



2022 - 2023
Handbook & Directory

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www.aldersgate.net/dayschool

Beth Bachmore, Director
Laura Lewis, Administrative Assistant

1301 Collingwood Road, Alexandria, Virginia 22308

Dear Parents:

Welcome to the 2022-23 school year! Our sweet Day School began in 1962 with just two classes--this year we have 14, including the second year of our amazing Kindergarten class! Our Under 3's program--originally known as Mother's Day Out--began in November of 1976 three mornings per week in one room; today, three groups meet all five mornings. Aldersgate Church values the Weekday Education program as a vital community outreach. We welcome you to participate in all ministries of the Aldersgate congregation: preschool, Sunday School, worship, study, counseling, community outreach, and many other special opportunities for you and your family.

Collectively, our staff possesses scores of academic and preschool experience. Individually, we are different personalities from differing backgrounds and educational institutions. We each have our own unique teaching styles, different ways of approaching our tasks, and individual emphases—but together we are all agents of God's love to children and parents. Our common goal is to make your year at Aldersgate the best it can be as we work with you and your child(ren) to meet the adjustments preschool and the early primary years bring.

Many of you are here for the first time and we know you will make quick friendships. New families bring richness and create fresh possibilities. Returnees provide stability and continuity. Both play an integral role in making our school so special. I look forward to spending time with all of you--whether returnee or new; because our school is large, it is imperative that we communicate openly and effectively. Being new to this position myself, I will work with diligence on making connections and building trust with staff and Day School families alike. Watch for and read newsletters carefully. If you have questions, be sure to consult with your child's teacher or me directly.

I hope you will join me in praying for the health and safety of our children, our teachers, our church and our community as we begin this new and exciting school year together!

Sincerely,



Beth Bachmore
Director

*Train a child in the way he should go,
And when he is old, he will not turn from it.*

Proverbs 22:6

FROM THE MINISTERS OF ALDERSGATE . . .

Welcome to the Aldersgate United Methodist Church Day School. We are excited about the beginning of the 2022-23 school year. For over fifty years our Day School has been a vital and important ministry at Aldersgate. We welcome the opportunity to minister to you and especially to your children in the spirit of Jesus Christ.

Aldersgate offers a variety of activities taking place seven days per week. Plus, we offer a contemporary worship service at 9:30am and traditional service at 11am on Sunday mornings, plus live stream. In addition, there are Bible studies, children's and youth programs, and mission and outreach opportunities all designed around a Discipleship Pathway we know as Engage, Connect, Equip and Send. We invite you to become part of our church family. And if you would like to join our church family and/or have your child(ren) baptized let us know. See our website at www.aldersgate.net for more details.

It is our sincerest hope that should you ever need a pastor, you would feel free to call on us. We would welcome the opportunity to serve you and your family. And to be able to serve together.

Thank you for being part of the Aldersgate United Methodist Church Day School. We look forward to a great year!

Yours in Christ,

Rev. Dr. Randy Orndorff



Rev. Jonathan Poarch



Organization of the School

The Day School is fully licensed by the Virginia Department of Education (without the religious exemption status) and is regularly inspected. The Weekday Education Program of Aldersgate ministers to families with pre-school to Kindergarten age children. We provide classes for children from 12 months to 6 years. The church and Day School also provide study and fellowship opportunities for parents. The school does not discriminate (all are welcome for admission). Our classroom environments are grounded in Christian values. We teach a blessing at snack time, present a Christmas music program, and spread God's love as we teach fairness and respect for all.

The primary goals of the Day School include teaching each child that he/she is of great worth as a unique being in God's creation; that adults other than parents are helpful, friendly, and fun to be with; that group experiences with other children are exciting and gratifying; and that school is a fun and exciting place. We try to help each child grow toward full potential, develop a love for learning, feel a sense of security, and think and act creatively.

The Toddler I through pre-3-year-old classes provide the parent or care giver a morning out while the child is cared for in a happy and secure atmosphere. However, much more than mere babysitting occurs in this informal setting with activities planned for and carefully supervised by qualified, creative teachers.

At all levels, the typical Day School morning includes verbal, gross and fine motor skill development through activities such as circle time, sharing time, use of manipulatives, and playground and/or Founders Hall free-play time. Creative and social development is fostered through daily arts & crafts, music--either participatory or listening, "reading" and story time and other play activities. Daily schedules and monthly plans are posted in each classroom – be sure to look at all the wonderfully creative ways your child can learn!

Staffing

This outreach is guided by Aldersgate's Board of Weekday Education (comprised of a combination of church members, school parents and the Director of Weekday Education.) The Aldersgate United Methodist Church Leadership Team along with the Director of the Day School approves this Board.

The Director, governed by the Board of Weekday Education, selected by the church Staff Parish Relations Committee, is responsible for the selections of the teaching staff using the following guidelines:

All staff must qualify under the program directives outlined by the Virginia Department of Education Child Day Center licensure standards. A four-year college degree is preferable.

Applicants without a degree require a combination of previous work experience with preschool children as well as hours of professional development and coursework. In addition, each staff member of the Day School must:

- Be reviewed and deemed eligible by the Virginia State Police Criminal History Process;
- Clear a bi-annual TB test;
- Every classroom has a CPR/First Aid certified teacher; and
- Complete 16 hours of continuing education annually.

Non-Profit and Financial Assistance

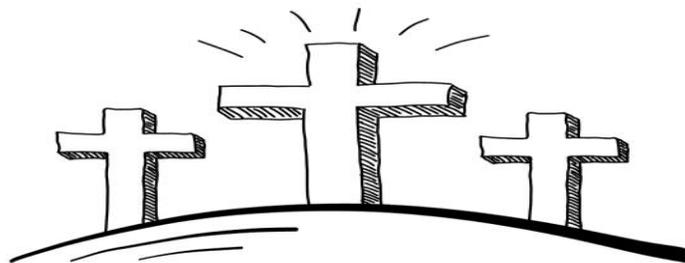
The school operates as a non-profit organization. Tuition and registration fees are adjusted annually to cover the needs of the school, including purchases of new equipment and cosmetic improvements to the school. Limited financial assistance is available for qualifying families. Please contact the Director if your family may need financial assistance.

Curriculum

Our school follows several different curriculums, depending on grade level. These include, but are not limited to: Learning Without Tears, Handwriting Without Tears, Reading A to Z, The Kinder Series by Tara West- all according to the Fairfax County Early Learning Continuum. The crux of learning in early childhood revolves around the social emotional component of education. Here at the Day School, social-emotional learning (SEL) drives our staff's decisions on how we provide services to our students. A comfortable, happy, well-adjusted child is a child prepped to learn!

Chapel

All classes from our 3-year-olds up through Kindergarten will attend Chapel with our wonderful Chapel teacher, Mrs. Roach. She has been at the Day School for 15 years! Our students will learn about how to expand their love for Christ and deepen their relationship with Him through songs, stories and role-playing.



Music

All Day School students will attend Music class at least once a week with our talented Emily Carbone instructing! Students will experience movement, sing and play instruments. Learning is multi-faceted, and our music program provides a wonderful way to enhance our students' experience.



Discipline Policy

Busy, happy, well-supervised children rarely need discipline. Therefore, activities are structured to provide satisfying social interaction for all. These statements provide insight to our discipline techniques:

- Expected behavior shall be on the child's appropriate developmental level.
- Limits or rules shall be simple and understandable to the children to whom they apply.
- Happiness and safety of children is the underlying motivation for classroom guidelines.
- Discipline shall be fair and consistent and include primarily redirection and clear communication.
- Discipline shall be appropriate and timely.

Please be aware that no form of physical punishment is ever an option. At no time will a staff member:

- Shake a child;
- Force or withhold food from a child;
- Punish for toilet accidents;
- Belittle or verbally abuse a child;
- Enclose in a confined space;
- Use exercise as punishment; or
- Restrain in any manner (other than in our arms momentarily to avoid injury to the child or one of his/her classmates).

If a child is experiencing temporary difficulty in the classroom environment or other location, the following solutions may be implemented:

- Attempt to redirect him/her with another toy or activity;
- Use a timer to set limits so the student knows when it's his/her turn;
- Let the child spend some quiet time in the classroom in a calming space chosen by the teacher;

- The student may sit in the office with the Director in a calming space; return to the classroom when ready; and/or
- Give the child a few minutes in a comfortable safe space of their choice in order to regain his/her composure.

We find most discipline can be handled with a hug, some kind words, and a few moments to reorient one's activities. We look for things to praise rather than things to punish.

Snacks and Other Food Guidelines

All children have the option to bring their own water bottle daily. A mid-morning snack of crackers, pretzels, goldfish or similar is provided.

Our facilities are not equipped to provide breakfast. If a situation occurs where a child did not eat and you feel it necessary for them to do so at school, bring the appropriate food to the office. We will help them finish breakfast before going to class.

Children with special food allergies may bring a simple snack from home. This will be served at the scheduled classroom snack time, and leftovers will be thrown away at the end of snack time. (Note: The home-provided snack must be comparable in nature to the school snack). Be certain to label each snack container with the child's name and make the teacher aware that the child has their own snack.

If any child has food allergies, these must be noted in writing on emergency forms in the office and with the classroom teacher, otherwise, the school cannot assume responsibility for keeping those foods from the child. Remember our space is used at other hours by other groups so, while we make every effort to clean spaces between use, we cannot guarantee that residue from food or other substances will not remain on toys and surfaces.

By prior arrangement with the teacher, special treats may be provided for birthdays or special celebrations. Please follow classroom guidelines for types of food allowed. Each teacher will know food dislikes and allergies that could affect food selection for the room; consider this advice so no child is left out when a special occasion is celebrated.

Arrival and Departure Policies

School hours are from 9:00 am – 12:00 noon for three-hour classes, 9:00 am – 2:00 pm for five-hour classes and 9:00 am – 3:00 pm for Kindergarten. Drop off and pickup for Toddler I, Toddler II, and Pre-3s will be at the classroom doors. All 3-year & 4-year-old classes arrival and departure policies are at the teacher's discretion. Your child's teacher will inform you Kindergarten drop off will be at the classroom door. Pickup will take place outside, weather permitting, in a location determined by the Kindergarten teacher.

Health and Safety Issues

Abuse and neglect are concerns for all. We are mandated by law to report any suspected case to Child Protective Services.

Emergency Forms must be completed immediately and updated regularly. Provide alternate contacts from the local area--not out-of-state grandparents; because our youngest children may have more adjustment problems and sudden illnesses, parents of these ages will need to sign in daily complete with phone numbers where we can reach you quickly.

Virginia law requires a School Entrance Health Form be completed and submitted for each new child. Without this, your child cannot attend class. Within the first 15 days of school, each child must have on file a current health form, a copy of his/her birth certificate and an Emergency Contact and Medical Information Form. No child will be permitted to return to school after a designated date if all these state-required items are not on file with the office.

Children are screened as they arrive and are watched closely throughout the morning. Please do not bring a child who has had temperature, nausea or diarrhea in the past 24-48 hours. Though communicable diseases are inevitable, they can be held to a minimum if sick children are kept home. Determine if a child is "able" to be here; consider his/her well-being. His/her temperature may be down, but is the child ready to share time, space, and attention with the other children? Always inform the office and teacher if any medication (even Tylenol) has been given before school. The Day School will always notify parents as soon as illness is suspected or in case of emergency. Immediate pick up is expected and required.

In accordance with Virginia licensure standards, all communicable illness and/or diseases present within any student's home must be reported to the Director within 24 hours.

Medication and Topical OTC

Non-emergency medications including, but not limited to, insect repellent, sunscreen, skin lotions, etc. as well as emergency Epi-Pen, inhalers and nebulizer medications can be administered by trained and certified staff. Medications will be stored in the office with proper documentation including a physician's prescription and completed Medication Authorization Form. Please do not send any OTC products to school in your child's backpack.

Liability Coverage

All enrolled students at the Day School are indemnified under the Aldersgate United Methodist Church's liability coverage during school hours or at school-related events.

Potty Training / Diapers

The Day School recognizes universal precautions in the practice of diaper changing and cleaning of surfaces. For diaper changes, wipes and latex gloves will be used. Changing surfaces are cleansed with bleach solution. When cleaning up the classrooms of older

children, a solution of water and mild dish detergent is used. All hands are washed before snack either with disinfectant wipes or hand soap. As always, please inform the school of any allergies or reactions your child may have had to these products.

As evident in the age range of our children, "potty-training" is not a requirement for entrance. However, for health and cleanliness reasons, we would expect the child to be "trained" sufficiently for a three-hour period before (s)he comes to school in training pants (i.e. reinforced cotton pants or Pull-Ups). Every attempt is made to schedule bathroom breaks consistent with the age and abilities of the children and unscheduled stops accommodated to the best of the teachers' ability. However, if these procedures fail to keep your child clean and dry, you may opt to have him/her remain in diapers a little longer. The Director reserves the right to determine that remaining in diapers at school is in the best interest of the child, teacher and other children. Your cooperation with this policy is greatly appreciated. A backpack containing disposable diapers and an extra change of clothing (including socks) are needed daily for children in diapers.

Clothing

Clothing should be durable, washable, and styled so the potty-trained child can manage with minimum staff assistance. Younger children should come to school in clothing that make diaper changes easy and quick. "Sunday best" clothes can be ruined here. Please do not burden your child with the responsibility to "keep clean." Preschool is supposed to be messy-- paints stain, juice gets spilled, and the playground can be dirty. We cannot assume responsibility for clothing damaged at school.

Classes go outside daily -- each child should wear a weather-appropriate coat or jacket, clearly labeled. Layering clothing offers the most comfort indoors and out. Flip flops, cowboy boots, clogs, or slippery dress shoes are unsafe on the playground and in Founders Hall and are discouraged.

Fire and Safety Drills

Fire drills and emergency response procedures are required and are scheduled monthly. The fire bell is quite loud and can be frightening. Prepare your child. Reassurance from the parent may make the first drill less traumatic. Have you practiced emergency procedures at home?

In the event of an emergency before, during or after school hours, the Day School will implement its Phone Tree Alert System. Each teacher has a list of phone numbers for students and will call each family to notify them of any changes in schedules. Please be sure to update any changes to your contact information with both the teacher and the office.



Field Trips

Field Trips unfortunately occur less and less in our program as our area faces new safety issues. When they are scheduled, parents are asked to help drive and/or chaperone. For each trip, one adult for each two children is required. A parent signature is also required for every child on a field trip. We follow Virginia Seat Belt Law--Parents are required to provide a car seat or appropriate booster.

Personal Items

Personal toys, pacifiers, blankets and the like can be distracting and are generally discouraged. Please respect the teacher's policy about which personal items are allowed. Philosophically, we have reservations about the value of war toys, some superheroes, etc. and generally prohibit their use on school grounds. Children often have difficulty sharing personal items and will have trouble leaving an item in the cubby all day. Older classes may have scheduled sharing days. Observe teacher schedules and guidelines for this.

Licensure and Compliance

Our facility complies with all Fairfax County guidelines and is fully licensed by the State of Virginia. We do not take the religious exemption offered to religious programs. The school has been inspected for asbestos. Areas found to have asbestos are not in the part of the building the children use. Our drinking fountains and kitchen water have been determined to be lead-free.

Parking Lot Safety

The safety of the children is our first concern. **Always hold your child(ren)'s hand when in the parking lot. Please refrain from cell phone use until you have exited the parking lot area. ALWAYS DRIVE SLOWLY AND CAREFULLY.**

A supervised parking area is available for families requiring supervision of infants or other non-Day School children during drop-off and pick-up times. Please return promptly to your vehicle as our lot monitors have classes they need to begin. Our lot monitor may not be present on extreme weather days; please plan accordingly. Under no condition shall a child be left in a car unless the parking lot monitor is on duty.

Substitutes

Parents make the greatest substitutes! Inquire in the Day School Office.

Visitors

All visitors are required to come to Door 5 and ring the bell to check in with office staff.

Parent Participation

Parents are always welcome in the Day School. Help yourself to a cup of coffee from the kitchen, stop and browse for children's or parenting books, or visit with other parents before

rushing off. We welcome activities such as parent discussion groups, Bible study, craft, or exercise groups. Do you have special talents or interests you could share? Tell us!

Volunteers will be needed to help our two Consignment Sales each year in the Fall and Spring, so look for signups for these events. These sales are the Day School's primary fundraising events and rely solely on parent volunteers to make them successful!

Other than the Consignment Sales, special school family activities include an ice cream social, Dinner with Santa, Christmas and Spring musical performances, and playground picnics. As always, if we are to make these events a success, we will need your help. Volunteer early and often! Watch newsletters for details and other volunteer opportunities.

Holiday and Birthday Celebrations

Holiday celebrations are encouraged within each class. These may include teacher-led games, decorations, and special parent-provided snacks. Although some teachers have "dress-up" days related to some holidays and lesson themes, the Day School avoids Halloween as associated with costumes, parades, etc. Your creativity would be better used for storybook days, crazy hat days, western days, etc.



Planning with the teacher can make birthdays very special. If invitations are handed out in the classroom, be sure to include one for *every classmate*. All children should be included if an individual's special event is coordinated at school.

Extended Care

The Day School offers two forms of extended care for children aged 3 or older (under threes after winter break). Extended hours begin late-September and continue until mid-May, with some exceptions for holidays or special events, meetings, etc. We will do our best to accommodate last minute requests but due to staffing there might not be space available. Please plan ahead!

The opportunities for extended care:

Lunch Bunch	One hour	pickup at 1:00	\$ 9
Extended Day	Two hours	pickup at 2:00	\$18

Children will bring a light lunch in a lunch box or bag which **MUST** be clearly labeled with their name and current date. This is mandated by the State. For your convenience a tag will be provided. Please cut any choking hazards (i.e., grapes, hotdogs, etc.) No glass containers!

Children are to be picked up NO LATER THAN 1:00pm for Lunch Bunch or 2:00pm for Extended Day. Late pick-ups may result in forfeiture of future participation. Please call the office if you will be unavoidably detained.

Extended Care Billing

Invoices will be sent out at the beginning of each month for payment of lunch bunch/extended day sessions attended the previous month. This payment will be due on the 15th of that month. Only in the event your child is out of school for illness on a day he/she is scheduled for extended care will you not be charged for a scheduled day; same day cancellations for reasons other than illness will be charged as staffing needs will have already been committed.

Late Tuition & Lunch Bunch accounts may result in your child being removed from the Lunch Bunch schedule until paid.

Enrollment and Fees

Annual registration for returning families begins in mid-January. Guaranteed space is offered initially to Aldersgate church members and families currently enrolled in the day school and a waiting list is compiled on a first come-first served basis for newcomers. A \$100 NONREFUNDABLE REGISTRATION FEE is required for every child at the time of enrollment. Subsequently, registration is opened to the community and continues until all spaces are filled. A new waiting list begins the first working day of each year. Names are added when the completed waiting list form and the \$10 wait list fee are received.

Budget needs determine tuition. Tuition is quoted as an annual amount but is paid in nine monthly installments - the first payment (considered a non-refundable Advanced Tuition Payment) is due by May 15 and secures your child's space until school starts - the other eight payments are due on the 15th of each month beginning in September. If a child is withdrawn prior to June 15, the Advanced Tuition Payment will be refunded. Withdrawal after June 15 will result in non-refund of the Advanced Tuition Payment. If a child enrolls after school begins, tuition will be prorated and the number of payments adjusted, with the first installment due at enrollment time. Adjustments are not made for absences--illnesses, vacations, holidays, snow days, etc.

Thirty (30) days' notice of withdrawal is required. Upon notice of withdrawal, families will be responsible for payment of tuition prorated through the date of withdrawal. Less than thirty days' notice of withdrawal will incur an additional \$100 penalty. Families withdrawing after March 1st will be subject to the full remaining tuition balance. The Registration Fee and Advanced Tuition Payment are non-refundable. A \$25 late fee is added for payments 15 days late.

Payments

You may use your payment booklet to keep track of payments; reminders are not sent unless

payment is delinquent.

There are several ways to make payments:

- **Checks** – Please make payable to Aldersgate Day School and write your child's name on the memo line. You may either drop off checks in the office or mail using the envelope from your tuition booklet.
- **Cash** – If paying with cash, ask for a receipt.
- **PayPal (bank account – no fee)** -- Send to dayschool@aldersgate.net To avoid fees, please use a bank account (not debit or credit card).
- **PayPal (credit card – fees added)** – go to www.aldersgate.net/dayschool click Pay Online and follow directions. If your tuition amount isn't listed, please contact the office.
- **Automatic Payments** – Set up through your banking app/website.

Monthly Tuition Rates – 2022-2023

Class	Monthly Tuition
Kindergarten	See office
5-hour Fours	\$792
5-day Fours, 5-day Threes	\$475
3-day Threes, 3-day Fours	\$311
2-day Threes	\$240
Toddler I, Toddler II, Pre-3 (Mondays)	\$117
Toddler I, Toddler II, Pre-3 (Tuesday—Friday)	\$133

Families with more than one child enrolled in preschool (does not include Kindergarten) at the same time receive a 5% tuition discount off of the lower tuition amount for each additional child.

The following occurrences may result in a child's dismissal from school on a temporary or permanent basis:

- incomplete paperwork;
- delinquent tuition of thirty days or more (a \$25 late fee is charged after 15 days);
- inability to adapt to the school environment, unacceptable behavior threatening to self or others;
- refusal to cooperate with school guidelines

*Admittance to, or removal from, the Day School regardless of space availability, is at the discretion of the Director.

Dismissal shall not occur until after sufficient conferencing with the Director.

* Complaints or concerns regarding school policy should first be voiced to the Day School Director. If resolution is not reached, parents may contact the Chair of the Board of Weekday Education.





COVID-19 Mitigation Measures School Year 22-23

The Day School will adhere to the following guidelines in accordance with provisions provided by the CDC, Virginia Department of Education, and Aldersgate United Methodist Church.

Cleaning and Sanitation

The Day School will coordinate with its professional cleaning company for required cleaning services. All indoor common areas will be disinfected each evening as well as frequent spot cleaning of high touch areas throughout the school day. All classroom toys, materials and equipment will be sanitized at regular intervals in accordance with guidelines.

Mitigation procedures for teachers and children in classrooms:

- Staff and parents will be required to notify the Director immediately of any COVID related health concerns including symptoms, exposure, testing, etc.
- Hand Sanitizer and/or hand washing will be required for all children upon entering the classrooms, following toileting, before and after using common areas, before and after snack, before and after classroom center use and as often as possible in between. Children will be monitored for proper hand washing during these times.
- Classrooms will be equipped with PPE, including but not limited to, air purifiers, hand sanitizer and hand soap, and abundant disinfectant.
- Staff will be provided with (or invited to supply their own) PPE including, but not limited to, gloves, face masks, and face shields. Using these supplies will be optional for all staff.
- Children over two years of age have the option to wear a mask when indoors. Families can choose to send their child into school with a clean, marked mask each day and teachers will incorporate proper usage into each day's curriculum. Teachers will encourage children with a gentle reminder to wear them when indoors as requested by families. Please discuss your preference with the teacher.

Classroom/Facility Arrangements

- All students will be dropped off and picked up outside their classrooms, with the exception of Kindergarten.

- Outside of normal drop off and pickup times, parents, visitors or siblings will be permitted in the facility. Parent volunteers will be permitted in classrooms after checking in with the Day School office.
- Classes will have windows open when possible to improve classroom ventilation.
- Two classes will be permitted on each section of the playground at a time.
- Classrooms are equipped with air filters.

Reporting Requirements

In the event any student or staff member is diagnosed with Covid-19, the Day School will immediately follow procedures outlined by the Virginia Department of Health and the United Methodist Church.

Revised 10/5/2022