

**St. Thomas' Day School Policies and Procedures**  
**2023-2024**  
**[Stthomasrichmond.org/dayschool](http://Stthomasrichmond.org/dayschool)**

**Allergies** are one of the primary health concerns at St. Thomas' Day School. Please make sure that your child's allergies are listed on the Student Information Forms. In the case of food allergies, please indicate whether the allergies are severe or mild. **ALL** children who have a food allergy marked on their Emergency Information Form, **must provide their own snack for school parties.** For those of you who have children with peanut allergies, we are a **NUT FREE** school.

**Backpacks** are one of the tools that we use to help your child learn the responsibility of caring for and locating his or her belongings. They are also used for communication between home and school. **Please use, check, and empty your child's folder daily.** This folder helps keep papers from getting lost in the backpack. Folders are checked daily in each classroom. The Before Kindergarten class children are responsible for managing the items in their backpacks independently. The Beginners and Intermediate class teachers will assist the children in managing their backpacks. Art projects, notes from your child's teacher, accident reports and announcements of special events will be sent home in your child's folder. Backpacks should be **full size to** accommodate all of your child's papers and art projects.

**Birthday Parties** are a source of great celebration at St. Thomas' Day School. Parents are invited to send in a special snack on or near your child's birthday. All party food sent into the school must be **store bought, (No homemade treats)**. If you are sending in cupcakes, please **do not send them with plastic rings or decorations on them as they are a choking hazard** when children put them in their mouth. We also ask that **parents do not send in balloons or hard candy for party treats.** Summer birthdays are celebrated with a "group party" near the end of the year. All students will get a birthday crown and their picture taken with the birthday sloth. Teachers will send home pictures or videos of the celebration.

**Book Clubs** St. Thomas' Day School participates in the preschool division of Scholastic Book Clubs. Simply indicate your selection on the order form in the flyers and return the flyers to school with a check made **payable to Scholastic Book Clubs**, or **order online** using code **HKTLD**. When you order online, you can choose from any of the flyers that are listed.

**Calendar** The Day School uses RPS as a **guide** for our calendar, but we do not fully align with their days off and holidays. Dates are set for the school year and are distributed at open house. The calendar can also be found on the website and on Procure. If you have questions about the school calendar, please contact your child's teacher or the day school director.

**Morning Drop-off** Please come to glass doors facing the parking lot for morning drop off anytime from 8:30am-9:10 am. A staff member will be there to greet your child and take them to their classroom. If a staff member is not present, please wait until they return, or ring the Day School bell. Remember to enter the parking lot from Walton Avenue and exit onto Hawthorne Avenue in your car.

**Pick Up** Please come to the doors where you dropped off in the morning to pick up your child. Pick up will be either at 12:00 noon or 1:00 pm depending on what you have registered for. The same procedures will be followed for pick up as we use for drop off. The exception to this pick up procedure will be on Thursdays when St. Thomas' Food Pantry is in session. **On Thursdays parents will enter in the doorway by the church office and exit out of our normal glass doors. Parents are asked to park on Hawthorne Ave when picking up on Thursdays.**

**Procure Connect** The Day School uses Procure Connect Software. This will allow you to sign your child in/out electronically, receive updates and communicate with teachers, and will allow you to make payments by registering a credit/debit card, or by setting up an automatic draft from your bank account.

**Change of Clothing** Please send a change of clothing including shoes, socks and underwear, labeled with your child's name, to school at the beginning of the year. This clothing will be kept in your child's cubby and can be used if his or her clothing becomes soiled. Sweatpants or leggings, a t-shirt and a sweatshirt will cover all the seasons.

**Communication** between home and school is an important piece of your child's early education. Teachers welcome notes from home, messages on Procure Connect, phone calls and email correspondence. If you have a matter to discuss with your child's teachers in person, please schedule an appointment to meet. Also, please inform us of any updates of new addresses, phone numbers, emails, etc...

**Enrollment** for the 2024-2025 school year will open to currently enrolled children, their siblings and relatives, alumni families and church members on **February 1, 2024**. Enrollment is open to the public on **February 15, 2024** when the priority enrollment period ends.

**Late Pickup** is problematic for children and teachers. Children become worried and insecure when all the other children have gone home and there is a question about their parents' whereabouts. Teachers' workdays are extended and many of our teachers must leave on time to pick up their own children or for appointments. Pick up time is **12:00 pm or 1:00 pm depending on what you registered for at the beginning of the school year**. If you are delayed because of an emergency, please send a Procure message or call **Kelly's** cell phone, **804-305-9326** or **Joan's** cell, **804-283-2514**. While we want to be sensitive to emergencies, families who are chronically late (3 times during a school year and 10 minutes or more past pick up time) to pick up their children will be charged **\$25 per incident**

**Newsletters** are published monthly beginning in October. They contain classroom updates, announcements of upcoming events. The newsletters are sent electronically on Procure during the early part of each month.

**Parent Communication Forms** are sent home weekly on Procure with information pertaining to your child's class. Included are themes for the current and upcoming weeks, special events, items that need to be brought in from home and reminders of holidays and schedule changes.

**Safety** and security are top priorities at St. Thomas' Day School. Outside and inside doors are always locked unless a staff member is checking students in/out. If you are arriving late, please press the bell and a member of the Day School staff will meet you at the door to check in your child. On the playground, teachers are wearing emergency fobs and position themselves in ways that children are clearly visible. If a child is to ride home with someone who is not a parent or on the authorized pick-up list, a written note or email is to be sent to the teachers. **Photo Identification will be requested if the Day School staff does not know the person and the person does not know their 4 digit pin number to sign out the child.**

**Inclement Weather And School Closings** St. Thomas' Day School policy for unscheduled inclement weather closings is based upon Richmond Public Schools' closing decisions. In the case of inclement weather, when Richmond Public Schools are delayed **one hour**, St. Thomas' Day School will open at **9:00AM**. If the delay is **two hours**, St. Thomas' Day School will open at **10:00AM**. When Richmond Public Schools are **closed**, St. Thomas Day School will also be **closed**. The Day School will only make up missed days due to weather if Richmond Public Schools makes up days during our regular calendar year. We have factored snow days into our calendar by remaining open with our regular schedule on days that Richmond Public Schools have early dismissal, professional learning/teacher workdays, conferences, and other closings. The Day School will not extend a school day or school year. In the case of a public health crisis such as Covid-19, the Day School will follow the guidelines from the Department of Health and CDC in regards to closures. If the Day School needs to close for 2 consecutive weeks, full tuition will be due. If the Day School needs to close for 3-4 consecutive weeks, 50% tuition will be due. If the Day School needs to close for over 4 consecutive weeks, no tuition will be due. If a family would like to make a tax deductible donation, a receipt will be issued for tax purposes.

**Snacks/Lunch** are to be sent daily from home, or you may choose to send in bulk snacks to be stored in your child's cubby. Please do not send candy or snacks that contain nuts since **St. Thomas' is a "nut free zone"**. Please **do not send in popcorn or hard candy**. Water from our filtrated system is served with the snacks/lunch, and children are requested not to bring any additional drinks from home. Please send snacks/lunch in a disposable wrapping or in a container clearly labeled with your child's name. If you are sending **grapes or other similar shaped food**, please make sure they are **cut in half lengthwise** to prevent choking.

**St. Thomas' Church** considers St. Thomas' Day School to be an outreach mission to the community. It welcomes all Day School families to participate in the ongoing life of the church. Childcare is provided for most church activities and services. Please contact the church office at 804-321-9548 if you would like to know more information about the church.

**123 Magic** In the classroom we are using a program loosely based and adapted from 1-2-3Magic by Thomas W. Phelan, Ph.D. and Sarah Jane Schonour M.A. For each child, the teacher will count the inappropriate behavior(s). If a child gets a 1, it is a reminder to follow the rules. If a child gets a 2, they decide if they will continue with the inappropriate behavior or choose to follow the rule. If a child gets a 3, they will take "thinking time" and think about their behavior. (1 minute per the child's age) Once a child completes their "thinking time", the child then has a clean slate and starts back at the beginning.

**\*NOTE:** certain behaviors will result in an automatic 3 and "thinking time"  
(ex. Kicking, biting, hitting, etc....)

**Toilet Learning** is an important developmental step in the life of preschool children. St. Thomas' Day School recognizes that children learn and practice this skill when they are ready, and that readiness occurs at different times for each child. Therefore, St. Thomas' Day School offers a Beginners Class for children who do not need to be potty trained, as well as two classrooms, the Intermediate and Before Kindergarten for children who have acquired this skill. Please send your child in underwear with extras to be left at school while they are practicing this skill, and communicate with your child's teachers about specific toilet learning needs. If your child is used to using flushable wipes at home, feel free to send them for their use at school.

**Toys** are an integral part of the play curriculum at St. Thomas' Day School, and the school owns a well-organized collection of toys. Each year new toys are added, and old toys are discarded or donated to a charity. Because each classroom has their own toys which are disinfected daily, **children are asked to leave their personal toys from home at home or in their cars.**

**Tuition** Yearly tuition is due by July 5, 2023. If you are paying Bi-Yearly, the first installment is due July 5, 2023 and the second installment is due December 5, 2023. If you are paying monthly the first payment is due July 5, 2023, and then you will pay monthly by the 5th (Aug- March). Families may set up online payment using Procure Connect. A \$25 late charge will be due for all late monthly payments unless arrangements have been made with the Director. A 5% overall discount is offered to all families with more than one child enrolled. If your plans have changed after enrollment, we ask for a **30-Day Written notice** which will terminate any further financial obligation to the school. Since we do not require a contract, the July & August payments which guarantee your child's spot in the 2023/2024 school year is not refundable, but no further payments

will be due after your written notice is given.

**Wellness** is a primary concern at St. Thomas' Day School. At the start of each day, we do a health screening on each child as they arrive at school. Hands are washed upon arrival and throughout the day with soap and water, and disposable products are used when consuming food or drink. Toys and classrooms are disinfected and sanitized daily. Our sick day policy (based on CDC recommendations) requires a child stay home if he/she:

- Has a fever of **100.4** or higher
- Has been vomiting or has diarrhea (within 24 hours)
- Sore Throat if you suspect a strep infection, even without fever
- Drainage from an ear or eye (may indicate infection)
- Severe Cough
- Frequent Sneezing and Coughing

### **24 Hour Rule**

- **Fever:** Keep your child home until his or her FEVER has gone **WITHOUT** medicine for 24 hours. Colds can be contagious for at least 48 hours. Returning to school too soon may slow recovery and make others sick.
- **Vomiting or Diarrhea:** Keep your child home for 24 hours after the last time he or she vomited or had diarrhea.
- **Antibiotics:** Keep your child home until 24 hours after the First Dose of antibiotic for anything like an ear infection, strep, etc...

During a Pandemic/Public Health Emergency Time Such as Covid-19, policies will be stricter and a sick child may be required to stay home for a longer period. We will follow the CDC and VDH guidelines for updates concerning recommendations on isolating at home while having symptoms consistent with a Public Health Emergency such as Covid-19. These policies can be found in our Pandemic Handbook and will be updated as needed.

Occasionally a child will become ill at school. When this occurs, we will take the child out of the classroom away from the other children and call a parent or emergency contact person to come and pick up the child who is sick. We check regularly for lice and will send a child home immediately if it is suspected that a child has lice. Children must be nit free in order to return to school after they have been treated for lice.

## **Standard Reunification Method**

### **Student/Parent Reunification**

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, power outage, hazmat, or if a crisis occurs at the school. The

Standard Reunification Method is a protocol that makes the process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of the school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

### **Notification**

Parents may be notified by a Procure message or a phone call.

### **Parent/Guardian Expectations**

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

### **What if a Parent Can't Pick-Up Their Student?**

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

### **How it Works**

For students, the school will have them in a safe and comfortable area while they are waiting.

### **Bring ID To Check In**

Parents/Guardians will go to the check-in area with a picture id. Once parents have successfully checked in, they will be directed to a Reunification Area. A runner will go to the Student Assembly Area and bring their child to their parent/guardian.