



GRACE EPISCOPAL DAY SCHOOL | 111 CHURCH ST., YORKTOWN, VA 23690

POLICIES AND PROCEDURES 2021-2022

Grace Episcopal Day School (GDS) and Kindergarten has been a ministry of Grace Episcopal Church since 1955. The Day School is a nonprofit organization, certified as “Religiously Exempt” by the VA Department of Education, and is covered under the insurance policy of the church. The school is governed by a Board composed of church members and at least one Day School parent representative. The Board meets on a regular basis with the Director of the school and oversees school policies and operations. Children are God’s precious gifts to their parents, their families, and the Church. We are glad you have chosen us to help in the shaping of your child spiritually and academically.

MISSION STATEMENT:

The Day School provides a Christ-centered, hands-on atmosphere for children 2 years of age through Kindergarten. Our mission is to provide a loving, caring, and safe environment that fosters spiritual, physical, social, and cognitive growth as we strive to lay the foundations for faith and life-long learning with emphasis on diversity, equity, and inclusion.

STATEMENT OF NONDISCRIMINATION POLICY:

Grace Episcopal Day School admits any child without regard to race, religion, sex, or ethnic background. Special needs children will be accepted upon the approval of the teacher, director, and the Board of the Day School based on the ability of the Day School to provide an appropriate environment for all children.

PROGRAMS, REGISTRATION AND TUITION

PROGRAMS: Grace Day School and Kindergarten offers half-day programs for each of the following:

PROGRAM	AGE BY SEPT 30	HOURS	DAYS	SIZE	TUITION
2-year-olds	2	9:30-12:15		2,3 or 5	10 \$220, \$270, \$320
3-year-olds	3	9:30- 12:25		2,3 or 5	10 \$220, \$270, \$320
4-year-olds	4	9:30-12:30		5	12 \$320
Kindergarten	5	9:30-12:45		5	12 \$370

(If Kindergarten is not full, children with birthdays after the September cutoff will be considered with the approval of the Director and Kindergarten Lead teacher.)

REGISTRATION REQUIREMENTS:

- Original Birth Certificate
- Registration Form
- Emergency Form
- Commonwealth of VA School Entrance Health Form (after March 1)
- Registration fee of \$190 (covers supplies)

Early registration will be offered in February to current students and children of parents who attend Grace Church. Open registration will begin mid-February. All applications will be taken on a first-come, first-served basis. Completed registration form and payment is needed to secure a spot for any child. Registration fees are determined on an annual basis. Registration fees are **non-refundable** unless the school must close a class due to lack of enrollment.

TUITION:

Tuition is due the first class day of each month and is nonrefundable. Checks should be made payable to Grace Episcopal Day School. A \$10 late fee will be assessed if tuition is not received by the 10th of each month; a \$25 late fee is assessed if tuition is 30 days in arrears. Tuition more than 60 days late will be grounds for dismissal with remaining tuition due and payable.

Scholarships will be given on a case-by-case basis. Please see the Director for more information.

****Families with two children or military attending GDS will receive a 10% discount on tuition for the second child. If applicable for both discounts, a 15% discount will be given. Tuition paid in full at the beginning of the year will receive a 15% discount. No discount is to exceed 15%.**

WITHDRAWAL:

If it becomes necessary to withdraw the child from GDS for any reason, notice of withdrawal must be made in writing and given to the director one month in advance, with tuition paid through that month.

DAILY EVENTS:

Lunch: This is a time for your child to learn to give thanks to God through the blessing at lunch time. Parents will provide a nutritious lunch and drink. Teacher should be notified if a child has special dietary needs or food allergies, such as peanuts.

Clothing: Children should wear comfortable clothing suitable to current weather conditions. Shoes should be appropriate for the playground, i.e., tennis shoes, no flip-flops, etc. Please label all removable items with your child's first and last name (i.e., jackets, sweaters, hats, gloves, mittens).

For the younger ages, parents should provide a change of clothes in a zip lock bag with the child's name on it.

****2-year-olds, if not fully potty trained are required to bring their own diapers and wipes (labeled).**

Arrival and Dismissal: Parents are asked to drop their children off on the patio no earlier than 9:20 am. School begins promptly at 9:30. At dismissal time, teachers will not release children to anyone except the parent unless arrangements have been made ahead of time. Parents are also asked to inform the teacher at the beginning of the day if a child will be leaving class early. The teacher will have the child ready so that it will not interrupt the class.

CHAPEL:

Students and teachers participate in Chapel on a weekly basis. Chapel sessions will be held at 10 a.m.

Wednesdays for the 4-year-old and Kindergarten classes in the Parish Hall or Church. Our 2- and 3-year-old classes will have Chapel in their classrooms at 10:45 a.m. on either Wednesday or Thursday, depending on their scheduled day for preschool class. Sessions are conducted by the Rector or certified member of the church. Each session lasts approximately 20 minutes and children will learn simple songs and stories of an interdenominational nature.

INCLEMENT WEATHER:

When the York County School Division (YCSD) public schools are closed due to inclement weather, our school will be closed also. If YCSD opens one hour late, we will open one hour late. If YCSD schools are two hours delayed or closed, GDS will be closed as well. Days off due to natural disasters or snow are not made up. For Kindergarten, should an excessive number of missed days occur, it is the discretion of the Board to offer make-up days. A yearly school calendar will be sent home to each family.

STAFF REQUIREMENT:

- CPR, AED, and First Aid certified
- Completed "Safe Church" training for the Episcopal Diocese of Southern VA
- Satisfactory background, fingerprint checked
- Certified annually by a physician
- Recognizing and reporting child abuse and neglect

HEALTH:

- VA School Entrance Health Form must be completed by the child's physician and filed with the director before the child enters school. **The use of this form is a licensing requirement.** Once this form is on file, an update of shot records in subsequent years is sufficient.
- The school will make every effort possible to protect the health and safety of the children.
- A child is not permitted in the classroom with a contagious disease, fever or any signs of an infections that might spread to the other children. After being sick, your child must be symptom free (fever, rash, vomiting, diarrhea, etc.) without medication for 24 hours before returning to school.
- If a child develops any of these symptoms at school, the parent will be notified to pick up the child immediately.
- No child may come to school with an unexplained rash. We will need a doctor's note to allow a child with a rash to attend. Children with eczema and other such conditions, noted on their health form, are allowed to attend.
- If a child is absent, the parent is requested to email or call the school, 898-3261, and report the reason for the absence.
- Parents should notify the school immediately if the child contracts a contagious disease or conditions (lice, pink eye, etc.)

SPECIAL EVENTS:

Parents will be given the opportunity to attend any special activities so that they may share with the children in these growing and learning opportunities.

Meet Your Teacher Day

Parents and students are invited to the school for a short visit. A letter will be mailed during the summer confirming the date and time of your visit. This is a time for your child to get acquainted with the building, his teacher, classroom, and classmates.

Birthday

Children's birthdays are recognized in the classroom, and parents should contact the teacher in advance to arrange for a celebration. Due to allergies and other dietary restrictions, no food treats are allowed.

Holiday Celebrations

GDS will hold school-wide celebrations on for the following: Fall Festival/Halloween, Thanksgiving, Christmas, Easter, and End of the Year/Graduation Picnic. Families are invited and encouraged to join us on these days. No classes will take place, only the celebrations.