



# First Presbyterian Weekday School

116 South Loudoun Street  
Winchester, VA 22601  
540.662.7588

[wds@firstchurch-winchester.org](mailto:wds@firstchurch-winchester.org)

Lara Davis, Director

September 2013

## *A Letter From Lara*

Welcome to the 2013-2014 school year! Our staff has been busy preparing the rooms as we anxiously await the arrival of our families. It is always a joy to reconnect with our returning families and to welcome and embrace our new family members. I am pleased to present the following staff of the Weekday School:

<u>Administrative Assistant:</u>	Tricia Smith
<u>Infants/Toddlers</u>	Cindy DeTray, Teacher Sherry Hileman, Assistant (MWF & T/TH); Sabrina Kham, Assistant
<u>Two's:</u>	Mandy Onda, Teacher; Agata Zuber, Assistant (MWF & T/TH)
<u>Two's/Three's:</u>	Kim Schoell, Teacher; Julia Foster, Assistant (MWF & T/TH) Stefanie Lloyd, Teacher; Leslie See, Assistant (M-F)
<u>Three/Four's:</u>	Ann Smetanick, Teacher; Jodi Blanton, Assistant (MWF & T/TH)
<u>Four's:</u>	Nikki Downing, Teacher; Sarah Lloyd, Assistant (MWF) Susan Mitchell, Teacher; Denise Pratt, Assistant (M-TH) Gretchen Rusch, Teacher; Eleanor Thomson, Assistant (M-F)
<u>Five's:</u>	Carrie Ludwig, Teacher; Jayne Lyman, Assistant (M-F)
<u>Music Teacher:</u>	Amy Bowman
<u>Chapel Teacher:</u>	Lynn Reifsnnyder

These staff members bring a variety of educational and practical experiences and expertise to our program, along with the dedication to provide a quality developmental program within a nurturing Christian environment. We are proud to be a NAEYC accredited school.

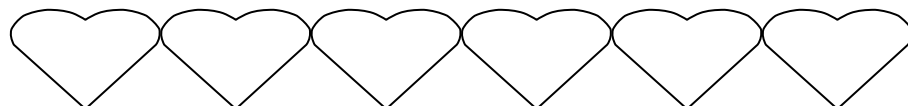
Our Weekday School team is comprised of a group of talented and enthusiastic individuals whose love for your children and this school is very evident. These team members include: April Willingham, Team Leader; Avery Ramspeck, Trice Cesnik, Marsha Barley (Special Events Committee); Tricia Smith, (Communications Committee); Sara Gardner, April Aikens, and Jen Volkmann (Marketing/Fundraising Committee); and, Lynn Reifsnnyder (WDS liaison for Children's Ministry).

There are many opportunities for parental involvement in our school: substitutes, "meals for moms" (graciously coordinated by Jen Volkmann), special events, parent liaisons, etc. Please contact me or any Weekday School team member or staff if you are interested in any of these opportunities.

You are always welcome to stop by our office, call me: 662-7588, or email me: [fpwdsdirector@gmail.com](mailto:fpwdsdirector@gmail.com) if you have any questions or concerns.

Nothing brings me greater joy than to greet our families at the back door each morning. I enjoy making connections and getting to know our families better. Until I see you at the door, I'm...

Wishing you well,  
*Lara*



## DATES TO REMEMBER

**September 5<sup>th</sup> and 6<sup>th</sup>** : First Days of School

**October 2<sup>nd</sup>**: Noon Dismissal

**October 7<sup>th</sup>**: Sundaes with Dad (6:30 p.m. in Fellowship Hall)

**October 30<sup>th</sup> and 31<sup>st</sup>**: Halloween Parades on the Loudoun Street Mall (12:30 p.m.)

## Meals for Moms

Do you know of a member of the WDS Family who is expecting a baby . . . having surgery . . . or has another family need where it might be helpful to receive meals? If so, please notify, our Meals for Moms Coordinator ([jvolkmann\\_99@yahoo.com](mailto:jvolkmann_99@yahoo.com)), and she will arrange for meals to be provided. Also let Jen know if you are interested in helping to prepare a meal or two. This is a wonderful program and we're so thankful to Jen for serving as our coordinator!

## Morning Health Check

**As always, the school's staff is dedicated to providing a safe environment for our children. We will continue the routine of hand washing prior to entering the classrooms for the day and ask for your assistance in a daily morning health check. Located outside each classroom, you will see a checklist. Please take the time to review this list each day. If your child is experiencing any of these signs, please do not leave him/her at school that day. We reserve the right to ask you to take your child home if we feel it is unsafe for him/her to attend for the day.**

## EMERGENCY PROCEDURES

The Weekday School uses the Blackboard Connect® rapid messaging system to notify families of any emergencies, closings, or delays at the school. This system will call parents/guardians regarding the cancellation, delay, or early dismissal of the school day due to weather conditions. This system will also be used should any non-weather related emergencies occur. Exit drills are practiced monthly. Should we have a tornado, storm, or any other warning, children will be taken to the basement, Room B6. If the structure of our building is ever compromised, WDS children and staff will be taken to the Handley Library. We pray that no emergencies will occur, but please know that we have plans in place should we ever need them. **Please fill out and return the Blackboard Connect information sheet as soon as possible so that we can enter the data into the system.**

## Substitutes Needed

The Weekday School is looking for parent substitutes. If you are interested, please contact the WDS office. The payment for the day is \$35. Please consider joining the fun of a day at the WDS.

## "You've Got Mail!"

This month, you are receiving a "You've Got Mail" folder from your child's teacher. Inside you will find a variety of forms and information along with a classroom newsletter and revised Parent Manual. Please review all the materials, complete forms, and return the folder to your child's teacher.

Beginning in October, all newsletters will be sent via email.

## Be On the Look Out

This month you will be receiving a Student Directory sheet form in your "You've Got Mail" packet. **Please fill out the form and return it to your child's teacher ASAP**, if you would like to be included in our 2013-2014 Student Directory! **The WDS Team uses email to communicate with school families, so please provide us with your email address so you won't miss any important WDS information.**

## WANTED – PARENT LIAISONS

The Communications Committee of the WDS Team is looking for volunteers . . . to serve as liaisons between the Team and WDS families throughout the year. We are asking for one parent from each class to volunteer for this position. Please let your child's teacher know if you are interested, or contact Tricia Smith in the WDS office for more information.

## **We Have a New Website!**

Same address: [www.fpwds.com](http://www.fpwds.com) , new look!

We are excited to launch our new website. You will find current information that will be updated regularly to keep you informed about events, dates, and, oh, so much more! We invite you to check it out!

## **Loving Guidance® Information**

We use the principles and techniques of Loving Guidance, also known as Conscious Discipline®, with our children. Information about this guidance may be found at:

[www.consciousdiscipline.com](http://www.consciousdiscipline.com)

or: [www.fpwds.com](http://www.fpwds.com)

You may also ask any staff member for more information. A helpful resource for parents is Easy to Love, Difficult to Discipline by Dr. Becky Bailey. You may order this book from the conscious discipline website or through the WDS office. Consider joining in our study of this book this year.

**As part of a continued commitment to nurture a family atmosphere here at First Presbyterian, we are including a “Friends and Family” display in each of our classrooms. We ask that you kindly provide a photo of your family to begin our displays. One Conscious Discipline® “brain smart” principle is “connections on the outside with others provide neural connections on the inside (in our brains).” These connections help to provide the optimal learning environment where children feel safe and loved.**

## **Worship and Other Opportunities for Fellowship at First Presbyterian Church**

***Sunday Morning Worship Services:*** 7:30 a.m. in Boyd Chapel with Holy Communion  
8:30 a.m. New Stone Gathering in the Fellowship Hall (a more casual and conversational service with contemporary music)  
8:30 and 11:00 a.m., Traditional service in the Sanctuary

***Sunday School*** classes for all ages on Sunday mornings from 9:45 – 10:45 a.m.

**WEDNESDAY WOMEN’S BIBLE STUDY** will begin the fall with “Sabbath Keeping: Finding Freedom in the Rhythms of Rest” by Lynne Baab. Cost is \$10 (checks made out to church). We meet from 9:15am - 10:30am each Wednesday in the Graham room and new members are always welcome! Our first meeting will be September 4th and childcare is available upon request! Please contact Maren Spray to reserve a copy of the book ([maren@fpcwinc.org](mailto:maren@fpcwinc.org)). Please join us for the study even if you are not able to regularly attend meetings—you can follow our discussions by email!

***For more information on these and other offerings at First Presbyterian Church, check us out on the web at [www.fpcwinc.org](http://www.fpcwinc.org)***

## NEW SECURITY MEASURES

The staff at First Presbyterian Church and the Weekday School is committed to providing a safe and secure environment where optimal learning can take place. Based upon recommendations from the Weekday School Security Committee, the following safety procedures will be implemented:

- All exterior church doors will remain locked during school hours. Personnel will be in place at the doors during the following times in order to accommodate arrival and dismissal:
  1. 8:45 - 9:15
  2. 12:45 - 1:00
- Families are welcome at other times. However, in order to gain access to the building, please call the Weekday School office at 662-7588 and someone will meet you at the door.
- All classrooms as well as the Weekday School office and the church office will have a walkie-talkie so that communication can occur in case of any emergency.
- Classrooms will be equipped with removable blackout shades to be used ONLY if there would be a need to secure children safely in place inside the classroom.

Additional security measures are still in the process of being reviewed.

## SURVEY RESULTS

Each year in May, we ask our families to complete a NAEYC survey about our school. The results of this survey, along with any comments/suggestions are shared with the Weekday School Team. During the team's fall retreat, we analyze the results and use the information to revise our Weekday School's Strategic One Year and Five Year Plans. You will find the current strategic plans on our website: [www.fpwds.com/documents](http://www.fpwds.com/documents). This year, our NAEYC survey "pass rate" was 91%.

We welcome your thoughts and comments not only on the annual surveys, but throughout the year as well.

## **PUBLIC DISCLOSURE STATEMENT**

### ***First Presbyterian Weekday School***

**The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.**

#### **RELIGIOUS EXEMPTION**

In compliance with the Code of Virginia, Section 63.2-1716, First Presbyterian Weekday School is religiously exempt from licensure and is classified as a “religiously exempt child day center.”

#### **QUALIFICATIONS OF PERSONNEL**

Staff position descriptions are available for public review. Information may be found in the director’s office.

#### **DESCRIPTION OF FACILITIES**

The center is located at 116 South Loudoun Street, Winchester, VA, 22601.

The size of the building is approximately 55,000 square feet.

The preschool occupies 12 classrooms, one Godly play room (for bi-weekly chapel classes), one indoor play area, and, one music room.

Play equipment was installed in 2008. The entire surface of the play area is rubberized. All equipment has been inspected by a certified playground safety inspector.

#### **ENROLLMENT/CAPACITY**

The maximum number of children enrolled in the preschool does not exceed 175 children. Staff/child ratios as required by Virginia Department of Social Services and the National Association for the Education of Young Children are maintained during the school’s hours of operation.

#### **FOOD SERVICE**

First Presbyterian Weekday School does not provide food service.

#### **HEALTH REQUIREMENTS FOR STAFF**

Staff employed at the Weekday School must be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file in the director’s office.

#### **PUBLIC LIABILITY INSURANCE**

The Weekday School is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the school as a result of negligence.

#### **CONFIDENTIALITY OF INFORMATION**

The information collected on our children through developmental assessment, portfolio assessment, and observation is kept in individual children’s folders. All other information collected on children (i.e. birth certificate numbers, health information, I.E.P.’s etc) is kept in a secure location in the Weekday School office. Parents may have access to their child(ren)’s folders at any time. Should anyone other than the Weekday School staff or parents request to access a child’s file, that person must receive parental permission to do so. Forms requesting access to children’s records are kept in the children’s folders in the Weekday School office. All student records are housed in a locked filing cabinet in the Weekday School office.

#### **BIRTH CERTIFICATE REQUIREMENT**

In order to comply with state mandates for regulated child day programs, parents are required to provide proof of their child’s identity. This can be done by providing an original birth certificate. We record the birth certificate number, place of birth, and date of issuance. We are not required to keep a copy of the birth certificate.

**Quoting from the Department of Social Services “Information for Religiously Exempt Child Day Centers:”**

***“If the person enrolling the child in a regulated child day program for longer than two consecutive days or other pattern of regular attendance does not provide the abovementioned information within seven business days of initial attendance, the regulated program must immediately notify the local law enforcement agency in its jurisdiction.”***