



Parent Handbook

Contact Information:

Office Phone #: (804) 746-0692

Fax #: (804) 746-5120

Director: Nicole Langston

Email: fcdsdirector@gmail.com

Assistant Director: Nichole Dixon

Email: fcdsassistant@gmail.com

Finance Director: Candice Abbott

Email: fcdsfinance@gmail.com

Friendly Care Day School Ministries:

A ministry of Hanover Evangelical Friends Church

Located at 6420 Mechanicsville Turnpike Mechanicsville, Virginia
23111

Table of Contents

1. [General Policy Statement](#)
2. [Philosophy](#)
3. [General Objectives](#)
4. [Facilities](#)
5. [School Day](#)
6. [Enrollment](#)
7. [School Programs](#)
8. [School Calendar](#)
9. [Health, Safety and Enrollment Requirements](#)
10. [Food Guidelines](#)
11. [Clothing](#)
12. [Toys](#)
13. [Dismissal of Child](#)
14. [Parent Participation and Communication](#)
15. [Behavior Guidance Policy](#)
16. [Staff Personnel](#)
17. [Emergency Plan](#)
18. [Financial Statement and Policy](#)
 - a. [Activity Fees](#)
 - b. [Tuition Fees](#)
 - c. [Tuition Benefits](#)
 - d. [Late fees/return check fees](#)
 - e. [Delinquent accounts](#)
19. [Established Line of Authority](#)



1. GENERAL POLICY STATEMENT

Friendly Care Day School Ministries is an integral part of the total ministry of Hanover Evangelical Friends Church to the community. The school operates under the guidance of the church's Administrative Council and Day School Board. The school shall adhere to the soundest principles of early childcare education and shall strive to meet the highest standards recognized by the state and local codes for religiously exempt child day centers.

2. PHILOSOPHY

We seek to provide safe, high-quality preschool and school-age education which includes opportunities for all our students to grow and mature as Jesus did - physically, mentally, socially, and spiritually. Our mission is to teach kids to love God with their minds, bodies, and spirits based on Matthew 22:37. We see the school ministry as a way in which we can impact lives - both the lives of our students and their families - by introducing them to the transforming power of Jesus Christ.

At Hanover Evangelical Friends Church, we believe that our church's mission is to obey the words of Jesus Christ to "Be My Witnesses" from Acts 1:8. As a part of our attempt to fulfill that command, Friendly Care Day School was established over 40 years ago as an outreach ministry to our local community and remains one of our church's most vital and successful ministries today.

3. GENERAL OBJECTIVES

As a ministry to the community, we seek to:

- Establish within the child a good self-image.
- Recognize that each child is an individual;
- Respect each child's personal privacy.
- Respect each child's cultural, ethnic, and family background, as well as the child's primary language or dialect.
- Provide learning situations in which each child can grow emotionally, spiritually, socially, physically and intellectually;
- Help the child to establish mature adult relationships so that they will develop a feeling of respect for and participation in the family, community, and society;
- Encourage parents through quality education and open communication;
- Provide children with opportunities for self direction and a feeling of accomplishment.
- Create an atmosphere of fair play and love.

All Friendly staff are expected to be 18 years old, have at least a High School Diploma, experience working with children, a faith background, and a clean Background Check.

4. FACILITIES

Friendly Care Day School's facility includes 15 classrooms and 20 plus bathrooms. FCDS includes a full-service kitchen, full court gym, two large multi-purpose rooms, a resource library, and a chapel. Outdoors, FCDS has a fenced playground, covered concrete patio, and a recreational field.

5. SCHOOL DAY

Friendly Care Day School is open weekdays from 7:00 a.m. until 6:00 pm. If a child is not picked up by 6:00 p.m. parents will be called. If parents cannot be contacted, emergency contact numbers will be called. Two staff members will remain with the child until someone comes to pick up the child from the day school. Late fees will be applied to accounts of children who are picked up after 6:00 p.m.

Parents need to sign children in upon arrival and out when leaving. When public schools are in session, school age children will be signed in by their teachers upon arrival and will be signed out by parents or an authorized pick-up person at departure. We maintain appropriate supervision and require ratios of all children by using Brightwheel.

Children are to be picked up from the class area, playground or specified place by the parents or designated person. (Designated persons must be at least 18 years of age.) Teachers will acknowledge the child's arrival and departure.

The parking lots are busy traffic areas. Children must be accompanied by an adult. For your child's safety please hold his/her hand. Children are not to be left unattended in vehicles. Parents are reminded to adhere to the Virginia State laws concerning seat belts and child car seats.

If someone other than parents pick up a child, certain precautions are necessary to protect the safety of the child. Parents should give written notice, email, message through Brightwheel, or call the school to inform us of the change. When the person arrives, they will be asked to get their Brightwheel code from the main office and staff will request to see identification.

The importance of smooth arrivals and departures cannot be stressed enough because this helps to set the pattern for the rest of your child's day. Daily schedules for all programs will be posted at sign in locations.

6. ENROLLMENT

Our Preschool and Pre-K Program is open to all children of the community from the ages of 2.5 years through 5 years. Children must be toilet trained. No pull ups nor diapers will be used at FCDS. If within two weeks of enrollment, a child continues to have daily potty accidents, a two weeks' notice will be granted. If daily accidents persist, the child will be unenrolled.

Our School Age Program is open to children in grades Kindergarten through 5th grade who attend Laurel Meadow Elementary, Battlefield Park Elementary and Pole Green Elementary. During the school year, we provide transportation from Pole Green and Battlefield Park in our Friendly buses. Hanover County provides transportation from Laurel Meadow to our school.

The maximum capacity for our enrollment is 180 children.

As a private Christian Day School, we accept applicants whose parents/guardians agree to the parental responsibility and doctrinal statement agreements in the admissions packet. Friendly Care Day School does not discriminate based on race, gender, national or ethnic origin, color, age, or disability.

We are not able to service every child with special accommodations due to limitations on our finances, expertise, size, facility, etc. Admission will be based on the extent to which our resources can help your child succeed. Children with special needs will be assessed for school admission on an individual basis. We reserve the right to deny admittance or request the withdrawal of any child whose needs we cannot meet.

7. SCHOOL PROGRAMS

This educational program includes visual, kinetic, and auditory presentations for learning. We focus on a holistic approach which includes mind, body, and spirit in a variety of activities which will include but not be limited to:

- Play time, free and teacher directed, solitary and group, and varied center activities.
- Art activities, painting, play dough, free expression.
- Occasional short trips to places of interest.
- Bible stories, character development and chapel time.
- Language and communication experiences, circle time, story times, dramatization, finger plays, and music activities.
- Sensory experiences and exploration of the environment including STEM.
- Small and large motor activities, team sports, Stretch and Grow
- Instruction in sharing, taking turns, working, respecting, and playing with others.
- Instruction in good health, cleanliness habits and manners.
- Snacks, lunch, quiet rest time, and outdoor play.
- A planned curriculum (written plans available to parents).

Our school age program involves a variety of activities which will include but not be limited to:

- Large motor activities, including but not limited to playground and organized games on our field
- Opportunities for arts/crafts, small projects, hobbies, games, building supplies, miscellaneous toys
- Bible stories, activities, and character development
- Snacks during school year, snacks/lunch, and quiet time during summer program
- Planned calendar of events for Summer Program with field trips, guest speakers, special programs, and many exciting events of interest
- Music, drama, and rhythm activities
- Opportunity to do homework in a suitable area
- STEM activities

8. SCHOOL CALENDAR

The school is open 12 months a year. The school will be closed for the following holidays:

Labor Day	New Year's Day
Thanksgiving Day	Good Friday (close at 2:00)
Day after Thanksgiving	Independence Day
Christmas Eve	Memorial Day
Christmas Day	

The school will be **closed** the last operating day of every Fall Program and Summer Program to allow time for preparation of the upcoming program.

If it becomes necessary to close the school due to inclement weather or mechanical issues, parents are advised to watch Channel 12 or Channel 6 for an announcement, call Friendly Care Day School at 804 746-0692, or follow our Facebook page for updates. Friendly will also send text message through an app called Remind. Text @fcdspar to 81010 to register. Phone numbers will not be shared and are not stored on the app, and names are only visible to the Director.

There are no fee adjustments when we close due to inclement weather or mechanical issues.

9. HEALTH, SAFETY AND ENROLLMENT REQUIREMENTS

Health - All children will be examined upon arrival to school by a staff person who is trained in health screening. If symptoms of illness are observed, or if the child becomes ill during the day, parents will be contacted to make arrangements to pick up the child. Children should be picked up within an hour after we make contact with the parent. If parents cannot be reached, emergency contact persons will be contacted. Any child showing symptoms of illness will be isolated until someone arrives to pick him up.

Symptoms that are cause for keeping your child at home or cause for exclusion from school are: a cold, severe cough, flushed skin, earache, red eyes, chills, fever 100 or higher, headache, skin eruptions, sore throat, rash, nausea, vomiting or diarrhea. Parents should call or text on Brightwheel when a child is absent and report the reasons. Children should be free of symptoms for 24 hours before returning to school.

We require parents to inform our center within 24 hours or the next business day after your child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported within 24 hours immediately.

Nonprescription drugs will be given to a child only with written consent from parents or guardian. Prescribed drugs will be given only with a signed doctor's order or authentic prescription label and the parents' or guardian's written consent. The paperwork needs to be filled out in the school office. ALL medicines must be in their original containers with the child's name and dosage written on it. Medicines must be signed in DAILY. Prescribed drugs given on a daily basis for a prolonged period of time (more than 10 days) must have a written consent form on file that has been signed by the doctor and parent. Only MAT trained staff will administer medication.

Refrigerated medicines will be stored in a metal lockable container in the teacher workroom refrigerator. Non-refrigerated medicines will be stored in a lockable metal container located in the closet in the main office of the day school. All medicines must be taken home as soon as the medication is no longer being administered.

Safety – All teachers and staff are trained and certified in First Aid/CPR.

All areas of the premises accessible to children will be free of obvious hazards including providing and maintaining mulch under playground equipment. We will report missing children to law enforcement.

Our doors will be locked daily. Each parent will receive one fob at the cost of \$5 per fob. At the end of your child's enrollment, upon receipt of the fob, that \$5 will be credited back to you. If you are having someone else pick up your child, we ask that you DO NOT share your fob, ask them to ring the buzzer and someone will meet them at the door.

Our public liability insurance is through Church Mutual Insurance Company.

Enrollment – Prior to enrollment, each child must have a School Entrance Physical Examination and Immunization Certification Form completed by a doctor. Original medical forms will be required for preschool children. A copy of the medical form used to start public school may be used for school age children. Each child is expected to receive the necessary immunizations and vaccinations according to his age and provide a record of each immunization for his school file.

Parents must provide a proof of identity and age of the child. Proof of the child's identity may include a certified copy of the birth certificate, birth registration card, notification of birth by hospital, physician or midwife record, passport, copy of the placement agreement or other proof of the child's identity from a child placing agency, record or report card from a public school in Virginia, or certification by a principal or his designee of a public school in the U.S. that a certified copy of the child's birth record was presented. Viewing the child's proof of identity may not be required when the child attends a public school in Virginia and the School assumes responsibility for the child directly from the school (i.e., after school program).

Each child must be toilet trained to be accepted in the school, no pullups or diapers allowed.

A Friendly Care Day School Child Registration Form must be completed and on file.

10. FOOD

Morning and afternoon snacks, plus a wholesome meal mid day, will be served to the children in full day programs. Afternoon students will receive an afternoon snack.

It is permissible for parents to bring contributions of prepared food for special occasions such as birthdays, holiday celebrations, field trips, etc. If anything happens to a child's packed lunch from home for a field trip, we will be responsible for seeing that the child gets a replacement meal. When children bring packed lunches from home, parents are responsible for sending food which will not spoil without refrigeration or require heating.

11. CLOTHING

Play clothes are most suitable. Each preschool child must have a complete change of clothing, including socks and underwear, kept at school. Please label all children's clothes, including coats, sweaters, hats, boots, - anything that might be removed while at school.

Enclosed shoes are best for safe play at our school. Inappropriate footwear would include, but not be limited to, cowboy boots, flip flops, jellies, and sandals. The best shoes and preferred shoes for a child to wear at our school, are tennis shoes.

Children enrolled in the full day program must bring linens for rest time, to go under and over them. Sleeping bags are not allowed, linens must be open on at least three sides. We suggest a rolled nap blanket (open on three sides with pillow attached), fitted crib sheet, and/or blankets. Mats will be provided for preschool & pre k children. Linens are to be taken home on Fridays or the child's last day at school for the week to be laundered and brought back for the next week. Children may bring small pillows with pillowcases. Please label ALL items with your child's name.

School age children may bring a blanket for quiet time when attending a full day. (Sleeping bags are not allowed). Please label ALL items with your child's name.

Students wearing offensive clothing will be asked to change clothing for the day or wear it inside out.

12. TOYS

Preschool and Pre-K children are not to bring toys from home. Teachers have a show and share day for their class posted on school calendar. These special days will be marked on the monthly calendar and sent as a reminder.

School age children may bring games or quiet activities when attending a full day for "floor time". Electronics are not allowed at our school. If possible, please label all items. The school is not responsible for lost or broken toys. Please alert us if items are missing and we will post to our families.

FCDS seeks to limit offensive influences which would negatively impact the students' learning environment. Such offensive items could include but not be limited to certain books, magazines, pictures, recorded music and videos, trading cards, games, toys and clothing. Examples of offensive material would include items which promote or portray acts of violence, witchcraft and sorcery, substance abuse, lewd or sexually suggestive words or images, any material which might be considered as being ethnically, racially, or religiously demeaning or derogatory, and any object or image which might prove frightening to our children.

The director, assistant director, program coordinator, or designated person in charge will make a determination as to what is or is not offensive. Parents of a child in possession of any offensive item will be notified as quickly as possible. Offensive items may be held by FCDS until the end of the day to be given to the parents. The privilege of bringing in toys from home can be revoked at anytime by the school.

13. DISMISSAL OF A CHILD

The school may dismiss a child if he/she is unable to participate in our program. When possible, a one-week notice will be made to give ample opportunity for parents to both address the issue of dismissal and/or find other arrangements. However, we reserve the right to immediately dismiss a child without notice, if it is in the best interest of the child and/or school.

14. PARENT PARTICIPATION AND COMMUNICATION

To assure the success of the children's experiences in our school, communication, close cooperation and understanding between the parents and staff is needed.

We use Brightwheel to: •manage enrollment and invoicing •send alerts, reminders, and messages to parents •collect daily responses to a virtual health screening. You may access Brightwheel from the web, and there is also, conveniently, an app that you can download to your iOS or Android device.

You will be invited to join Brightwheel via text or email following registration. Once you receive the invitation, follow these easy steps:

- Create a free Brightwheel account. Use either the web or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
- Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start to use it regularly.
- Set your account preferences. You can adjust your notification preferences within your profile settings on the app.
- Add your payment information. Brightwheel offers secure, automated online payments that saves time for us and gives you advanced tools and reporting. Please add your payment information.

Parent/teacher conferences will be offered once during the school year. A progress report will be sent home twice during the school year for preschool children. You may meet with your child's teacher at any other time by appointment. We encourage communication between parent, teacher, and our director any time a question, concern, or problem arises. Currently, we plan to hold parent/teacher conferences virtually.

Our school maintains an open-door policy and parents are always welcome. Our parents are always welcome to attend themed classroom parties as well as any seasonal events such as our Thanksgiving Feast, Christmas Program, Graduation, etc. Parent bulletin boards are located outside of each classroom. **Please see Program Modifications on page 17 and 18 for updates to this policy

15. BEHAVIOR GUIDANCE POLICY

Our staff attempt to plan a positive and safe environment in which social, intellectual, spiritual, and physical competencies can be developed and where there is minimum opportunity for unacceptable behavior.

The staff is to model appropriate behavior, which includes both verbal and non-verbal body language for the children.

The staff is to set boundaries which reflect realistic expectations for the age and development of the child.

The staff is to provide an environment which encourages self-respect and respect for others.

The staff is to be fair and consistent in their guidance of the behavior of children and in their use of management techniques that will encourage children toward self-discipline.

The staff is prohibited from the use of physical force (spanking, slapping, pinching, pulling hair or arms, jerking, etc.) as a discipline measure; the use of abusive language, yelling and screaming, sarcasm, teasing, nagging, and threatening or belittling remarks; using food as a discipline measure (withholding, forcing, or substituting); forcing or withholding naps as a discipline measure or punishing a child for toilet accidents.

The staff shall first use redirection and/or verbal communication to help reinforce rules and encourage appropriate behavior.

When time-out or “my space” is used as a discipline technique, it shall be brief and appropriate to the child’s developmental level and circumstances. Time-out shall be no longer than one minute per year of the child’s age; example, a three-year-old may have three minutes of time-out.

The child who is separated from the group shall be in a safe, lighted, well-ventilated place and shall be within hearing and vision of a staff member.

We follow up with the child and share God’s desire for them to produce good fruit. The Fruit of the Spirit is Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, and Self-Control. Children will be given every opportunity to make good choices and to comply with our policies and expectations. If a child becomes unable to comply within the confines of their group, the child will be brought to the office. Once in the office the designated person in charge will discuss the problem(s) with the child and discuss appropriate choices for resolution. If deemed necessary, parents will receive a note from the office. It may become necessary to arrange a parent/school conference to discuss appropriate behavior. The child may be suspended for inappropriate behavior and enrollment may be in jeopardy.

All staff will be trained and required to report suspected child abuse and neglect to the local county or city welfare department. 1-800-552-7096

16. STAFF PERSONNEL INFORMATION

Staff personnel shall possess Christian beliefs, knowledge, and attitude to work successfully with children: a commitment to Jesus Christ characterizing a lifestyle and integrity, a sincere and loving attitude toward children, patience and concern for their well being. The Staff shall also possess class management and child supervision skills.

Staff shall be of good character and reputation, capable of carrying out assigned responsibility, accepting training and supervision, communicating effectively both orally and in writing as applicable to the job responsibility.

A minimum educational requirement would be a high school education or vocational training. Staff are encouraged to take college classes towards a degree. Staff will receive 24 hours of training prior to or within one month of employment. Each year, sixteen hours or more of training is required.

All staff personnel are required by law to undergo a criminal record and fingerprint check. A TB test is required upon hire and a physician's statement of health is required annually. Staff shall be trained in child abuse and neglect, complete orientation, be trained in health, safety, and informed of continued education expectations.

Any personnel transporting children shall have a valid Virginia driver's license or CDL, and a DMV report on file. The vehicle shall have appropriate inspections and comply with Virginia state law regarding children restraint devices.

17. EMERGENCY PLANS

Fire Emergency and On-Site Evacuation Plan - Activate fire alarm/evacuate to safety zone/account for staff & children.

Tornado Emergency Plan – We use the intercom system or whistles if system is not available to alert children/staff of tornado warning/watch/drill and proceed to Shelter in Place, account for staff & children.

Evacuation to Off Site Emergency Shelter Plan – staff will be informed verbally. Staff & children will evacuate to a designated safety zone and wait for instructions to be transported to the Shelter away from site. All children will be accounted for. Parents will be notified through day school phones or staff cell phones. Off site information will be posted on the doors of our school. Closest shelter will be Tronfeld, West, & Durrett Law Offices, 6400 Mechanicsville Turnpike, Mechanicsville, VA (804) 358-6555 – Contact person: Vicki or David Durrett.

Lock Down/Intruder Alert Emergency Plan – staff will be informed verbally or via intercom. A Lock Down Emergency Plan would be put into effect if the immediate environment is deemed dangerous. Children/staff will go to and remain in secured classrooms. Facility will be locked, and only authorized persons will be admitted.

National Disaster Emergency Plan – staff will be informed verbally or via intercom. Children and staff will remain in classrooms to wait for instructions. Emergency Kits will be provided in designated areas. School phone messages will reflect our intentions.

PARENTS MAY CALL THE DAY SCHOOL TELEPHONE NUMBER FOR UPDATES DURING NATIONAL OR LOCAL EMERGENCY SITUATIONS. WE WILL MAKE EVERY EFFORT TO KEEP OUR PHONE MESSAGES UP TO DATE AND INFORMATIVE FOR PARENTS.

804-746-0692 Friendly School 804-730-0512 Hanover Friends Church

Friendly Care also has walkie talkie communicators that can be used for internal communication.

18. FINANCIAL STATEMENT AND POLICY

This statement has been created to offer a better understanding of our financial policies. We have prayerfully adopted policies that we feel are fair to all parents and will help us better serve your children. This statement will replace any preexisting financial arrangements. If you have any questions, please feel free to discuss them with the Director, Assistant Director, or Finance Director. Thank you.

Activity Fees: *Fees are non-refundable

New Student Registration Fee (Due when child is enrolled): \$50

September through June Pre-school and Pre-K Student Fee (due in September): \$150

Summer Only Student Fees (due in May): Preschool/Pre-K - \$100 School Age - \$150

Additional Full Day Fee: \$45

Additional After School Fee \$20

School age children (normally after school children) who attend full day programming due to public school closings or holidays will have an additional \$17 Fee. The weekly rate is not to exceed \$165 dollars.

Tuition Fees

Tuition is due on the first day of the week. This should reflect the amount due for the type of care you have requested (2-day, 3-day, etc.) A two-week notice is required for changes in enrollment or withdrawal of child. Because we are a non-profit ministry, there will be no fee adjustments made for absences or when our school is closed due to inclement weather, holidays, end of program closings, or circumstances beyond our control, etc.

Weekly Full Day Rates:

Full-Time/5 days: \$210

4 days: \$175

3 days: \$140

2 days: \$105

Weekly Afterschool Rates:

Full-Time/5 days: \$135

4 days: \$110

3 days: \$85

2 days: \$60

During Christmas and Easter holidays when public schools are closed, we will have a signup sheet for parents. Parents will be responsible for paying for days that they reserve on this list, whether their child attends or not.

Tuition Benefits

Accounts must be current in order to qualify for any of the following benefits. It is the parent's responsibility to inform the school in writing or by email when you would like to request to use a benefit.

Sibling Discount: If you have two or more children enrolled full-time, tuition is discounted \$10 a week.

Vacation Weeks: While on vacation, a student's tuition will be reduced to 50% of their regular weekly rate. This vacation week will be available for one week during the summer program and one week during the regular school year. If a school age child does not attend when public schools are closed for an entire week, they may use one of their vacation weeks.

Tuition Penalties

Any account more than two weeks in arrears will be charged a \$10.00 penalty per week unless other arrangements are made through the finance director or director. Tuition payments are due on the first day of your child's week.

Please note that your account will be considered 2 weeks in arrears after you have been billed twice (2 Mondays). The \$10 late fee will be applied at 6pm closing on Monday.

Late fees are compounded each week that payment is not received. If, after 3 billing cycles, your account remains past due, your account will be charged a \$20 late fee and your account will be considered delinquent. After two weeks of non-payment, responsible parties will be notified.

If account is not paid in full within one week after notification, school services will be in jeopardy and full payment must be made in order to resume enrollment.

Our full day school program closes at 6:00 p.m. If a child is picked up after 6:00 pm late fees will apply: \$1 per minute after 6:00pm

Returned check fee is \$15.00 per check. If necessary, cash may be required for payment.

Friendly Care Day School will attempt to work with the parents who, because of special or extenuating circumstances, cannot stay current with their payments.

Parents who are experiencing financial difficulties may apply for possible discounts or waivers of payments by writing a letter explaining their situation as soon as possible and preferably before their account has lapsed into delinquency. This letter should be given to the school director for consideration at the next School Board meeting.

19. ESTABLISHED LINES OF AUTHORITY

There will be a School Board appointed by the administrator of the school that will meet quarterly to discuss the general operations. They will oversee the budget, scholarships, tuition rates/fees, and any other business that needs to be addressed. The board meets quarterly and will report to the Church Council.

Lines of Authority:

- A. Hanover Friends Church Congregation
- B. HEFC Council
- C. Pastor
- D. Director and Assistant Director
 - a. Program Coordinator(s)
 - 1. Lead Teachers
 - a. Classroom teachers
 - b. Food Service Manager(s)
 - 1. Food Service staff
 - c. Finance Director
 - d. Bus/Van Drivers

Amendment: Policy and Program Modifications – Effective 4/2020 until further notice

1. Health Policy

The school health policy will be evaluated regularly to reflect COVID-19 symptoms and new guidelines.

A temperature of 100.4 degrees or above is considered a fever. A feverish student or teacher will not be admitted to the school. If a fever occurs while a student is at school, they will need to be picked up within the hour.

Do not send your child to school on days when any one of the following symptoms are present, or if they have had any of these symptoms within a 24-hour period:

- Fever (temperature 100.4° and above) or chills
- Rash
- Diarrhea
- Nausea or vomiting
- Sore throat
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Any contagious disease

All communicable diseases must be reported to the school. A student must have an unmedicated temperature of 100° or below for 24 hours before returning to school.

2. Drop Off/ Pickup

Student drop-off happens at the front entrance of the school. Please wait in the front entrance with your child until a staff member assists you. If another family is in the front entrance, please wait outdoors and maintain social distance from other families. FCDS strongly encourages parents to wear a face covering when dropping off and picking up their child. In the case of an emergency, parents will be required to wear a mask when entering the school.

Students' temperatures will be taken at the time of drop-off. Teachers' temperatures will also be checked in the morning. Parents must check in their child on the Brightwheel app (preferably through the touchless option by QR code) and complete the daily health screening. The daily health screening will need to be completed before a child enters the building. Hand sanitizer will be available for use before and after signing in and out.

3. Inside the School

Upon arrival, students will be instructed to wash their hands with soap and water before using any materials. Frequent handwashing breaks will be taken throughout the day, including before and after recreation, when a child touches their nose or mouth, and after nap. Students will be instructed in proper handwashing technique.

Frequently used toys and materials are disinfected daily.

Please only bring toys from home on show & share days. For your child's nap materials, please provide a backpack or bag that the nap materials can be stored in that will stay at school for the entire week.

Students will eat snacks and lunch in their classrooms.

Each classroom is paired with one classroom if combining of classrooms is required. All large group times have been eliminated from the daily schedule. The classroom groups will remain in effect for outdoor play.

Every classroom will sanitize surfaces, doorknobs, handles, tables and chairs, hooks, etc. every evening and will be air dried overnight.

4. Outside the School

Please notify FCDS of any person in your household who is exhibiting COVID-related symptoms and/or been diagnosed with COVID-19. Your child must be symptom-free for 72 hours before returning to school.

We want to do our part at Friendly to keep everyone healthy and safe. We ask that you talk with your children about being aware of germs and healthy habits. Let's work as a team to prevent the spread.

As with little people, social distancing is tricky. However, we encourage distance and individual play when appropriate. Please understand that despite our best efforts, illness is possible.

5. COVID-19 Exposure within the FCDS community.

The case will be reported to the Department of Health and all families will be notified. The school may need to be closed temporarily. The number of days will be based on the known date an individual was exposed to the virus. A deep cleaning of the entire building will be performed.