and local laws and regulations regarding serious contagious diseases. It is the responsibility of any person in the School community (including faculty, staff, students, and parents) to report immediately the occurrence of all serious diseases or contagious diseases or conditions (including childhood diseases or conditions that are contagious) involving an immediate household member to the Head of School or the School Nurse. The School follows the Virginia School Health Guidelines from the Virginia Department of Health. A copy is available in the School Nurse's office.

Emergency Closings

If an emergency situation or inclement weather forces the closing of school during the school day or during the Extended Day Program, all parents will be notified to pick up their children. Staff members will supervise the children in a safe and secure place until all children have been picked up. If contact has not been made with a parent/guardian or emergency contact within two hours after the emergency closing, the Sheriff's office will be notified to assist in assessing the situation.

Emergency Preparedness Plan

The Extended Day Program follows the Emergency Preparedness Plan that is used during school hours for Highland School. The plan, developed in coordination with Fauquier Emergency Services and the Sheriff's Department, addresses emergencies such as Medical Emergencies, Severe Weather and Security Threats. The plan was developed to minimize the time spent considering appropriate responses during a crisis and ensures prompt and effective actions. The plan is included in the Employee Manual given to each employee. Exit routes and directions for Fire, Severe Weather and Lockdown situations are posted near the exit door in every classroom and office. The Director of Security holds training

sessions for all employees before school starts each year on the proper procedures during emergencies. The plan is reviewed and updated every year during the summer months.

Food

The Extended Day Program for PK 3/4 includes a designated lunch time for the students and parents are required to send a bag lunch with their child or purchase a lunch through the school lunch program. The program also includes a snack time and parents are required to send a snack with their children each day. If a student also attends Study Hall, parents must provide a second snack for their child. USDA milk is provided by the school during both snack times. Fruit cups will be made available to children who forget to bring a snack.

Bathroom Policy

All children must be potty trained and completely self-sufficient in the bathroom.

Clothing

Extended Day Students must adhere to the standard school dress code. Students who attend sports practice before or after the Extended Day Program are permitted to wear athletic clothing.

Discipline

Good behavior is expected of students in the Extended Day Program and Study Hall. Discipline is handled in a gentle but firm manner. The rules of conduct stated in the Highland School Handbook govern students' conduct in the Extended Day Care. Children who exhibit consistent or extreme behavior problems may be referred to the Division Director, and may be prohibited from attending the Extended Day Program.

Mandated Reporting of Child Abuse

Educators in the Commonwealth of Virginia are required by law to report any confirmed or suspected incidents of child abuse to their local social services agency. In order to maintain records and to facilitate this process, Highland School has adopted the following mandated reporting policy:

- **Any faculty member or administrator who suspects that a student is a victim of physical or sexual abuse must report his or her suspicions to the Director of Guidance.**
- **The Director of Guidance will inform the Head of School of any reports of suspected abuse.**
- **The Director of Guidance shall assume responsibility for informing social services of any such reports.**
- **Once a faculty member or administrator has reported to the Director of Guidance, that individual has officially fulfilled their reporting responsibility.**

Licensing Information for Parents

The Commonwealth of Virginia helps assure parents that child day programs that assume the responsibility for the supervision, protection, and well being of a child for any part of a 24-hour day are safe. Title 63.1 Chapter 10 of the Code of Virginia gives the Department of Social Services the authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal records checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor, which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact:

**Northern Virginia Regional Office
170 W. Shirley Avenue
Suite # 200
Warrenton, VA 20186
(540) 347-6345**

Organizational Points of Contact

Head of School: Mr. Henry Berg

Contact: Highland School (540) 878-2700

Director of Support Services: Ms. Elizabeth Scullin

Contact: Highland School (540) 878-2710

Director of Extended Day Program: Ms. Gayle Burroughs

Contact: Chilton Building - Cell Phone (540) 222-5651

Highland School
Extended Day Program
Late Charge Agreement

As noted in the Extended Day Program Handbook, the policy for late pick-up is a fee of \$8.00 per child if the child is picked up between 5:45 and 6:00 p.m., and \$1.00 per minute per child for every minute the child is picked up after 6:00 p.m., in addition to the daily fee.

Child's Name: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Date: _____

Pick up time: _____

I understand that my cost today due to a late pick up is:

\$8 per child for 5:45 - 6:00 p.m.: X = _____

\$1 per minute per child after 6:00 p.m.:

No. of children X minutes = _____

Total Cost: _____

Parent/Guardian Signature



HIGHLAND SCHOOL

Henry D. Berg, Head of

School

597 Broadview Avenue, Warrenton, VA 20186 • t: 540-878-2700 • f: 540-347-5860 • www.highlandschool.org

Request to Leave Study Hall

Child's Name _____

Date: _____ Time Leaving: _____

Recurring Event: Day(s) of week _____ Time: _____ Dates: _____

Destination: _____

I understand that if my child leaves study hall in accordance with this request that the School is not, and will not be, responsible for my child after he/she leaves Study Hall. I further understand that my child will not be supervised by a school employee to ensure that he/she arrives at his/her designated destination. I also understand that it is against school policy for my child to independently return to school grounds once having left, and that the school has no responsibility or supervisory capacity for my child if he/she violates this policy. I am making this request against the advice of the school and am accepting any and all risk resulting from this request, both on my behalf and on behalf of my child.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name