

# 2025-2026

## Parent's Manual

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**WEST GHENT SCHOOL  
CALENDAR  
2025-2026**

Monday, August 18	<b>First day of school for 2-year-olds (M-F &amp; MWF Squirrels)</b> <b>First day of school for 3-year-olds (Redbirds)</b> <b>First day of school for 4-year-olds (Bears)</b> <b>First day of school for Kindergarten (Lions)</b> <b>Dismissal at NOON for All Students</b>
Tuesday, August 19	<b>First day of school for 2-year-olds (T/Th Squirrels)</b> <b>Full day to 1:30pm begins</b>
Monday, September 1	<b>School Closed for Labor Day</b>
Monday, October 13	<b>Teacher Training</b> <b>No School for Students</b>
Monday, October 27	<b>Parent Teacher Conference Day</b> <b>No School for Students</b>
Tuesday, November 11	<b>School closed for Veteran's Day</b>
Wednesday, November 26- Friday, November 28	<b>School Closed for Thanksgiving Holiday</b>
Friday, December 19	<b>School closes for Winter Holidays at NOON</b>
Monday, January 5	<b>School reopens</b>
Friday, January 16	<b>Parent Teacher Conference Day</b> <b>No School for Students</b>
Monday, January 19	<b>School closed for Martin Luther King, Jr. Day</b>
Monday, February 16	<b>School closed for President's Day</b>
Friday, March 20	<b>Teacher Workday</b> <b>No School for Students</b>
April 3-10	<b>School closed for Spring Holidays</b> <b>School resumes Monday, April 13</b>
Monday, May 25	<b>School closed for Memorial Day</b>
Friday, May 29	Last Day of school <b>Dismissal at NOON</b> Kindergarten/1 <sup>st</sup> Grade Graduation <b><u>11:00AM</u></b>

Monday, June 1

Teacher Workday  
**No School for Students**

West Ghent School will let you know on the Brightwheel app in the case of Inclement Weather or Emergency Closings. West Ghent School will not make up days missed due to inclement weather or emergency closings. This includes if St. Andrews Church asks us to close for any reason.

\*Parents have requested that program dates be on the calendar. These are tentatively set dates for our major programs. Please keep in mind these may need to change.

Wednesday, November 19	Redbirds Thanksgiving Program 8:45am
Thursday, November 20	Lions Thanksgiving Program 11:00am
Friday, November 21	Bears Thanksgiving Program 11:00am
Tuesday, December 16	Squirrels Winter Holiday Program 8:45am
Tuesday, December 16	Bears Winter Holiday Program 11:00am
Wednesday, December 17	Redbirds Winter Holiday Program 8:45am
Wednesday, December 17	Lions Winter Holiday Program 11:00am
Friday, May 1	Lions Spring Program 11:00am
Tuesday, May 19	Squirrels Spring Program 8:45am
Tuesday, May 19	Bears Spring Program 11:00am
Friday, May 22	Redbirds Spring Program 8:45am

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## **INTRODUCTION**

West Ghent School is a Licensed Preschool in the Commonwealth of Virginia. We are licensed every two years by The Virginia Department of Education through the regional office that enforces standards by announced and unannounced visits.

The Commonwealth of Virginia through their regional center, enforces standards for licensing in the following areas:

- Administration
- Personnel
- Physical Plant
- Admission Procedures
- Emergencies

**West Ghent School is in compliance with all standards.**

## **HISTORY**

In 1930, Charlotte Ferebee, a parishioner of St. Andrew's, active in the Sunday School, perceived a need in the community for a small, private school. The school was named the Ferebee School. It operated with the philosophy that young children need to be in a setting small and personal enough to help them during the early years of their development.

Although the name has changed to West Ghent School, the school focused very carefully on the intellectual, social, emotional and physical needs of the young. It provides much more than the basic custodial care often associated with "daycare" facilities.

As a community resource, the school is now serving its third generation of families and is the longest standing, continuous pre-school in the area. Laurie Reilly, the owner since 1994, was once a student at West Ghent School.

Michele Burkhart is currently the owner of the school. She has been here since 1991. Both of her adult children attended West Ghent School.

## **THE PURPOSE AND PHILOSOPHY OF WEST GHENT SCHOOL**

West Ghent School is a private, traditional preschool and kindergarten, located in St. Andrew's Church, on Princess Anne Road in Norfolk, Virginia.

The school is staffed by dedicated, qualified and experienced teachers to provide developmentally appropriate activities and opportunities for preschoolers and school age children up to age 7 years. We consider teachers as important role models and strive to "teach" values, respect and living cooperatively by setting good examples.

We use developmentally appropriate activities that encourage problem solving, independence, self-confidence and a positive self-image in each child. We provide a balance between free and planned activities. The children are encouraged to play alone as well as in groups.

We encourage an open parent-school relationship, which provides a sense of consistency and security for each child.

The Goals of West Ghent School are:

- To create an active learning environment in which children can experience love, concern and success every day.

- Allow opportunities for children to grow socially, emotionally, physically and cognitively.
- To promote the positive individuality and feelings of self-worth of each child.
- To provide a child-centered atmosphere where children can grow at their own pace.
- To support and encourage children's natural and inevitable desire to learn through multisensory experiences.

A child's early learning experiences provide a foundation for growth and development for the rest of their lives. During the early childhood years, the foundation of learning is laid. We provide an atmosphere where children can learn and develop at their own rate.

Although West Ghent School operates as a private school and accepts children of all faiths and backgrounds, St. Andrew's church and West Ghent School interacts and aids each other in many positive ways. The Church provides us with the space to operate on a rental basis. It helps maintain and equip the building and grounds, which we share with the Sunday School. West Ghent School provides an opportunity for families in the community to establish a relationship with the Church. We try to incorporate all faiths and religions in our program through music and learning about holidays.

Working together, the West Ghent School staff and St. Andrew's Church should be mutually supportive and cooperative so that the missions of both are furthered and enhanced.

## **PHILOSOPHY OF EDUCATION**

Through the combined efforts of students, parents, community and educators, children attain the knowledge, skills and attitudes necessary to become lifelong learners and productive citizens. Our goal at West Ghent School is to instill a willingness to learn and the incentive to do so. We plan on achieving this goal by modeling lifelong learning and appropriate citizenship, by providing opportunities for success, by fostering independent learning, and by providing opportunities for children to work cooperatively and creatively to achieve a single goal. We extend these opportunities to all children, because every child can learn!

## **PHILOSOPHY OF DISCIPLINE**

The goal of discipline is self-discipline. Because children learn well in a positive atmosphere, we believe that a democratic approach founded by mutual respect and trust is most effective. In a democratic classroom, the teacher and the students work together to establish rules that protect the rights of each person. Through democratic attitudes, realistic and developmentally appropriate expectations, a positive learning environment is attained.

Rules are established in each classroom at the beginning of the school year to set boundaries for the children within a group. If a child has difficulty managing within the boundaries or endangers the other children, he/she will be asked to sit in a quiet place away from others until he/she can control his/her behavior. The inappropriate behavior will be discussed, and then the child will be allowed to join the group again.

Corporal punishment is never used!

Inappropriate behaviors that continue in the class will be discussed with the family to solve the problem.

## **CUSTODIAL PARENT'S RIGHT**

§ 63.2-1813. Visitation by parents or guardians in child day programs.

A custodial parent or guardian shall be admitted to any child day program. For purposes of this section, "child day program" is one in which a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child under the age of thirteen for less than a twenty-four-hour period, regardless of whether it is licensed. Such right of admission shall apply only while the child is in the child day program. Divorced parents will provide court ordered documents showing each parents rights during school hours.

## "NITTY - GRITTY"

We hope these items will help you during the year.

School starts at 8:15am for everyone. You may drop your children off between 8:10-8:20am. If you arrive after 8:20am, you will have to enter through the church office door and take your child to the school office.

All classes are dismissed at either 12:00pm or 1:30pm. Please be prompt! It is upsetting to the children if you are late! There is a **late fee of \$15** if you are more than **five** minutes late.

**Any change in your child's pick-up schedule must be given to the teacher in writing, even if the person is listed on your registration form.** If you are delayed or have an emergency, please call.

Tuition is due on the first of each month starting in August. **If tuition is not received by the fifth of each month, there will be a late fee of 5% added to your tuition.**

**West Ghent School requires that all children are up-to-date with their immunizations. We do not accept children that are not immunized.**

Conferences may be arranged at any time the teacher or parent feels that one is necessary. We do have scheduled conference dates on our calendar.

Please label all your child's belongings. We do have a lost and found in the office, but we like to keep the box empty!

All children should wear socks and sneakers to school for safety. **No sandals or boots please!** The playground equipment is very slippery if the children do not have the correct footwear. The children will not be allowed to play on the equipment if appropriate footwear is not worn.

We would like to send home a class list for your reference. If you do not wish to be included (name, address, and phone number), please let your teacher know!

We celebrate every child's birthday in school. If you are planning a birthday party at home, you may distribute invitations at school only if all the children in the class are invited.

We do not permit weapons of any kind in school. This includes using items as guns. This is something we will call the parents to come pick your child up.

We do not allow children to have loveys or pacifiers in the classroom. If there are accommodations needed for the young twos the first couple of weeks of school, we will discuss it with the parents and teachers.

We occasionally have "reluctant" children, especially on the first few days of school. If your child is upset when you leave him/her at school in the morning and you are uneasy, please say a firm good-bye and wait in the office or auditorium (out of your child's sight). We will check on your child after a few minutes have passed to make sure your child is content, and will let you know that it is OK to leave. If your child is unconsolable after 15-30 minutes, we will ask you to come and pick up your child.

Snacks are served every day around 10:15 AM. Please send a snack with your child each day. Please make every effort to send healthy, nutritious snacks each day. The children say a blessing before the children eat snack. If you would like to send in a store bought snack for your child's birthday, please let the teacher know



ahead of time so they can inform the other parents. At this time we cannot allow homemade snacks for birthdays.

Occasionally a movie may be shown in a classroom. Some of the movies are books put on video. The movies are less than 30 minutes, and the children also have a choice to do a table activity if they choose to not watch the movie.

Please check the Brightwheel daily. That is our main means of communicating with you to keep you informed of all our activities.

The state is now requiring us to verify the identity and age of all new students. We will need to see your child's birth certificate to fill out a form to place in their folder.

We also require up to date vaccinations for each child. The only exception to this would be an allergy or aversion to an immunization. The school requires a doctor's note for that.

We are looking forward to an exciting, rewarding year! Don't hesitate to contact us about any concerns or problems! Working together with you is always the best for the children.

## **TIMES OF OPERATION**

West Ghent School is open from 8:15 AM until 1:30 PM, Monday through Friday, each day of the school year. The only exceptions to this is when St. Andrews Church may need our spaces. If they ask us to close, we are obligated to do so. Also for holidays and teacher training days.

Classes are available for:

2-year-olds	Mon. through Fri. (Child must be 18 months by August 19) 8:15 AM to 12 noon or 1:30pm
3-year-olds	Mon. through Fri. 8:15 AM to 12 noon or 1:30pm
4-year-olds	Mon. through Fri. 8:15 AM to 12 noon or 1:30pm
Kindergarten	Mon. through Fri. 8:15 AM to 1:30 PM

**Children must be the appropriate age by Sept. 30 of the school year Except for the 2-year-old class where they can be 18 months by the first day of school.**

**FEE SCALE  
2025-2026**

<b>CLASS (From 8:15 AM to 12 noon)</b>	<b>FEE (year)</b>	<b>SUPPLIES (per year)</b>
Two's (Gray Squirrels)		
2 days/week (Tues. & Thurs.)	\$2850.00	\$375.00
3 days/week (Mon, Wed, Fri.)	\$3250.00	\$425.00
5 days/week	\$3750.00	\$475.00
(8:15am-1:30pm)		
2 days/week (Tues. & Thurs.)	\$2950.00	\$375.00
3 days/week (Mon, Wed, Fri.)	\$4450.00	\$485.00
5 days/week	\$5250.00	\$505.00
Three's (Redbirds)		
3 days/week (Mon., Wed. & Fri.)	\$3250.00	\$425.00
8:15am- 12:00 noon		
8:15am-1:30pm	\$4450.00	\$485.00
Three's (Redbirds)		
5 days/week (Mon. - Fri.)	\$3750.00	\$475.00
8:15am – 12:00 noon		
8:15am – 1:30pm	\$5250.00	\$505.00
Four's (Bears)		
5 days/week (Mon. - Fri.)	\$3900.00	\$575.00
8:15am-12:00 noon		
8:15am-1:30pm	\$5350.00	\$625.00
<b>CLASS (From 8:15 AM to 1:30 PM)</b>		
Kindergarten	\$5750.00	\$875.00

**The tuition will be paid in 10 equal installments from August 1st through May 1st. The Supply Fee will be paid in two equal installments. Due August 15<sup>th</sup> and January 15<sup>th</sup>.**

**Tuition is expected the 1<sup>st</sup> of each month. If not paid by the 5th of the month, a late charge of 5% will be added to your account.**

**If your child stays until 1:30, you will need to send a lunch.**

1. Lunchboxes must be labeled with the child's name on the outside of the container.
2. It is ***required*** that you put icepacks in the children's lunchboxes.
3. All lunches must contain a ***healthy main course***. This must be eaten before the dessert.
4. There will be a ten-minute quiet time at the beginning of lunch to allow the children to get a good start on their lunches.

5. The children have thirty minutes to eat their lunches. We will send home any portion of the lunch that is not consumed.

6. **If you are more than five minutes late to pick up your child, you will be charged a \$15.00 late fee.**

## **ADMISSION PROCEDURES**

Prior to admission, each family is asked to tour the school and meet the staff. The child is encouraged to participate and parents are free to observe.

After the tour, the family is invited back to the office for an interview. Policies will be explained and questions will be answered at this time.

If both parties mutually agree that the child will benefit from our program, the necessary registration forms should be filled out, registration fee requested, and the admission contract signed. We are also required to verify the identity and age of all new students. We will need a copy of the child's birth certificate to place in their folder. When all forms are completed and the registration fee paid, the child will be enrolled and placed in the appropriate class on a two-week trial basis.

**Please understand that when you sign the registration agreement, you are entering into a binding contract with West Ghent School for the entire 2024-2025 school year.**

If the appropriate class is filled to capacity, the child can be placed on a waiting list. The family will be notified when a space becomes available, according to the position on the waiting list. Siblings of current students will be given priority enrollment.

The Admission Contract shall be terminated if any one or more of the following occurs:

1. The school year ends.
2. The child becomes seriously ill, preventing school attendance.
3. The family moves out of the area. The school requires a two-month notice.
4. The parents/guardians of the child allow their account to become delinquent for a period of 1 month. Parents will be notified in writing each month.
5. The parents/guardians fail to cooperate with the obligations, rules and regulations as stated in the Parent's Manual. Parents will be notified in writing by the director and given two weeks to comply. The situation will be re-evaluated at that time.
6. The school determines that it is not in the best interest of the child or the other children in the school to have the child attend. The parents will be notified by a conference with the teacher and director. The amount of time before termination will be determined by the owner and director, depending on the type of problem. A written explanation of the termination will be placed in the child's folder.
7. The school reserves the right to terminate the contract based on parent's behavior that is slanderous to the school or families enrolled in the school. The parents will be notified by a conference with the owner and director. The amount of time before termination will be determined by the owner and director, depending on the type of problem. A written explanation of the termination will be placed in the child's folder.

**Should West Ghent School find it necessary to hire an attorney to ensure rules are abided by; the parents will be obligated to pay all attorneys' fees.**

Parents of returning students will be asked in January to re-register their child for the next year, and pay the registration fee. The registration fee is non-refundable, unless the family moves out of the area. The school

requires a two-month notice from the family if moving. **The school also requires a two-month notice if you register your child and decide to not come to West Ghent School.**

## **ORGANIZATIONAL CHART**

This is the established line of authority at West Ghent School:

1. Michele Burkhart, owner
2. Tamatha Burton, director

## **ARRIVAL AND DISMISSAL**

Parents are responsible for providing transportation to and from school at the appropriate scheduled times. Parents are to accompany the child to the assigned door on arrival and pick up the child at the same door at dismissal. Once the child is released to the parent/guardian, the parent/guardian is responsible for the child.

If the child arrives late, the parent is responsible for going to the office staff to get help in locating the child's class and notifying the teacher.

At the beginning of the school year, parents are asked to designate a responsible person as an emergency contact for pick-up. This will be done in writing on the child's information card and kept on file in the office. Children will be released to authorize people only. Teachers should be notified in writing of any changes.

If a child is not picked up at the appropriate time, the staff will call the parents. If the staff cannot reach the parents within fifteen-minutes of the scheduled time, the emergency contact person listed on the information card will be called. A staff member will remain with the child until the child has been picked up.

If a child is absent, the parents are asked to please call the school to notify the teacher. If the school has not heard from the family by 8:30AM, the school will contact the family to confirm the absence. A record of attendance is kept by the classroom teacher. If a child is due to arrive from another program and has not arrived by fifteen minutes past the scheduled time of arrival, the parents will be notified to confirm where the child is.

Each child has a place to hang coats and sweaters, and a "cubby" to keep other belongings in.

## **ANNUAL PLAN FOR INJURY PREVENTION**

1. All staff members are required to know the safety rules for the classroom, playground and dismissal time.
2. All classroom and playground equipment will be inspected on a daily basis for safety (including sharp or broken pieces, and for splinters).
3. All injuries requiring action by a staff member will be documented using the accident report form or incident report on Brightwheel, and kept on file in the office.
4. The administrator will check the file of accident reports once a month. If a pattern is noted involving a piece of equipment, proper steps will be taken to correct the situation.
5. Sand will be replaced on the playground as needed.

## **PLAYGROUND SAFETY PLAN**

1. All staff members are required to know the playground safety rules and are responsible for making sure the children understand and follow them.
2. The staff should position themselves on the playground so they can see the children at all times.
3. A designated staff member will check the playground each morning before the children arrive.

### **PLAYGROUND RULES**

Teachers should follow the schedule to avoid having too many children on the playground at one time. The limit is 23 children. If you need to change the schedule, please work it out with another class and let the office know.

Make sure the teachers on the playground are stationed where all children are visible at all times.

All the gates should be closed while children are on the playground. Please check the back gate when you arrive on the playground.

The back alley is "off limits" to children.

Children should slide sitting on their bottoms, feet first!

Be sure to "count heads" before going out, before coming inside, and during your playground time.

If you notice any equipment needing repair, notify the office immediately.

If the temperature outside is below 32 degrees Fahrenheit, the children will not be permitted to go outside. They will have a gross motor activity in the auditorium/gym.

West Ghent School will replace the playground mulch that is used for resilient surfacing at the beginning of each school year. The mulch will also be checked on a monthly basis to see if more is needed.

## **CLASSROOM SAFETY RULES**

1. All staff members are responsible for making sure the children understand and follow these rules.
2. Children may not run in the classrooms, hallways or auditorium.
3. Children must keep hands, feet and objects to themselves.
4. No child is allowed to leave the classroom without proper supervision.
5. Weapons, including guns and knives, are not allowed in any form (including toys).

Fire drills, shelter in place, and intruder drills will be practiced and recorded in accordance with VA. State Licensing

Children will be within sight or sound of teachers at all times.

## **FIELD TRIP SAFETY RULES**

1. All staff members are responsible for making sure the children and parent volunteers on the trip understand and follow these rules.
2. All vehicles used must have seat belts, door locks, seats attached to the floor, VA State insurance and a current VA State inspection.
3. All children must be seated with seat belts according to VA State law.
4. Car doors must be closed properly and locked.
5. At least one adult must remain with the vehicle at all times when children are present.
6. Each vehicle must have the Field Trip form in it, available to staff and volunteers.
7. Children must enter and leave the vehicle on the curbside.
8. Children must cross streets at corners or at crosswalks.
9. All children must ride back and forth to the school in the same vehicle, unless released to the child's parent/guardian.
10. The staff members are responsible for bringing all parental permission slips, first aid kit, and food and water if necessary.
11. At least one staff member on the field trip must be trained in first aid.
12. The classrooms will post a written schedule of the field trip on the bulletin board.
13. If the schedule for the field trip changes due to unforeseen circumstances, during the course of the trip, the staff remaining at school will be notified by telephone.
14. If any vehicle breaks down during the course of the trip, the staff member or adult in the car is responsible for notifying the staff remaining at school by telephone. The director will be responsible for checking to see that all vehicles have arrived at the field trip site and back at the school. The director will call the staff at school to check on a late or missing group.
15. A teacher must be with children at **all** times!
16. Children who arrive after the field trip has begun should report to the office and they will be placed in another supervised classroom with appropriate staffing until their class returns.

## **PROCEDURES FOR EMERGENCIES**

### **FIRE DRILLS**

1. Fire drills will be held once a month.
2. When the alarm is sounded, all children and staff members will evacuate the building according to the maps located in each room.

3. Each staff member will perform a "head count" as the room is being evacuated, and again outside where the class stops and waits for the signal to return to the classroom. The number of children with the staff member will be reported to the official running the drill when asked. Missing children shall be reported immediately, and the procedures for locating the missing child followed.
4. The class in the room off the auditorium will convey the number of children evacuated by reporting to the teachers outside. All other classes report to the office from their locations outside.
5. The person in the office is responsible for obtaining the number of children evacuated from each class, and for keeping a written log of all drills.

In the event of a real emergency, the procedures for a fire drill will be followed with the following additions:

The office person is responsible for calling 911.

**In the event of a natural disaster or emergency (severe weather, flood, hurricane), West Ghent School will broadcast school closings on Brightwheel.**

**No refunds or make-up days are given for days missed due to inclement weather.**

## **EMERGENCY PLAN**

### **EMERGENCY CONTACT INFORMATION**

#### **Emergency Officer Contact Information**

West Ghent School	757-622-4403
Michele Burkhart	home 757-471-5168 cell 757-408-2478
Tamatha Burton	cell 757-672-3302

**Please use our home and cell phone numbers only in an emergency.**

**THE STAFF WILL BE TRAINED ANNUALLY AT OUR TEACHER MEETING IN AUGUST. AT THAT POINT, WE WILL DO A REVIEW AND UPDATE ANY INFORMATION.**

### **FIRE /CHEMICAL SPILL PLAN**

In case of a fire or chemical spill, the classroom teachers will be notified by the alarm. It will be sounded with one long ring, and the children will exit the building via the fire evacuation route until the police/fire departments arrive to clear the building. A head count will be done before, during and after the evacuation. In the event that we need to evacuate the building and the area, we will go to Taylor Elementary School located at 1122 West Princess Anne Road Norfolk, VA 23507. The phone number is 757-628-2525.

### **HURRICANE/TORNADO /ACTS OF TERRORISM PLAN**

In case of a tornado, hurricane or act of terrorism, the alarm will be sounded with 2 short rings and students will leave the classroom and walk to the nearest interior hallway. The location of the nearest interior hallway is on the evacuation route posted in the classroom. Teachers will provide books, paper and crayons for students. We will have a flashlight, battery powered radio, emergency medical supplies and school roster with parents contact information. We will wait there until the storm has passed. A head count will be done before, during and after the evacuation. If there is damage to the building, we will call the parents to come and pick up the children. We will wait in any undamaged areas of the building. In the event that we need to evacuate the building, we will go to Taylor Elementary School located at 1122 West Princess Anne Road Norfolk, VA 23507. The phone number is 757-628-2525.



## **INTRUDER/LOCKDOWN PLAN**

In the unlikely event that an intruder enters the building, the police will be called immediately. The classroom teachers will be notified by the alarm. The fire drill alarm will be sounded with three short rings. Everyone is to stay where they are. Classroom teachers are to quickly glance outside the room to direct any students or staff members in the hall into your room immediately. Classroom teachers will lock their doors, close any blinds, place students against the designated wall, so that the intruder cannot see them looking in the door. They will look for the "Safe Corner," turn out the lights and computer monitors. The students will remain quiet. A head count will be done before and during and lockdown. In the event that we need to evacuate the building and the area, we will go to Taylor Elementary School located at 1122 West Princess Anne Road Norfolk, VA 23507. The phone number is 757-628-2525.

## **INCLEMENT WEATHER**

In case of inclement weather, we will follow the Norfolk Public Schools for closings. If Norfolk Public Schools delay, West Ghent School will open at 10:00 AM. Early release because of inclement weather will be the same as Norfolk Public Schools. School closings are reported on channels 3 and 10 and online with channel 13. If you don't see West Ghent School, just look for Norfolk Public Schools. We sometimes initiate a phone tree via the class phone lists, so make sure you have an updated copy. If you still have questions, please feel free to contact the school at 757-622-4403. During hours when the school is not in session, call Michele Burkhart at her home number 757-471-5168. If she cannot be reached by their home numbers, please use her cell phone number listed above.

## **EVACUATION PLAN**

### **Complete Evacuation of West Ghent School**

ASSEMBLY POINT- In the event of an evacuation, all the class will meet outside on the corner of Leigh Street and Graydon Avenue. A head count will be done before, during and after the evacuation.

### **Secondary Evacuation**

ASSEMBLY AT TAYLOR ELEMENTARY SCHOOL – West Ghent School will meet inside the main entrance of Taylor Elementary School. A head count will be done before, during and after the evacuation.

### **Method of Communication**

The primary method of communication in the event of an evacuation will be Laurie Reilly and Michele Burkhart via their cell phones.

### **Emergency Supplies**

Teachers will provide books, paper and crayons for students. We will have a flashlight, battery powered radio, emergency medical supplies and school roster with parents contact information.

## **PROCEDURES FOR LOST/MISSING CHILDREN**

1. Charts of daily schedules will be posted in each classroom and in the office, so the whereabouts of each class is known to all.
2. Staff members should "count heads" at regular intervals during the school day.
3. If a child is lost/missing, the staff member is to notify the office IMMEDIATELY!!!, giving the time and place where the child was last seen.
4. The office will immediately notify all other staff members and the church office.
5. All available staff members will search the building and grounds as designated by the person in the office, and report back to the office.
6. If the child is not located by this search, the police will be notified by dialing 911, and then the parents will be notified.

## **PROCEDURES FOR LATE ARRIVING CHILDREN OR CHILDREN ARRIVING FROM ANOTHER PROGRAM**

1. If a child arrives after classes/field trips have begun, they should report to the office, and the office staff will escort the child to the appropriate class.
2. If a child is supposed to arrive from another program and has not arrived 15 minutes after the time they are scheduled, the staff will notify the office and the office staff will call the parent.

## **PROCEDURES FOR GIVING MEDICATION, DIAPER RASH OINTMENT OR INSECT REPELLANT**

1. The staff will not give medication to children, with the exception of emergency medications. (i.e. Inhalers and Epi Pens)
2. The Medication Authorization shall be used, and will be available to the staff in the office for the entire time it is effective.
3. The Medication Authorization will be updated every ten working days; to prevent the use of expired medications. The only exception to this is a doctor's written prescription to use the medication for a longer period of time. In this case, a doctor may give permission for the entire school year.
4. The emergency medicine must be in the original container with the prescription label attached. The label must have the name of the medication, the dosage, and the times to be given clearly stated.
5. The emergency medicine must be placed in a zip-lock bag with the child's name on it, and kept in a locked cabinet in the office. The child's name must be written on any boxes and the actual container.
6. If the medication requires refrigeration, the zip-lock bag will be put in our refrigerator in a locked container.
7. Certified staff will give the emergency medicine, and that person is responsible for keeping the written log.
8. The emergency medicine will be returned to the parent when no longer needed.
9. The medication will be checked monthly to ensure they are not expired.

## **SUNSCREEN POLICY**

The school does not provide sunscreen for the children. The staff does not apply sunscreen on children.

## **PROCEDURES FOR INJURED CHILDREN**

1. Minor injuries (small cuts, scrapes, and bruises) shall be treated by the teacher or the office staff, according to the First Aid Training received by the staff. Minor injuries should be reported to the parents at the end of the day.
2. Serious injuries (deep cuts requiring stitches, broken bones, unconsciousness, concussion) shall be immediately reported to the office, which will immediately call 911, then call the parents. The staff member

present when the injury took place will remain with the child, and stabilize the injury according to the First Aid Training received. The office person will go to the scene of the injury after notifying emergency services and the parents, to assist with the care of the other children.

3. If an injury requires transportation to a medical facility, the emergency services and parents will decide the method of transportation.

4. Any injury requiring attention from a staff member should be logged on the Accident Report Forms, available in the office.

## **SOCIAL MEDIA POLICY**

There is a zero tolerance for staff to accept or request electronic communication from any pupils enrolled in our school (including Facebook and Instagram).

All employees are instructed how to handle any requests to speak to the Media if applicable.

Mrs. Burkhart and Mrs. Burton would handle any questions in person. No online or phone calls allowed.

## **ELECTRONIC INTERACTIONS**

The teachers send newsletters and emails only to parents. Parents can also access our parent's manual and registration forms directly from our website at [www.westghentschool.com](http://www.westghentschool.com) or on Brightwheel.

Any notifications from teachers will be copied to the staff supervisor.

## **POLICIES FOR SICK CHILDREN**

1. Teachers should greet the children as they arrive each day and check for signs of illness.
2. **Unless otherwise instructed by the child's doctor, no child should be in school if he has:**
  - a. a temperature of 100 degrees F. or greater
  - b. vomiting or diarrhea within the last 24 hours
  - c. a communicable disease
3. If a child becomes ill while at school, the child should be sent to the office. The parents will be contacted and arrangements made to pick up the child as soon as possible. The child will remain in the office until picked up.
4. If a child at school has been exposed to a communicable disease, the parents will be informed in writing.
5. The parent(s)/guardian(s) agrees to inform West Ghent School within 24 hours or the next business day after his child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

## **FOOD POLICIES**

1. A nutritious snack should be sent in with your child that they will eat by 10:30 AM. It should include at least 2 of the 4 following:
  - a. Juice or fruit or vegetable Age 2-5 (1/2 cup) Age 6-12 (3/4 cup)
  - b. Milk Age 2-5 (1/2 cup) Age 6-12 (1 cup)
  - c. Meat or meat substitute Age 2-5 (1/2 ounce) Age 6-12 (1 ounce)

d. Bread or a bread substitute Age 2-5 (1/2 slice), (cereal - 1/3 cup)

Age 6-12 (1 slice & 3/4 cup)

- ***Fruit juice must be full strength. Juice cannot be served when milk is the only other snack component.***
- ***Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.***
- ***A serving consists of the edible portion of cooked lean meat or poultry or fish.***
- ***One-half egg meets the required minimum amount (one ounce or less) of meat alternate.***
- ***Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.***

2. Lunches for the children staying until 1:30pm will be brought from home. The lunches will be kept in the cubby. Please try to pack lunches that do include an ice pack in the lunchbox.

3. All unused portions of food must be thrown away or returned to the parents.

4. The child should bring a water bottle to school daily.

5. Children must wash their hands before eating snacks or lunch.

6. Foods that could cause choking will not be served to the younger children, such as hard candy, popcorn, raisins, nuts, sliced hot dogs or uncut grapes.

7. All children should remain seated while eating.

8. The school will have food available for a child that forgets to bring a lunch.

**9. *Children with special food needs (such as allergies or vegetarians) must provide their own snacks for instances when the snack provided cannot be consumed by the child because of their special situation.***

## **POLICY FOR REPORTING SUSPECTED CHILD ABUSE/NEGLECT**

Any suspected case of child abuse or neglect will be reported according to 63.1-248.3 of the Code of Virginia.

§ 63.2-1509. Physicians, nurses, teachers, etc., to report certain injuries to children; penalty for failure to report. A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline:

1. Any person licensed to practice medicine or any of the healing arts;
2. Any hospital resident or intern, and any person employed in the nursing profession;
3. Any person employed as a social worker;
4. Any probation officer;
5. Any teacher or other person employed in a public or private school, kindergarten or nursery school;
6. Any person providing full-time or part-time child care for pay on a regularly planned basis;
7. Any duly accredited Christian Science practitioner;
8. Any mental health professional;
9. Any law-enforcement officer;
10. Any mediator eligible to receive court referrals pursuant to § [8.01-576.8](#);

11. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment;
12. Any person associated with or employed by any private organization responsible for the care, custody or control of children; and
13. Any person who is designated a court-appointed special advocate pursuant to Article 5 (§ [9.1-151](#) et seq.) of Chapter 1 of Title 9.1.

If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department of the county or city where the abuse or neglect was discovered or to the Department's toll-free child abuse and neglect hotline.

If an employee of the local department is suspected of abusing or neglecting a child, the report shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment. The judge may consult with the Department in selecting a local department to respond to the report or the complaint.

If the information is received by a teacher, staff member, resident, intern or nurse in the course of professional services in a hospital, school or similar institution, such person may, in place of said report, immediately notify the person in charge of the institution or department, or his designee, who shall make such report forthwith.

The initial report may be an oral report but such report shall be reduced to writing by the child abuse coordinator of the local department on a form prescribed by the Board. Any person required to make the report pursuant to this subsection shall disclose all information that is the basis for his suspicion of abuse or neglect of the child and, upon request, shall make available to the child-protective services coordinator and the local department, which is the agency of jurisdiction, any information, records or reports that document the basis for the report. All persons required by this subsection to report suspected abuse or neglect who maintain a record of a child who is the subject of such a report shall cooperate with the investigating agency and shall make related information, records and reports available to the investigating agency unless such disclosure violates the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232(g)). Provision of such information, records and reports by a health care provider shall not be prohibited by § [8.01-399](#). Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure.

B. For purposes of subsection A, "reason to suspect that a child is abused or neglected" shall include (i) a finding made by an attending physician within seven days of a child's birth that the results of a blood or urine test conducted within forty-eight hours of the birth of the child indicate the presence of a controlled substance not prescribed for the mother by a physician; (ii) a finding by an attending physician made within forty-eight hours of a child's birth that the child was born dependent on a controlled substance which was not prescribed by a physician for the mother and has demonstrated withdrawal symptoms; (iii) a diagnosis by an attending physician made within seven days of a child's birth that the child has an illness, disease or condition which, to a reasonable degree of medical certainty, is attributable to in utero exposure to a controlled substance which was not prescribed by a physician for the mother or the child; or (iv) a diagnosis by an attending physician made within seven days of a child's birth that the child has fetal alcohol syndrome attributable to in utero exposure to alcohol. When "reason to suspect" is based upon this subsection, such fact shall be included in the report along with the facts relied upon by the person making the report.

C. Any person who makes a report or provides records or information pursuant to subsection A or who testifies in any judicial proceeding arising from such report, records or information shall be immune from any civil or criminal liability or administrative penalty or sanction on account of such report, records, information or testimony, unless such person acted in bad faith or with malicious purpose.

D. Any person required to file a report pursuant to this section who fails to do so within seventy-two hours of his first suspicion of child abuse or neglect shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$100 nor more than \$1,000.

(1975, c. 341, § 63.1-248.3; 1976, c. 348; 1978, c. 747; 1993, c. 443; 1994, c. 840; 1995, c. 810; 1998, cc. 704, 716; 1999, c. 606; 2000, c. 500; 2001, c. 853; 2002, cc. 747, 860.)

## STAFF DEVELOPMENT

1. All staff members are required to take 16 hours of training in areas relating to the children and the school.
2. Training may include:
  - a. Workshops
  - b. Conferences
  - c. Audio or visual tapes
  - d. In-service training
  - e. College courses in related topics
3. The office will notify the staff of all available opportunities.
4. The individual staff members are required to submit a written statement of the training received to keep in their folders.

The teachers attend these workshops and seminars to obtain new ideas, new activities, and new developments in caring for young children.

Examples of the types of classes are listed below:

- Behavior Management
- Creative Art
- Music and Movement
- Science and Math through Manipulatives
- Curriculum Development
- CPR and First Aid

**All employees are required to have a Criminal History Background Check and a Child Protective Services Record Check. (This is updated every 5 years.)**

**The West Ghent School staff will read the Praesidium policies in the prevention or organizational abuse. Upon completion of the materials the employees will sign the Acknowledgment of Abuse Prevention Manual.**

## **LICENSING INFORMATION FOR PARENTS ABOUT CHILD DAY PROGRAMS**

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal records checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with the standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you or call 1-800-KIDS-LIL (543-7545). Richmond area – (804)692-2394.

Fairfax Area Licensing Office  
3959 Pender Drive, Suite 320  
Fairfax, Virginia 22030  
(703) 934-1535

Verona Licensing Office  
Post Office Box 350  
4801 Lee Highway  
Verona, Virginia 24482-0350  
(540) 248-9345

Northern Regional Office  
320 Hospital Drive, Suite 23  
Warrenton, Virginia 22186  
(540) 347-6345

Piedmont Regional Office  
Commonwealth of Virginia Building  
210 Church Street, S.W., Suite 100  
Roanoke, Virginia 24011-1779  
(540) 857-7971

Central Regional Office  
1604 Santa Rosa Road  
Wythe Building, Suite 130  
Richmond, Virginia 23229-5008  
(804) 662-9773

Western Licensing Office  
190 Patton Street  
Abingdon, Virginia 24210  
(540) 628-5171

Eastern Regional Office  
Pembroke Office Park  
Pembroke Four Office Bldg., Suite 300  
Virginia Beach, Virginia 23462-5496  
(757) 473-2115

Peninsula Licensing Office  
825 Diligence Drive, Suite 203  
Newport News, Virginia 23606  
(804) 594-7594

## **Abuse and Molestation Policies**

The teachers are required to take a five hour course that covers physical, sexual, emotional, and neglect. There is a code of conduct. The policies cover: physical contact, verbal interactions, one on one interactions, field trips off-site contact, electronic communications, gift giving, monitoring and supervision of children, responding to suspicious or inappropriate behaviors or policy violations.

All staff members review this annually and a certificate is kept on file.