

## What makes Emmanuel special?

- **Low student teacher ratio**

Two year olds: 10-12 students (1:5)  
Three year olds: 10- 12 students (1:6)  
Four year olds: 14 students (1:7)

- **Three and a half hour school day** includes lunch

- **Two playgrounds**

- Play based learning through **Creative Curriculum:** Art, music, math, science and social studies. Focusing on executive functioning skills.
- Highly qualified staff with a minimum of a bachelor's degree and many with a Masters.

### Curriculum

We use the **Creative Curriculum** learning model to plan the classrooms and teaching units. Following their standards along with practices from the National Association for the Education of Young Children we complete learning assessments for each child. We will provide parents guidance and information should we determine that a child may need special education that cannot be provided through our educational framework.

## Daily Schedule

**Classes have a balance of indoor and outdoor play as well as a small group; large group and individual play time.**

<b>9:00 to 10:30</b>	<b>Free play and small group art</b>
<b>9:30 to 10:00</b>	<b>Wednesday Allegro music *</b>
<b>10:30 to 10:45</b>	<b>Clean up and bathroom time</b>
<b>10:45 to 11:00</b>	<b>Snack</b>
<b>11:00 to 11:15</b>	<b>Large Group Circle time</b>
<b>11:15 to 12:00</b>	<b>Outside play</b>
<b>12:00 to 12:15</b>	<b>Lunch</b>
<b>12:15 to 12:30</b>	<b>Pick Up</b>

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\*We hope to resume music once we can gather again in large groups.

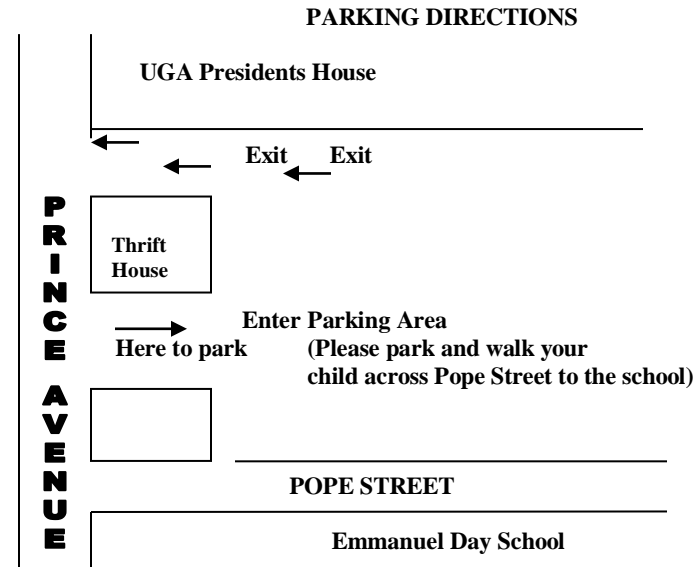
## Program Goals

The teachers at EEDS are committed to serving the children in their care and are dedicated to promoting the following goals. We want children to:

- Develop a positive self-concept in a safe and secure environment
- Develop positive relations with peers and teachers and be able to function as a member of a group
- Develop curiosity, creativity, imagination and an ability to make choices and solve problems
- Learn to use language and communicate effectively
- Represent ideas and feelings through pretend play, music, movement, art and construction
- Acquire knowledge and skills in a stimulating environment which provides developmentally appropriate materials and activities
- Feel all their efforts are valued, and not judged, as the process is generally more important than the product
- Become independent in managing their bodies and acquire physical skills, both gross and fine motor
- Gain an understanding and respect for social and cultural diversity
- Feel their families are an important part of school life and that their teachers and parents share a positive relationship

## Policies and Procedures

Parking: Parents can park in either the Barber St or Pope St. lots. Except in places designated for Children First or Land Trust.



**Lunch:** Please send a nutritious lunch each day with your child. Keep lunch “boxes” on the small size, i.e., a waterproof lunch sack, because of limited refrigerator space.

**Water Bottle:** Please send your child with a water bottle each day.

**Clothing:** When dressing your child for school, keep in mind that many of our art projects are fun but messy and require casual dress. Comfortable shoes must be worn at all times. Shoes such as clogs and flip-flops are dangerous on the stairs and outside on the playground. Your child will be going outside everyday and must be dressed appropriately for cold weather. (Remember to label all coats, hats and mittens with your child’s name).

**Potty training:** Children in the 3-year-old classes may begin the school year while still in diapers. They will need to be trained by January 1<sup>st</sup> in order to continue the school year at Emmanuel.

**Parent-Teacher Conferences:** Communication between parents and teachers are most important. Conferences are scheduled in January and April. Additional conferences can be scheduled whenever there is a need or concern. There is time for brief exchanges of vital information when bringing or picking up children. However, the teachers' prime responsibility during these times is to attend to the children

**Visitors:** You are welcome to come and observe your child in school. Please plan with the teacher prior to your visit. Only registered children may attend school. Friends and out-of-town guests may not attend for the day.

**Solicitations:** The director must first approve any notice that you would like to post on our bulletin boards or distribute to other parents in the school.

**Parties:** Your teacher will provide information about an appropriate treat or celebration for your child. We will provide you with a list of items that follow our food allergy awareness policy.

**Balloons:** Mylar balloons are acceptable for parties; however, we do not allow latex a balloon as they pose a choking hazard to small children.

**Field trips:** Children in the 4 year olds will take 2 field trips. All children must have a signed permission slip before participating. Parents can take the option to have their child remain at school and attend another class.

**Please do not climb on the trees on church property.**

## School Hours

**School Hours:** Our school day is 9:00 a.m. until 12:30 p.m. \* These times may be staggered due to the CDC recommendations during the pandemic.

**Arrivals:** Please bring your child between **9:00 and 9:15** so that they fully benefit from the entire day's activities. Late arrivals have a negative impact on your child's learning and are disruptive to the classroom routine. After 9:30 your child will be considered late and will be charged a \$10 fee. After 3 late arrivals parents will meet with the director to determine whether their child may continue at Emmanuel. Scholarships given to parents who arrive late will be withdrawn so that the funds can be allocated to families who will utilize the program fully.

**Early Morning drop off:** Email the school to sign up for car rider/early drop off from 8:45 to 9:00. (We hope to resume this option in the future)

**Afternoon Dismissal:** *Please pick up your child promptly between 12:15 and 12:30 p.m.* Please do not congregate on the sidewalk along N. Pope Street, as the traffic is dangerous for the children. Children will be released only to parents or persons previously designated by the parents. If someone else will pick up your child, a dated note with parent's signature must be sent in advance to the teacher. *There is a late fee for parents picking up children after 12:30 p.m. The charge is \$10 per incident to be given to the director at the time the child is picked up.* EEDS reserves the right to deny continued enrollment to any child who is continually picked up late.

**Locked Doors:** The school building doors will be locked from 9:30 a.m. until 12:00 p.m. If you arrive after 9:30 a.m. please use the breezeway door.

**Office Hours:** The EEDS Director is available for consultation with parents between 9:00 a.m. and 1:00 p.m. Please call for an appointment.

**Inclement Weather:** EEDS will follow the lead of the Clarke County School District for inclement weather days. When Clarke schools Are closed or delayed then we will also be closed.

## Tuition

**Tuition:** There are a total of **ten** tuition payments due during the school year (payable to Emmanuel Episcopal Day School). The first month's tuition is due May 1 and must be paid promptly in order to hold your child's place. The remaining nine tuition payments are due the first of each month beginning in August. The last payment is due April 1. Tuition may also be paid by the semester or the year.

Emmanuel Episcopal Day School reserves the right to refuse enrollment or dismiss any student for chronic delinquent tuition payments. A \$20 late fee is due for any payment after the 10<sup>th</sup>. If the payment remains in arrears past the 1st of the following month, the previous month's late fee will be added to the base tuition and another \$20 fee will accrue. This will continue on the 1st of each month until the delinquent tuition is paid in full. In addition, a \$15.00 penalty will be assessed for any check returned by the bank. If a child is absent due to illness or travel, the full month's tuition must be paid. There will be no reduction in tuition for families with more than one child enrolled.

### 2020-2021 Monthly Tuition

2 days a week...	\$180
3 days a week...	\$240
4 days a week...	\$280
5 days a week...	\$350

**Withdrawals:** EEDS requires a month's notification when removing a child from the program during the school year. If a child is to attend a portion of a month, the full month's tuition must be paid. If a child is removed without notification, there will be a one-month tuition penalty.

**August's tuition will be reimbursed if notice is given on or before July 15<sup>th</sup>.** Refunds will not be given after April 1<sup>st</sup>.

**Class size:** The two-year-old classes have 10-12\* students, the three-year-old classes have 10- 12\* students and the four-year-old classes have 14 students. Each classroom has a lead teacher with at least a BA degree and an assistant teacher with child care experience. The small class size facilitates individualized attention and a close relationship with the teacher.

\*number of children per class is determined by the physical size of the room

## Registration

Email [dayschool@emmanuelathens.org](mailto:dayschool@emmanuelathens.org) to inquire about current openings or to add your child to the waiting list.

Registration for the 2020-2021 has begun. There is a non-refundable annual fee of \$150 is due with your application. Any family whose tuition is in arrears must bring tuition up-to-date to be able to register. All classes are subject to change depending on enrollment.

### **Priority of Acceptance:**

**January:** Current students and siblings, parishioners of Emmanuel Church and children whose parents attended EEDS.

**February 1<sup>st</sup>** until all spaces are full: New families

### **Requirements to register:**

**Age:** Children will be grouped by their age as of September 1 of the year of their entrance. The exception is our young two's class who must turn two by Dec. 31<sup>st</sup>.

**Health Requirements:** A **Health Summary** completed and signed by your physician is due before your child may attend school.

A **#3231 Immunization form** signed and completed by your physician is due before your child may attend school. Your child must be immunized according to the guidelines set forth by the Georgia Department of Human Resources. Our philosophy is that immunizations have saved countless lives and we will only consider medical exemptions. The director and the commission must review these exemptions prior to your child attending school. Please contact the day school office as early as possible to begin the review process.

## Illness Guidelines

When your child does not feel well or is unable to participate in regular activities (including outside time), we request that you keep him/her home. Please refer to the following guidelines.

- The illness prevents the child from participating comfortably in the program.
- Diarrhea that is not contained by diapers or toilet, or stools with blood or mucous.
- Vomiting 2 or 3 times in the previous 24 hours.
- Mouth sores with an inability to control saliva.
- Rash with fever or behavior change.
- Pink eye, purulent conjunctivitis, yellow or white discharge from eye, unless physician has determined child non-infectious.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until the morning after the first treatment.
- Excessive nasal discharge that is cloudy, yellow or green may need an evaluation by a physician or result in more care than the staff can provide.
- The child has any of the following conditions: fever, lethargy, irritability, persistent crying, difficult breathing, Or other signs of illness.

**Our policy is to consult the American Academy of Pediatrics guide to managing illnesses in schools to determine when a child may stay or return to school.**

**Please contact the office any time your child has an infectious illness so that we can alert other parents in the class.**

## Parent Involvement

### Advisory board:

Parents of the day school along with a church vestry member comprise our board. This board assists in designing new programs, policies and opportunities for the school. The board makes suggestions to the school director or the church vestry.

### Parent Organization

Our parent organization supports the program of the school and the staff. They raise funds for teacher appreciation, graduation luncheons, events and the emergency scholarship fund.

Parental input is important at the day school. Suggestions for the program should be addressed to the director. Should further action be warranted, concerns can be forwarded to the rector of Emmanuel Church.

### History

In 1982 the vestry approved a 2-class program for the 1982-1983 school year. The school was founded to serve the community by providing a quality morning program with a Christian education component. It also provided a setting for children with a mild disability to be with children of their own age.

The Williams Rhodes Gifts committed supported to expand the program and in 1985 an administrator was hired to direct the school. In 1988 a parent committee was formed to support the school. In 1992 we became part of the National Association of Episcopal Schools and our name changed to Emmanuel Episcopal Day School. Over the years we have grown to educate 90 children each year with a staff of 12 teachers and a director.