



ST. DAVID'S
EPISCOPAL
DAY SCHOOL
ESTABLISHED 1955

Family Handbook 2025 - 2026

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TABLE OF CONTENTS

Welcome

Governance, Administration

Organization

Mission, Purpose, Goals

Application/Enrollment Process

Program Information

Health and Safety Policies

Communication

Social Media Policy

Special Opportunities

Parish and Community

Extended Care,
Drop-In Extended Care,
Stay & Play Procedures

Building Regulations

Children's Creed and School Song

2025 - 2026 Calendars

Signature of Receipt of Family Handbook, including Biting Protocol

Welcome Back to School Fall 2025

Dear Parents and Guardians:

As preparations are underway to open for the 70th school year, I want to make sure that we are all working together to minimize risks to children, families, and staff. The staff of St. David's Episcopal Day School is committed to providing the high-quality program that you have come to expect – a safe, developmentally appropriate, and fun environment.

In the Family Handbook, you will find information about the organization, our mission, our guiding principles, application, enrollment, financial, and most importantly, health and safety policies. If you are a returning family, most of the sections will be familiar to you. As we continue to work and play in a world recovering from a global pandemic, there may be policies and procedures that are implemented during the year. Thank you in advance for your flexibility and patience.

Be sure to review the handbook thoroughly, and sign and return the acknowledgement page, which is located in your child's "first day folder."

Please, if you have any questions, concerns, or comments about the policies and procedures outlined in this Family Handbook, reach out via telephone or email. It is our primary goal to keep your children safe as you have entrusted them to our care.

Sincerely,

Janet D. Leishman

Janet D. Leishman, M.Ed.
Director

ORGANIZATION

The Delaware Department of Services for Children, Youth and Their Families licenses St. David's Episcopal Day School. A copy of the ***Rules for Early Care and Education and School-Age Centers (revised June 2022)*** is available in the school office and online.

The Vestry of St. David's Church established St. David's Episcopal Day School, Brandywine Hundred, New Castle County in the Diocese of Delaware pursuant to Article 18 of their By-laws in 1955. A volunteer Board of Directors governs the Day School.

The school strives to meet the accreditation criteria of the National Association for the Education of Young Children (NAEYC). The school is a member of the National Association of Episcopal Schools and the Mid-Atlantic Association of Episcopal Schools.

The primary goal at its founding was to meet the educational needs of young children. Until the advent of public-school kindergarten in 1962, all classes served five-year-olds. Currently we offer classes for two through five-year-olds.

In 1972, St. David's opened an extended care program for a limited number of children enrolled in preschool classes. In 2004, the kindergarten class was closed and additional classes for three-year-olds were added. In 2014, the two-year-old class was re-introduced. The summer program began operation in 2005, which created a year-round program. All programs are closed for the Christmas and Easter holiday weeks and for maintenance periods in the summer.



BOARD OF DIRECTORS

Rector:
The Reverend Michael B. E. Kurth

Board President:
The Reverend Michael B. E. Kurth

Parish Representatives:
Jeanne Marie Yohe
Anne Doberstein
Robyn Finnimore-Pierce
Carlene Deschaine
Bob Rhodunda
Michelle Sobczyk

Parent Representatives
Taryn Mahoney
Scott and Jamie Henning

Members at Large:
Nitasha Smith

Ex Officio Members

Director:
Janet D. Leishman

Administrative Assistant:
Jon Barrett

Finance Specialist:
Tammy Holcombe

Members of the Day School Board may be reached
c/o St. David's Episcopal Day School
2320 Grubb Rd., Wilmington, DE 19810
(302) 475-3747

MISSION

St. David's Episcopal Day School exists to provide a nurturing, Christian community where children can learn and grow. We do this through:

- Leading each child into caring relationships with peers and adults,
- Offering each child, a stimulating learning experience,
- Valuing each child's unique growth, and,
- Encouraging each child's awareness of God in the world.

PURPOSE

The purpose of St. David's Episcopal Day School is to provide a safe environment where children ages two to five are encouraged to grow spiritually, emotionally, cognitively, socially, and physically so that their greatest potential may be realized. This purpose is realized through a preschool and an extended day program.

Children are enrolled regardless of race, color, religion, gender, creed, marital status of their parents, national origin, and disability or, as far as possible, economic status. Emphasis is placed on Christian beliefs to assist the child in learning his or her place in God's world.

GOALS

The primary goal of St. David's Episcopal Day School is to enrich the life of each child within a loving environment. Our curriculum is designed to meet the needs of the **whole** child and is approached both developmentally and academically.

To see each child truly as an individual and treat him/her accordingly, while fostering the socialization skills needed to develop meaningful relationships with peers and adults.

To foster a natural, healthy transition for children as they expand their educational development from the atmosphere of the home to the more formal atmosphere of the school.

To engineer the most productive learning environment for each child and encourage learning through participation, exploration, and manipulation.

To prepare each child for entrance into elementary education through implementation of a curriculum in which the necessary skills are taught.

To give each child the opportunity to experience early spiritual awareness and an appreciation of Christian values.

We achieve these goals through our developmentally appropriate curriculum, which includes many opportunities for play; and through our application of the Early Learning Outcome Foundations.

ARRIVAL & DEPARTURE PROCEDURES

There is a security system in place. Please, only share this code with those people who need it. The code is changed at the beginning and end of the summer plus more often if the need arises. The pin-pad is located on the wall adjacent to the double glass doors. **Please be sure that the door shuts securely behind you.** Do not prop the door open. Adults who drop off and pick up will do so through this door. Children must be signed-in via the contact-less Procare® system after answering screening questions. There are tablets and QR codes in various locations around the building. **Please take your child to their cubby, make sure that they use the bathroom (if potty-trained) and wash their hands before leaving them for the day (either in the classroom or in the Great Hall).**

Handwashing

When children and staff arrive at school, they should wash their hands. Effective handwashing uses soap and water for at least 20 seconds. Their hands will be washed throughout the day, and children should also wash their hands just before leaving at the end of their day. Adults should practice good handwashing as well.

When Someone Gets Sick

It is especially important for parents to keep children at home if they are sick. Please be vigilant of symptoms and stay in touch with the school if or when the child begins to feel sick.

Be sure that the school has current contact information for you in case a child needs to be sent home. Sick children will be separated from well children and staff until they can be picked up.

Sanitizing/Disinfecting All hard surfaces are wiped down with an EPA approved solution before and after use and throughout the day. Toys are sanitized regularly, more often if they are mouthed. Playground and gym equipment is sanitized between classes. The building is cleaned and sanitized daily.

As a preventative measure against the coronavirus and other viruses, we have contracted to have the building regularly treated with electrostatic disinfection, in addition to our daily cleaning protocol.

What Is Electrostatic Disinfection?

Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. Electrostatic spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. Subsequently, the spray contains positively charged particles that can aggressively adhere to surfaces and objects. Because the particles in the spray are positively charged, they cling to and coat any surface at which they are aimed.

For awkwardly shaped objects or hard to reach places, cleaning staff only must point and spray; the nature of the mist allows it to coat surfaces evenly, and envelope objects—even if the mist is only sprayed from one side. After the spray is applied, the sanitizing agent works to disinfect the covered surfaces. For this reason, electrostatic spray is an excellent solution for germ and contaminant ridden areas.

How Does Electrostatic Disinfection Work?

Electrostatic spray is electrically charged, allowing the appropriate sanitizers, mold preventatives and disinfectants to wrap around and evenly coat all types of surfaces for a more complete clean. As the chemical exits the electrostatic sprayer, it is given a positive electrical charge. The droplets then become attracted to all negative surfaces, covering the visible area, underside and backside, with the sanitizing agent. Surfaces that are already covered will repel the spray, making the method extremely efficient.

STAFF

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ADMINISTRATIVE SUPPORT PERSONNEL

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Kristen Raup

FOOD SERVICE MANAGER

Dana Grasty

DEVELOPMENTAL MOVEMENT

Wendi Mako & Kim Rulon

MUSIC SPECIALIST

Sandy Pierce

EXTENDED CARE

Ruba Afroze, Liam Chetty, Jordan Cipolla,
Holly Osman, Natalie Williams

SUBSTITUTES

Allison Dika
Pam Nagle
Janet Walton
All Extended Care Personnel

STAFF QUALIFICATIONS

Teachers and assistant teachers meet or exceed the minimum Delaware requirements for their positions. All teachers hold degrees in Early Childhood Education, education, or a related field. The assistant teachers and other staff members may have degrees, but not necessarily in the field of Early Childhood Education. All employees are required to complete professional development annually. All classroom staff are certified by the Delaware Department of Education – these certificates are displayed in the school office.

All employees have current CPR and First Aid certificates. There is an AED on site. All employees are subject to a criminal history search and fingerprinting when hired and every five years. All employees are required to complete the Diocese of Delaware child and adult abuse prevention course and re-certify every three years; and complete the Administration of Medication certification every five years and Health and Safety Training for Child Care Professionals. All employees are mandated reporters on suspected child abuse and neglect.

ENROLLMENT INFORMATION

WAITING LISTS

Each year, in September, on the day after Labor Day, a new waiting list opens for the following year's enrollment. Enrollment for the following year will be filled first by currently enrolled children and siblings and then children of St. David's members in good standing, then using the waiting list and priority status.

Registration begins in January for the following September school year.

ENROLLMENT

Children who have attained the appropriate age by August 31st for our 2-, 3-, and 4-year-old programs are enrolled regardless of race, religion, gender, creed, marital status of their parents, national origin, disability, or economic status.

Effective July 1, 2023, per Delaware law, parents must complete developmental screenings for their children enrolled in a licensed childcare or family childcare program. These are the Ages and Stages 3 (ASQ-3) and the Ages and Stages Social Emotional (ASQ:SE2). You will receive a link for these screenings – for either the Birth to Three or the Brandywine School District in your August mailing. Thank you for your completion of these important screenings.

During the enrollment process, parents/guardians will be asked if a child has an IFSP or IEP in place. Please provide the school with a copy. Reasonable accommodations or modifications needed by a child with a disability will be discussed.

We reserve the right to request a professional evaluation of any child who needs accommodation or unique teaching methods. The results of this evaluation are one component in determining the best placement for the child. There may be times when this is not the best setting for a child, and we will ask the parents to withdraw the child.

APPLICATION

Registration begins in January for the school year beginning in September. Children are registered in the following order:

1. Current students and their siblings,
2. Siblings of past students,
3. Children of past students, and members of St. David's Church,
4. Community

There is a non-refundable application fee* to hold a space; a prepayment* is due to guarantee commitment to a space (equal to one month's preschool tuition). The prepayment is applied to the following May fees. Both fees are non-refundable.

*Children participating in the Purchase of Care program do not pay these fees.

DISMISSAL/TERMINATION

The Board of Directors of St. David's Episcopal Day School may request withdrawal of a child for the following reasons:

1. **Repeated behaviors by a child that endanger the safety of children or adults, despite intervention by teachers, staff, parents, and others. See the section on Extreme Behaviors.**
2. **A determination that St. David's Episcopal Day School is not in the best interests of a child.**
3. Failure to abide by St. David's Episcopal Day School policies, including but not limited to health policies regarding the exclusion of an ill child, safety policies inside and outside of the building during drop-off and pick-up, and missing forms past the published deadlines.
4. Non-payment of tuition and/or extended care fees as stated in our financial policy.
5. Ten minutes or later pick-up of a child more than two times within a two-week period without good cause.
6. If a child is to be dismissed from St. David's Episcopal Day School and participates in Purchase of Care, those parents must be given five (5) days' notice.

PROGRAM INFORMATION

GUIDANCE

It is our objective to foster self-esteem, self-control, self-direction, and cooperation. Positive redirection, logical and natural consequences and opportunities for children to problem solve and make appropriate choices are means by which we accomplish this objective. Our goal is to always catch children being good, so they know they will receive positive attention.

Guidelines for Positive Discipline:

Adults set clear, explicit, and consistent limits according to the developmental level of the child.

Adults provide opportunities for the child to express his/her feelings in socially appropriate ways.

Adults do not solve difficult situations for the child, i.e., “that wasn’t nice, give the puzzle back to . . .”

The behavior is separated from the individual. It is the behavior, not the child, that is inappropriate or unacceptable.

The child has an opportunity to make choices.

The child can experience the consequences of his/her decision (within reason), i.e., “since you decided not to put on your smock, you will need to find something else to do instead of painting.”

Adults intervene immediately when one child physically hurts another or the child is in danger of injuring him/herself.

The responsible adult is expected to remove the child from the immediate situation and give the child an opportunity to calm down. Once calm, the child involved should be asked to express their feelings and should be encouraged to find other solutions.

This is not a “time out” punishment. It is a cooling down period before problem solving can take place.

Adults are expected to plan to prevent problems.

Adults are encouraged to use a quiet firmness, in private, one to one, conversations.

Extreme Behaviors

The following behaviors may result in the termination of enrollment of a child:

- Eloping – exiting the group and entering an unsupervised area, running away from the class, or wandering away from adults and secure locations for any reason.
- Property destruction.
- Consistent aggression towards peers and/or teachers, including behaviors that are not developmentally appropriate, that result in severe injury to another child or teacher, or cause emotional distress in other children as a result of the behaviors observed.
- Behavior that puts them at risk.
- Ongoing behaviors that prevent teachers from following through with daily schedules and caring for other children equally.

Should an unacceptable behavior be repeated, multiple times, the Director will become involved, and parents consulted.

Unacceptable Discipline Practices:

Adults must never verbally or physically humiliate a child.

Adults must never intimidate or frighten a child.

At no time will a child be corporally punished – bitten, pinched, grabbed, pulled, slapped, spanked, etc. **Any physical or sexual abuse will result in immediate dismissal and a report will be made to the Department of Child Protective Services.**

A child should not be isolated without supervision.

A child shall not be deprived of food, drink, or the use of the bathroom and/or refusing to change a child following a bathroom accident.

A child shall not be placed in mechanical restraints.

A child shall not be punished for not going to sleep, for not eating food or for not completing an activity.

Staff members are required to be respectful by using non-threatening tones and actions when speaking and interacting with others at the center.

Delaware State Law prohibits parents, guardians, and caregivers from using any of the above listed measures while on St. David's Church property.

BITING PROTOCOL

Children biting other children can be one of the most common and most difficult behaviors in preschools. It can occur without warning, is difficult to defend against, and provokes strong emotional responses.

Preschoolers may bite for a variety of reasons: frustration, inadequate language skills, stress or change in their environment, feeling threatened, excitement, impulsiveness, overstimulation or perhaps to feel a sense of power or control.

No matter what the cause, biting in a group situation causes strong feelings for all involved. It does help to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of St. David's Episcopal Day School, after consulting early childhood experts and reviewing policy manuals of other early childhood programs, has developed the following plan of action to be used when and if biting occurs in any of our classrooms.

Before A Biting Incident Occurs:

Inform parents of the "biting protocol" at the beginning of the school year.

Distribute the written protocol to all families and include it in the Family Handbook.

Create an environment which meets the developmental needs of all children. Monitor and supervise all children. Maintain a caring, loving environment that elicits calm, thoughtful behavior.

When A Child Bites:

The child who did the biting is immediately removed from the situation, using words such as "biting is not okay – it hurts."

The child will be helped to understand the situation.

"I can see that you want that truck, but I can't let you hurt your friend. We don't use our teeth on people." Or "That hurts Johnny when you bite him, he is sad." The child will be given guidance on how to solve the problem and may be asked to help console the other child or redirected to another area of play.

An incident report will be written by the staff member present and the parents will be notified. If the skin is broken, the parents will be notified by telephone.

When a Child Gets Bitten:

The child will be comforted.

The bite will be assessed, and first aid administered.

The Director will be notified of every biting incident.

An accident report will be written by the staff member present and the parents of the child will be notified.

If the skin is broken, the parents will be notified by telephone.

When Biting Persists:

Confidentiality will be maintained among school staff.

Classroom staff will document each occurrence, including attempted bites, and indicate location, time, participants, staff present and other circumstances.

Classroom staff and/or the Director will keep parents informed and will work together with parents as partners to develop a joint strategy for controlling and changing the biting behavior. This will include a written plan of action, with follow-up meetings and/or telephone conversations being scheduled.

Biting Confidentiality:

In compliance with our confidentiality guidelines, St. David's Episcopal Day School staff will maintain **complete** confidentiality of all children involved when notifying parents that their child has been bitten or their child bit another child.

Your signature(s) on the "receipt page" acknowledge that you read this protocol.

THE CURRICULUM

The curriculum is developmentally appropriate. The children learn through play, through interacting with their environment, their peers, and the adults. Our curriculum is being constantly evaluated and re-evaluated, by the classroom teachers, the curriculum coordinator, the director, other educators and feedback from parents, so that the needs of each child are met. The curriculum is eclectic, taking the best of many philosophies and adapting ideas and activities to make learning fun, and to give our children a firm foundation for social and academic success and spiritual growth.

The curriculum is aligned with the *Early Learning Outcomes Foundations* for children birth to 5, which was adopted by the Delaware Department of Education in 2025.

The printing curriculum for the three- and four-year olds is *Handwriting Without Tears®*, which was adopted in 2005. The teachers refer to *Everyday Mathematics®*, prekindergarten edition for math activities.

DEVELOPMENTAL MOVEMENT “GYM”

Developmental Movement classes are provided to each class. This program sets goals for each age level to develop the child’s ability to receive, interpret, and respond successfully to sensory information. Activities promote growth in the areas of body and space awareness, balance, rhythm, and gross and fine motor coordination. The *Spark PE Curriculum for Children Ages 2-5* is one source of activities.

Sneakers are the best footwear for “gym.” If your child prefers another type of shoe, please be sure his/her sneakers are available. Each class has “gym” class every day!

CHAPEL

Our hope is that the Christian-based chapel services will be instructive, enjoyable, understandable, and fun. The clergy usually lead chapel. Chapels include stories, music, and movement as a way of engaging a fuller range of senses. Most chapel services take their inspiration from Biblical texts, but many are stories with morals.

Chapel services take place weekly, shortly after the beginning of the school morning. Chapels are held on alternate Wednesdays and Thursdays, so that all children can participate.

When the classes enter and exit the worship space, please allow them to complete their procession undisturbed. We ask the children to observe the “specialness” of the sanctuary and the service.

Parents, grandparents, and other guests are welcome to attend chapel. For the safety of the children and staff, **please enter and exit through the school door.**

If a guest is attending chapel who has a mobility issue, please reach out to the Director, Administrative Assistant or the clergy to access the nave.

Father Michael Kurth is available for conversations which may need an appointment. The number to call is (302)475-4688.

TYPICAL PRESCHOOL SCHEDULE*

8:45-9:00 Arrival time, parents take children to their room where they are greeted by classroom staff.

Please sign your child in using the QR code or PIN. Please also be sure to have your child use the bathroom and wash their hands.

Children who have been in morning Extended Care come to their classroom from the Great Hall (“rooms” 7 & 8).

***Each teacher determines specific routines; all children are asked to use the bathroom and wash their hands before the day begins.**

9:00 Preschool begins, typically with a large group time – where there are songs, stories, an introduction to the special activities or theme of the day, show and tell, “star of the week” activities, and so on!

Chapel takes place on alternating Wednesday and Thursday mornings, shortly after the start of the school day, for the 3- and 4-year-olds.

Morning activities include classroom “centers,” daily “gym” class, outside time on one of the playgrounds, riding tricycles, and snack. Bathroom use and hand-washing opportunities occur throughout the day.

12:00 Morning dismissal – children participating in Stay & Play and afternoon Extended Care go to lunch; parents enter through the school security door and proceed to the classroom for preschool dismissal. **Please sign your child out using the QR code or PIN.**

EXTENDED CARE SCHEDULE (Morning)

7:30 – 8:45 **Please sign your child in using the QR code or PIN. Take your child to his/her cubby. Then use a bathroom to wash their hands/use the toilet if possible.**

Join the teachers and assistants in the Great Hall where table choices are available. The children may begin the day on the small playground, weather permitting.

EXTENDED CARE SCHEDULE (Afternoon)

12:00 Noon Children accompany their classroom Assistant Teacher to the lunch tables, which are adjacent to the kitchen in the Great Hall. Children are assigned to a specific table, where they can develop a rapport with other children and the staff members at that table. Two-year-olds may eat lunch in their room at the beginning of the school year and transition into the Great Hall later in the year.

12:30 Children accompany their Extended Care Teachers for their afternoon. Typically, this includes indoor or outdoor play and preparing for rest time. Bathroom use is encouraged. All children will remain in their “family” groups – napping in the same classroom and having the same classmates (and in many cases, staff) as in the morning.

1:00-3:00 Rest time. All children are encouraged to rest – some sleep, some do not. Each child has a cot. Rooms used for rest time are air conditioned.

3:00-5:45 An afternoon snack is served. Additional indoor or outdoor activities take place until the building closes at 5:45.

STAY & PLAY SCHEDULE*

12:00 Noon Children participating in this optional program, which is offered almost every day the preschool operates, transition from their classroom to the Great Hall. The children may bring their lunch or purchase lunch. There is a staff member at each table.

12:30 The children may play outside on either playground, ride bikes, or use materials in the classroom, with the children who are staying for the full day.

1:00 Children must be signed out when they are picked up from Stay & Play. Any child not picked up by 1:00 will be taken to the office or an Extended Care classroom. The late pickup fee applies to pick up past 1:00 pm.

***Two’s usually do not participate in Stay & Play until after the Christmas break.**

FOOD AND NUTRITION

St. David's provides two snacks and a lunch for the children each day. A mid-morning snack is provided for all preschool children; lunch is provided for extended care children at noon followed by a mid-afternoon snack. Snacks contain foods from two food groups and lunches are nutritionally balanced as required by Delacare regulations. The menus are posted throughout the building and on the school website and are subject to change without notice. Changes will be noted on the posted menus. Please notify us immediately if your child has any dietary restrictions and/or food allergies.

Extended Care children eat lunches provided by the school. Exceptions are possible **if** approved by the Director. Parents of children with food allergies or other diet issues should notify the Director and modifications will be made to the menu/lunch served to that specific child (see the ALLERGIES section).

Children staying for our Stay & Play program may bring a lunch with them. Lunch may be purchased for an additional fee (see Stay & Play Policy).

Gum and soft drinks are not permitted for consumption by the children at St. David's Episcopal Day School.

ALLERGIES

St. David's Episcopal Day School is a peanut and tree-nut free program, meaning that the meals and snacks we serve are peanut and tree-nut free. While we do our best to make sure that our snacks can be served to all children, we ask that parents of children with allergies (peanuts, tree-nuts, milk, etc.) provide a small assortment of snacks that can be kept in the classroom "just in case." This way, if there is a special snack that day or a substitute staff member or if we just are not sure of the ingredients, your child will still be served a safe choice. A Ziploc® bag or a plastic storage box makes a great container.

In past years, parents of children with allergies have communicated with other parents in the class about those specific dietary restrictions – so that everyone can enjoy birthday treats and other special events. Please speak to your child's teacher for more guidance regarding this issue.

St. David's Episcopal Day School is a latex-free space. Please do not bring latex balloons to school.

ENRICHMENT ACTIVITIES

An **Enrichment Fee** is collected to cover the costs of off-site and in-house enrichment activities, bike helmets and t-shirts. If necessary, a fee may be collected from all classes in the spring to cover additional costs. We strive to accurately estimate our expenses, should our cost for these Enrichment Activities be less than anticipated, any excess monies collected will be utilized to purchase school equipment. Purchase of Care (POC) participants pay only for field trips.

A general Field Trip Permission Form will be provided in September for you to sign, thereby enabling your child to participate in off-site enrichment activities. Prior to each specific off-site field trip, a permission slip must also be signed by the parent or guardian. The permission slip will include the location, date of the trip, and who will provide the transportation. No child will be permitted to participate unless the specific signed Permission Form is on file at school. Two-year-olds do not take field trips off campus.

For the safety of your child during school off-site enrichment activities, St. David's Episcopal Day School children are only permitted to walk or to be transported by bus. St. David's Episcopal Day School children are not permitted to be transported by a car unless it is by their parent/guardian. A parent or guardian who desires to transport their child by car on these activities may do so with prior approval of the Director.

In addition, St. David's Episcopal Day School often invites musicians, puppeteers, museums, the zoo and/or nature center's outreach programs and others to present programs to the children. We call these in-house Enrichment Activities.

Because Delaware State law requires children to wear helmets while riding bicycles, a portion of the Enrichment Fee is used to purchase new helmets for the school year. We have found a supplier of helmets that can be adjusted as the child grows!

To celebrate "school spirit" a portion of the Enrichment Fee will cover the cost of a school T-shirt. Sweatshirts and other merchandise may be ordered in the office.

CLOTHES

Children should wear washable clothes to school. Long pants and sweaters or sweatshirts are suggested for winter months. Children go outside to play daily, weather permitting. **Sneakers should be worn every day.** Boots, mittens, and hats should be worn on snowy days. *Please label each removable article clearly with the child's name.* The school will provide paint smocks, although classroom teachers may “create” their own!

It is recommended that each child have a complete change of clothes available (that fit!), in case of an accident. Parents of children who are not totally potty-trained should speak to the classroom teacher.

Crocs® and flip-flops are not permitted – even in warm weather!

TRANSPORTATION

Parents must provide all transportation. Delaware law requires child safety seats for children through age 8 years or 65 pounds. All drivers ***must*** deliver and pick up children at the designated entrance

Field trips, when taken off site, use rented school buses.

SECURITY SYSTEM

St. David's Episcopal Day School utilizes a security system at the main entrance door and at the hallway door to the church wing, and at the entrance closest to the church office which includes a closed-circuit monitor and recorder. The cameras are monitored by the Director and the St. David's Parish Administrative Assistant. The doors are locked during school hours and may be accessed by using the code provided on the keypads. These codes are changed at least twice a year. No code is necessary to exit the building. This system is intended to secure our building and protect your child(ren).

All exterior doors are to remain closed and locked during school hours.

VISITORS

Visitors who are not touring the center, attending a special event, visiting children, or not providing a service to the center that requires access to children, must remain outside of areas where children are located. (Delacare # 49A)

Visitors must sign in and out in the school office.

SIGN IN/OUT PROCEDURES

All children are signed into and out of the building using our electronic Procure® system. **For security reasons, signing in and out is very important.** Tablets and QR codes are located at the school office door, in the Great Hall, and in some of the rooms. Each parent/guardian is assigned a unique pin code. Please notify the office if you have forgotten your pin; or if someone else will be dropping off or picking up your child regularly who should have their own pin. For contactless system, the pin pad and a QR code may be accessed from your smart phone (where you will also answer the 2 health screening questions). **Be sure to sign the pad (or your screen) to complete the process.**

RELEASE OF CHILDREN

Children will be released only to those people designated by the parent/guardian on our “Permission to Pick up Form.” This form may be updated at any time.

In the event of unforeseen circumstances or an emergency, a parent may request via phone, in person, or email, that the child be released to another person. For the safety of the children, we reserve the right to request verification of identity. The person picking up the child should be prepared to verify his/her identity.

In accordance with Delacare, no child will be released to an unauthorized person. Instead, calls will be placed to parents until permission is received. Should a person who seems to be intoxicated or unable to bring the child safely home request permission to take the child, the office will notify the parent(s) or other emergency contacts and alert law enforcement personnel.

LATE PICK-UP POLICY

All children are to be picked up and signed out by their program closing time. This includes:

- Preschool at 12 Noon.
- Stay & Play at 1:00 p.m.
- Extended Care at 5:45 p.m.

If you know that you will be late, you should notify the school, if possible (phone or Procure message), so that we can inform your child and reassure him/her that you are indeed on your way.

If possible, please seek an alternate pick-up person if you know you will be late (and refer to the “Release of Children” policy).

Children who are not picked up by Noon or 1:00 will be placed into an appropriate program (Stay & Play at Noon or Extended Care at 1:00) or will wait in the school office if necessary. Children will be ready to leave. At the end of the day (5:45 during the school year), two staff members must stay with your child until you arrive. Please be considerate of their time.

A charge of \$15.00 will be assessed for each five (5) minute period past the closing time. That payment is due the next day your child attends St. David's Day School. Purchase of Care (POC) participants pay a late pick-up fee only after the authorization period ends.

LEGAL CUSTODY NOTIFICATION

In compliance with Delaware State Statutes, we require documentation regarding which parent has legal custody in the case of separation or divorce. If there is no legal documentation, then both parents have the right of access to St. David's Episcopal Day School records and to pick-up their children. It is the responsibility of the custodial parent (or other adult) to provide legal documentation verifying custody arrangements. Custodial parents (or grandparents) are responsible for notifying St. David's Episcopal Day School, in writing, of any special circumstances with regard to the rights and obligations of the non-custodial parent. This includes providing written permission for the non-custodial parent to pick-up a child on a regular basis or for a special occasion.

TOILET-TRAINING

It is hoped that the children enrolled in our three- and four-year-old classes are toilet trained and able to express their need to use the bathroom and to use it with minimal assistance. The classrooms used by the three-year-olds have bathrooms and children are encouraged to use the bathroom facilities. Please keep at least one complete change of seasonal clothing available for the occasional accident (many children feel more comfortable wearing their own clothing after an accident). Staff members supervise the bathroom and assist with toileting accidents. A parent may be called to assist his/her child if there are frequent accidents that call for multiple changes of clothing or extensive clean-up.

Children enrolled in our two-year-old classes do not need to be toilet trained. Those classrooms are equipped with changing tables (with stairs) and toilets. The staff will work with the parents during the toilet training process when appropriate.

HEALTH AND SAFETY POLICIES

All staff members are certified in First Aid and CPR. All staff members are certified to Administer Medication per DELACARE regulations as of September 30, 2020. In addition, an Automatic External Defibrillator, (AED), is in the hallway just through the interior security door.

FIRE DRILLS

In accordance with state regulations, St. David's Episcopal Day School conducts monthly fire drills. The building is monitored for fire alarms by an outside service which contacts appropriate fire stations when necessary.

EMERGENCY PROCEDURES GUIDE

(Updated 2018)

Manuals are posted in every classroom, the offices, Great Hall, kitchen, and other frequently used areas. The guide outlines recommended procedures for responding to emergencies. Telephones are located in each classroom as well as in other spaces. There is the capability to contact each telephone in the building in case of an emergency.

SAFETY FIRST

Please use caution as you drive through the parking lot. The posted speed limit is 12 mph and there are two speed bumps. All children must be in an appropriate car seat – **it is the law!**

Please, park in a designated space, not in the fire lane. Please do not leave your car running while you are dropping off or picking up your child. Remember to lock your car.

Do not leave children unattended in the car. If you have a sleeping infant or an ill sibling, call the office and ask if someone can assist your child into the building.

Children must not enter or exit the building alone! Our hallways are very crowded, especially at arrival and departure times – please always keep your child with you, especially younger siblings.

For your child's safety, please do not use your cell phone while picking up or dropping off your child. The parking lot is a very busy, potentially dangerous place and your child deserves your complete attention at that time. Children deserve an undistracted and loving "good-bye" at drop-off and a warm greeting at pick-up. Thank you for your assistance in keeping your child safe.

Delaware law prohibits the use of a hand-held device while driving. Do not text and drive!

Please do not allow children, especially younger siblings to play on the gym equipment during drop-off or pick-up times.

OUTDOOR SAFETY FIRST

You are welcome to use the playgrounds with your child after school when classes are not present. Often, the Extended Care children use the playgrounds after lunch. **PLEASE** supervise your child using the school rules.

- Respect one another and the property.
- Trash should be taken home or placed in trash can.
- No throwing mulch, sticks, or sand.
- Please keep the gates always closed.
- No pets allowed on the playgrounds.
- Please stay out of the retention pond area.
- Bikes are not for use unless a teacher is present.

SWINGS

- An adult must be present.
- Children must swing in same direction.
- No jumping off a moving swing!

SANDBOX

- Use sand toys and trucks in the sandbox.
- If you take the toys out of the storage bin, please return them before you leave.

CLIMBERS

- Up the ladders, steps, and rock wall; down the slides.
- No balls or toys on the slides.
- One child at a time.

ACCIDENT POLICY

The staff members strive to maintain a safe environment indoors and out for all our children. However, should an injury occur, parents will be notified either verbally or in writing as to the nature of the injury, where, when and how it occurred, and first aid administered. In case of a head injury, parents will be notified immediately.

Should a child hurt another child, **both** sets of parents will be informed as stipulated above. Repeated acts of aggression, such as biting, punching, or kicking other children or staff will not be tolerated. Measures will be taken by the Director to ensure the safety of all children and staff in the school.

EMERGENCY PLAN – POISONING

In the case of an accidental application, contact or ingestion of a known or unknown substance (food, organic material, art or cleaning product, medication, etc.) the following procedures will be followed:

If the substance is identified and known with certainty, the procedures indicated on the container will be followed, i.e. contact POISON CONTROL, flush with water, etc.; as well as referring to the Red Cross or other first aid manual.

Parent(s) will be contacted immediately and advised of the situation.

If Poison Control has been contacted, their directions will be followed, i.e. administer syrup of ipecac, milk, water, call 911, etc.

If the substance cannot be identified with 100% certainty (no witness who can verify what the substance was, for example), 911 will be contacted immediately.

Parent(s) will be contacted at the same time as 911 and advised of the situation.

EMERGENCY CLOSING - INCLEMENT WEATHER

School closing information will be available on our outgoing telephone message, Facebook page and website. Announcements are made on WILM, WDEL, and WSTW, Channel 6 and Channel 10 (and their websites). A school-wide email will be sent. Teachers will also post on their private Facebook or Class Dojo pages.

St. David's Episcopal Day School usually follows the Brandywine School District for weather-related closings on the first day of an event. When in doubt, refer to the above media. If the school district is closed for a second day, the school may be open. In that case, watch for an email or check for a communication from the teacher.

In the event of a natural disaster during the school day (flood, hurricane/tornado, snow/ice storm) or unnatural emergency (long-term loss of utilities), the staff of the school will:

- If the school needs to close before the start of a school day, either the classroom "team" or the administrative "team" will notify parents.
- If school is already in session, the administrative team will notify parents of each child present at the time of the emergency. If the parent(s) are unavailable, then the emergency contact will be called. The school will remain open until the last child is safely picked up.
- Should the emergency require an evacuation of school property, the children and staff will proceed to the designated shelter, with the children's records and emergency information. At the same time, parents will be notified as to when and where the children can be safely picked up. Parents should not call the school office but should remain available at their telephone number(s) and/or listen for emergency announcements.

HANDWASHING

All staff and all children must wash their hands upon arrival at school.

How to Wash Your Hands:

1. Moisten your hands together with warm water and use the liquid or foam soap.
2. Rub your hands together for 20 seconds – no water – tops, bottoms, between fingers.
Sing one verse of “Row, Row, Row Your Boat.” The “ABC’s” or “Happy Birthday to You” song also works!
3. Rinse your hands free of soap under running water.
4. Dry hands with a clean, disposable towel.
5. If you need to turn the water off, use the paper towel.
6. Throw the used paper towel in the trash container.

Children and staff also wash their hands before snacks and lunch, after playing on the playground and before leaving school for the day.

Hand sanitizer (alcohol-free) is available for adults throughout the building for use when needed.

We recommend that you and your child wash your hands when you get home from school!

MEDICAL POLICIES

The following health policies have been instituted to ensure to provide a healthy environment for all St. David’s Episcopal Day School children. **These policies are mandated by the State of Delaware.**

Each child must have a yearly physical exam. Medical forms to be used for this purpose are distributed in the spring and **must** be returned by the end of September each year. If your child is scheduled for a fall physical, please return the form with **all but** the physician’s section completed. **The immunization section must be completed.** The form can be picked up prior to the date of the physical for final completion.

IMMUNIZATIONS

St. David’s Episcopal Day School adheres to the State Board of Health Communicable Disease Regulations, thereby requiring that each child enrolled in our preschool have documented proof of receiving a minimum of:

1. Four (4) doses of DTaP or DTaP vaccine
2. Three (3) doses of IPV vaccine
3. One (1) dose each of Measles, Mumps, and Rubella vaccines given after the age of 15 months (MMR is the preferred vaccine). A second dose is required between the ages of 4 and 6
4. One (1) dose of Hib Conjugate Vaccine (Hb CV) after the age of 18 months
5. Hepatitis A vaccine series
6. Lead Screening
7. Chicken Pox (Varicella)

Immunization dates must be noted and signed by a physician. Health forms should be submitted no later than the last week of September. Physicals scheduled later in the fall should be noted by date on the form, which can be picked up in the school office prior to the scheduled visit. Please note that state regulations allow a maximum of 14 days to complete the age-appropriate immunization schedule. An extension is permissible only upon certification by a physician. It is St. David’s Episcopal Day School’s responsibility, mandated by the state, to exclude a child prior to admission or from continued attendance should documentation of required immunizations not be provided.

DAILY HEALTH CHECK

It is the parent's responsibility to carefully check their child each morning for signs of infectious condition.

If an elevated temperature or stomach/intestinal upset has been present in the previous 24 hours, do not send the child to school. All children will be observed on arrival for signs of communicable disease, physical injury or other evidences of ill health (Delacare #319).

If your child becomes ill during the school day, the following procedures will be instituted:

1. A staff member will check your child for visible signs of illness (e.g., sore throat), and will take your child's temperature.
2. If signs of illness exist, a parent will be notified and requested to pick up the child.
3. If the parent cannot be reached, the emergency contacts will be called.
4. Your child will be taken to a separate area and provided with whatever is needed to make him/her comfortable until someone can be reached for pick-up.
5. In case of emergency, contacts will be made as listed above and 911 will be called. If necessary, your child will be taken to an emergency treatment facility. Your pediatrician will also be notified.

For the health of the children and staff in our programs, children sent home with a fever or stomach/intestinal upset cannot attend school again until they have been symptom free without the benefit of medication for 24 hours. This is the state's policy.

When a potentially contagious illness occurs, please notify the school. Notices (salmon in color) will be sent home immediately to parents of children who may have been exposed. Names are not shared, for privacy reasons.

Please do not send your child to school with any of the following illnesses. It is highly unfair to healthy children and staff to expose them unnecessarily. Once a virus begins in a group, it is difficult to control.

If a child is not well enough to play outside or participate in all school activities, he/she should be kept at home.

The following is a list of contagious illnesses and the number of days/weeks the child is to be excluded from school, as required by the Delaware Division of Public Health.

COMMUNICABLE DISEASES

Illness	Exclusion Policy
Chicken Pox	1 week after onset of rash or when all pox are scabbed
Conjunctivitis (Pink Eye)	24 hours after start of treatment
Coxsackie Virus (Hand, Foot & Mouth)	Fever Free and completely crusted vesicles.
COVID-19	Minimum of 5 days after symptoms have resolved and 10 days have passed since symptoms first appeared. Fever free, 24 hours without medication.
Diarrheal Illness	Symptom free for 24 hours without medication
Fifth Disease	No exclusion unless fever is present
Head Lice	As soon as treated and lice and nits removed.
Hepatitis A	1 week after onset of symptoms. Division of Public Health must be notified.
Impetigo	18 hours after treatment
Measles	5 days after onset of rash
Pertussis (Whooping Cough)	4 weeks after intense cough begins or 5 days after treatment begins.
Ringworm	Until treated by physician.
RSV	Symptom free for 24 hours.
Rubella	5 days after rash begins.
Salmonellosis	Cessation of diarrhea.
Shigellosis	48 hours after treatment begins or negative culture and cessation of diarrhea.
Scabies	24 hours after treatment
Strep Throat Scarlet Fever	24 hours after treatment and fever-free for 24 hours without medication

ADMINISTRATION OF MEDICATION

In accordance with Delacare regulations, St. David's Episcopal Day School observes the following policies:

1. All prescription medications must be in the original container with pharmacy label intact and in the child's name.
2. Non-prescription medicines must also be in the **original container** with label intact and legible. Please write on the container your child's name and room number.
3. All medications must be signed in in the medical logbook located in the kitchen. Information must be filled in completely.
4. Medications to be given for an extended period may be filled in on a monthly log sheet with the parent's signature.
5. A note must accompany non-prescription medications ordered by a physician with instructions that are different than the instructions on the label, from the doctor authorizing the dosage.
6. To prevent administering medication incorrectly, two staff members must verify the identification of a child who is to receive the medication.
7. **All** staff are certified to administer medications. In case of an emergency, **any** staff member may respond (i.e. Epipen or Benadryl).

Sunscreen and lip balm are considered topical medications and must, therefore, be treated in the same manner as listed above for medications. It is recommended that Extended Care children have sunscreen applied at home **before** coming to school **and** provide a labeled bottle for the extended care staff to reapply if necessary, on days when the children go outside. Because children who attend only preschool (9-12) are outside less than 30 minutes, having sunscreen at school may not be necessary but is certainly permissible.

COMMUNICATION

Good communication is essential to the well-being of the children, families, and staff of St. David's Episcopal Day School. To achieve this goal, a variety of types are utilized on a regular basis.

Daily Interactions: The beginning and the end of the day are perfect times for brief meetings and greetings. For longer or in-depth discussions please make an appointment with the Teacher or Director.

Children's Cubbies: Please check your child's cubby daily, sometimes twice a day! Artwork, notes from the teacher or office, receipts, and sometimes soiled clothing may be waiting to go home.

Parents of our two-year-olds receive daily written notes.

Children's Tote Bags: Each child receives a canvas tote to personalize/embellish/decorate. This tote bag is a great way to carry the contents of the cubby from school to home.

Parent-Teacher Conferences: Formal parent-teacher conferences are scheduled twice during the year. These formal settings provide an opportunity to discuss your child and their developing skills. Ideally, both parents should attend, but we understand that scheduling can be difficult.

In addition to the scheduled conferences, parents, teachers, or other staff may schedule a conference at any time if it is necessary or desired.

The Director maintains an "open door" policy. Please feel free to stop by the office, call (302)475-3747 (ext 202), or fax (302)529-1135 with your questions, concerns, comments or kudos. Email her positive or negative, it is important to communicate!

Parent Participation: You are encouraged and welcome to participate in the school life of your child. You may volunteer as a classroom aide, chaperone field trips, bring a special talent to the classroom, attend chapel, or provide a special snack. You are welcome to observe in a classroom at any time - just notify the Director that you would like to come.

Newsletters: The school publishes a monthly newsletter. This newsletter may contain articles from School Board members, the Curriculum Coordinator, the PTPA, St. David's Church, and other pertinent information including a school-wide calendar and menus. Classroom teachers usually provide parents with a monthly/weekly newsletter and calendar.

In addition to the regular monthly newsletters, notices from the "office" are distributed - these may pertain to a specific class (i.e., a child has contracted a contagious disease), a special event of interest to parents, or other timely information.

Whiteboard: The whiteboard at the school entrance provides daily reminders and special notices. Check it daily!

Procare: The app allows parents to send messages to the teacher or the administration. The app also allows messages to be sent to the entire school or to a single parent as needed. Be sure to download the app to take advantage of all its uses.

Website and E-mail: The school newsletter and accompanying menus and calendars are available on the school website www.stdavidsdayschoolde.org

The Director utilizes a school-wide email list for information. Be sure that the email address that you have provided for the office is correct. To email the school: stdavidskidsde@outlook.com. In the past, the parents' group has also used "Sign-Up Genius" for various events.

Each teacher has a dedicated email address. Teachers may also request your email address to provide a listing for their respective class members at the beginning of the school year.

Facebook: The school has a Facebook page for ease in communicating special events or timely updates.

Many of the classes also have private Facebook pages or use Class Dojo – please check with your child's teacher.

Parent Surveys: These may be conducted to aid in our mission to provide the best possible program for your child.

Bulletin Boards: Notices, announcements and policy statements are posted on the bulletin board opposite the Great Hall, near the school office and at each classroom. There are also bulletin boards opposite the parish office and in the narthex near the nave doors.

Miscellaneous Flyers: Occasionally, flyers from other organizations (i.e. sport groups, educational institutions, stores) that we feel may be of interest to our school families are distributed. St. David's Episcopal Day School *may not endorse* these programs.

Parent Library: St. David's Episcopal Day School maintains a Parent Resource Library. The Parent Library books are in the school office. Please use these books as a resource to help you understand developmental stages and challenges that occur as your child grows. If you'd like to borrow a book, please fill out a parent library form and place it in the box on top of the bookshelf. Books can be borrowed for up to three weeks at a time. There also are a variety of pamphlets on different topics for you to take as well.

Children's Records are not released without written permission of the parent/guardian except to employees of OCCL or other entities with statutory responsibilities for issues relating to the health, safety, and well-being of children. This includes digital, written or electronic information.

SOCIAL MEDIA & ONLINE COMMUNICATIONS POLICY

St. David's Episcopal Day School encourages our staff, parents and other school community members to use social networking (Facebook, XTwitter, Instagram, etc.) as a way to connect with others, communicate and share educational resources, photos, and information. While social networking is valuable, there are risks involved when using online tools. It is important that everyone associated with the Day School be careful with communications that may impact our business and reputation, our valuable relationships within the community and our legal responsibilities. Your communications could also impact you. If staff violate any policy when using public social media channels, they may be subject to disciplinary action, up to and including legal action and/or termination of employment.

St. David's Episcopal Day School has created the following **general guidelines** regarding appropriate use of social media.

St. David's Episcopal Day School staff and other school community members are personally responsible for content posted, shared, and responded to online. All information posted online is considered representative of that individual's views and opinions and not those of St. David's Episcopal Day School.

It is expected that all St. David's Episcopal Day School employees use good judgment when engaging in social media activities and should be on guard against actions and discussions that could harm the interests of the St. David's Episcopal Day School Community. All social media activity reflects the beliefs and principles of St. David's Episcopal Church (refer to the Staff Code of Ethics).

The School Logo and images are not to be used without written permission from the Director of St. David's Episcopal Day School.

Consult the "do not photograph list" in the Day School office prior to posting digital media containing images of students. Regardless of your privacy settings, assume that all information shared on social networking sites is public information.

We recommend that you do not include your full name, title, or work location in any posting for your own privacy and security.

Post only your personal opinions – never represent yourself as a spokesperson for St. David's Episcopal Day School

Do not post any information that may be perceived as discriminatory, harassing, bullying, or threatening.

Be fair, courteous, and respectful of your colleagues and those in our community.

Think about the consequences of what you want to say before you say it and be polite, on topic, and respectful of others' views.

Do not post information that disparages competitors, employees, suppliers, or other business partners. Do not make offensive posts meant to intentionally harm someone's reputation.

Participation in social media means that you are required to follow any rules or policies posted on that site

Staff Guidelines:

Staff are asked to join social networks of parents at their own discretion and are not obligated to accept a social networking invitation from a parent or other staff member.

Sensitive school matters are not to be discussed with parents using social media.

Parent communications should be carried out as stated in the Staff and Family Handbooks.

Do not publish, post, or release Day School or student information that is considered confidential or that is not public.

Posting pictures of school events and identifying children by name on social networking sites is strongly discouraged.

You should not speak to the media or press on the Day School's behalf. All media inquiries should be directed to the Director, School Board President, or Rector of St. David's Church.

Adopted St. David's Episcopal Day School Board 2015

PARENT-TEACHER-PARISH ASSOCIATION 2025 - 2026

Prior to the COVID-19 pandemic, the PTPA was a very active group of parents and others. Through its committees, it organizes fund-raisers, assists with unique family events (Beginning and End of the Year Picnics, Ice Cream Social, Trunk & Treat, Movie Nights), and Staff Appreciation Week. A volunteer form is sent to parents at the beginning of the year. The PTPA meets as needed during the school year.

SPECIAL OPPORTUNITIES

Prospective Parent Tours: These are offered to introduce the school to parents. Reservations are accepted when putting a child on the waiting list.

Parent Orientation: This is held on an evening in September and provides parents with a chance to get a first-hand look at their child's classroom, meet other parents in the class, and enjoy a "preschool morning." This year the parent orientation for all classes is Wednesday, September 3rd.

Halloween Parades: To observe this special day, we invite you to join the children as they parade in their costumes. This year the parades are on Thursday and Friday, October 30th and 31st.

Christmas Chapels and Two Year-Olds "Sing Along" – Please watch for information on these special events.

Shrove Tuesday Pancake Supper: A tradition where men of the parish and Day School serve pancakes and sausage before Lent begins. This year it is Tuesday, February 17, 2026.

Family Events: Will include the 4th Annual Trunk or Treat (this year on Sunday, October 26), dining out at various local restaurants, potluck suppers, movie nights, or even adults-only events!

PARISH AND COMMUNITY PARTICIPATION

As a partner with St. David's Church, families are invited to participate in the regular and special events that occur in the life of the parish.

These include, but are not limited to, worship on Sundays or other church observances, Bible study groups, parish outreach activities and family social activities.

Other events include the Blessing of the Back Packs and Tote Bags (Sunday, September 7, 10:15), Blessing of the Animals (Sunday, October 5, 10:15), the Annual Craft Fair (this year Saturday, November 8), the Shrove Tuesday Pancake Supper (Tuesday, February 17, 5:00 – 7:30pm), and various fun-raisers.

The Bishop of the Diocese of Delaware usually visits our school at least once a year and leads our chapel service on that day.

For more information, please feel free to contact our Rector, the Reverend Michael B. E. Kurth. You may contact the Church Office at 475-4688 or email stdavidschurchoffice@verizon.net.

EXTENDED CARE PROCEDURES

*The following information is very important
if your child uses Extended Care!*

Except in the case of a medical appointment, all children must attend in the morning if they are staying for Extended Care. Please notify the office if you will be arriving late. **All children must be signed in using the Procure® system.**

On Extended Care only days, please call the office if your child will be arriving late or not at all. On these days, the children enjoy a morning of fun activities, sometimes planned around a theme. Manipulatives, art, and gym activities are often involved, as well as time outside.

Please administer early morning medications at home if possible and avoid scheduling doses during naptime (between 1:00 and 3:00 pm). Be sure that you let the office know that your child requires medication. Medication must be signed into the logbook and must **NOT** be kept in the child's cubby.

Lunch is provided and served at noon.

Our quiet time begins between 1:00 and 1:30. So that all children can rest undisturbed; we would appreciate it if you do not schedule a pick-up before 3:00 pm.

The building closes at 5:45 pm. All children must be picked up by then. If you are going to be late, please safely call the school to let the staff know, so that your child does not worry.

DROP-IN EXTENDED CARE PROCEDURES

Drop-in Extended Care is when a child is not in Extended Care every day they attend morning preschool. Please call the school office to check for availability at least one day in advance.

Be sure to notify your child's teacher on the scheduled day that your child will be using drop-in extended care. Lunch is provided and served at noon.

Rest time begins between 1:00 and 1:30 and lasts until 3:00 pm. Your child may wish to bring a small blanket and/or favorite small stuffed toy for rest time. We appreciate it if you can wait until after 3:00 pm to pick up your child. All children must be picked up by 5:45.

Payment is due on the day your child uses drop-in Extended Care unless you make other arrangements with the office to be billed at the end of the month.

STAY & PLAY 2025 - 2026

The Stay & Play program is offered as a convenience for parents Monday through Friday from 12:00 to 1:00 as noted on the calendar in the monthly newsletter. Children in our morning classes may participate on the days they attend school on a first-come, first-served basis.

Two year olds will not usually participate in the official STAY & PLAY until after Christmas break.

Children may bring or buy their lunch. The daily fee is \$15.00.

STAY & PLAY is staffed by two people. For the 2025 - 2026 school year, the children will be with classmates who are using Extended Care until they get ready to nap (around 12:50). Then STAY & PLAY children may remain on the small playground or in the Great Hall until picked up.

HOW CAN I USE STAY & PLAY?

Sign-up sheets are available on a clipboard in the Great Hall (near the sign-in tablet). STAY & PLAY begins on Monday, September 8th. Please note on the sign-up sheet if your child is bringing or buying a lunch. Bringing? Be sure to label the lunch box. It will be stored in the refrigerator – so if you are sending a “hot lunch,” please use a thermos (labeled) and leave it with Chef Dana in the kitchen.

You may also call or email the office to get on the list.

PAYMENT FOR STAY & PLAY

The fee for STAY & PLAY is payable on the day your child attends. You may also pay for several days in advance. Procare will track your child's STAY & PLAY participation.

Payment can be made by check or cash, or you may pay through Procare. Teachers are not allowed to accept payments. Please leave your payment in the box or with one of the administrative staff. Payment may be combined with your tuition payment.

STAY & PLAY DISMISSAL

Children must be picked up by 1:00 and must be signed out using the Procare® system. When possible, the staff will make sure they have their belongings, so they do not have to return to their preschool room.

BUILDING REGULATIONS

AHERA ACT OF 1986

In October 1986, the US Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. The plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or in progress.

In 2025, a representative of Environsure, Inc. conducted our required three (3) year inspection. You may review this plan during normal business hours. If you have any questions about reviewing our management plan, please contact Janet Leishman, the Director.

SMOKING AND VAPING PROHIBITED

In accordance with the Delaware Clean Indoor Air Act and Delacare #47, smoking and vaping is prohibited in all areas of the building, on the playgrounds, while transporting children, staff, and in the presence of children during field trips or routine program outings sponsored by St. David's Episcopal Day School.

FIREARMS

In accordance with Delacare #49M, "firearms or ammunition shall not be within the center's premises at any time. This regulation shall not apply to law enforcement officers in the performance of their official duties."

COMMUNITY NOTIFICATIONS SEX OFFENDERS

In accordance with Delaware law, St. David's Episcopal Day School places all notifications received from law enforcement agencies in a binder which is located in the school office and is available to staff and parents on request.

As a matter of personal and family safety, Delaware maintains a website with more information about sexual offenders. That website is www.state.de.us/dsp/sexoff

RADON TESTING

In accordance with Delaware regulations, the spaces used by our Day School are monitored every five (5) years for Radon. The most current test was completed in August 2025.

EMERGENCY PROCEDURES GUIDE

This guide is posted in every classroom, the school office, the Great Hall, the kitchens, and other frequently used areas. The guide outlines recommended procedures for responding to a variety of natural and man-made situations. In addition, emergency telephone numbers are posted at or near every telephone in the building.

Please familiarize yourself with the evacuation routes from the classroom to which you or your child is assigned. Each classroom has a primary exit (direct to the exterior) and a secondary exit (interior door). Each classroom also has a specific location to use when there is a high wind warning (tornado, hurricane, thunderstorm). This is an interior space, away from windows and doors and may not be in the classroom.

Children's Creed

I believe in God, above.

I believe in Jesus' love.

I believe, the Spirit too,

Comes to show me what to do.

I believe, that I can be,

Kind and gentle,

Lord, like You!

“The Day School Song”

Well, I walked right in, to a little Day School.
And I said to myself, “Well, bless my soul.
Walked right in, looked around, at St. David's.

Well, I went to the gym, and I started to play,
Then I went to my classroom later that day.
Did some art, played some games, at St. David's.

Well, I got a little hungry and I had a little snack,
Then I got my coat right off the rack.
Went outside, climbed the bars, dug in sand, at St. David's.

Then I came back in, and I sat on my mat.
Got a book right out and put it on my lap.
ABC's, 123's, at St. David's.

Well, it wasn't long till the day was at any end,
And I had to say goodbye to all my friends.
Got my things, waved goodbye, to St. David's!



