



# Emmanuel Day School Handbook

Welcome to the Emmanuel Day School! This handbook contains information regarding our program. It has been developed as a resource to parents, visitors and staff. We ask that you carefully and thoroughly read through the handbook and keep it handy as long as your child is enrolled in the school.

The policies and procedures included in this handbook are established and approved by the voting members of the Vestry of Emmanuel Church and the Emmanuel Day School Committee.

*Imagination – Collaboration - Discovery – Purpose.*



## Our Philosophy

The Emmanuel Day School offers a nurturing, intimate and exciting learning environment with enriching opportunities for preschool children to discover and explore. By building on what children already know and encouraging them to investigate new experiences and interests, our students gain independence and self-confidence. This growing ability enables them to achieve developmentally appropriate readiness skills. We respect each child's individuality and offer many different approaches to learning within our day. Play is a valued component through which children explore their world, problem solve, feel competent to try new ideas, test their skills and learn cooperation. Our teachers actively foster a sense of community where every child feels as if he or she belongs. Children learn that it is important to respect others and to work together as a team. We value our student's thoughts, ideas and feelings. In partnership with families and the community, we believe in promoting the development of the whole child: socially, physically, emotionally and cognitively.

By building on children's natural passion for discovery we encourage students to work together in our multiage environment to investigate new concepts. In keeping with the traditions of Emmanuel Day School, of meeting the social, academic and spiritual needs of each child, our program exceeds no more than twenty students a day. This intimate setting will give each child an individualized learning experience that excites the imagination, inspires creativity and instills a lifelong curiosity.

Emmanuel Day School is licensed through the RI Dept. of Children, Youth and Families and holds a Bright Stars Quality Star Rating. We embrace the Rhode Island Department of Education's Early Learning Standards. These standards serve as a guide for the design and development of our curriculum. The Rhode Island Early Learning Standards cover nine domains; physical health and motor development, social and emotional development, language development, literacy, cognitive development, mathematics, science, social studies and creative arts. We work to ensure that all nine of these domains are incorporated throughout each and every school day.

The curriculum at EDS is not a predetermined and fixed set of information. Rather, it is an ongoing plan of action, based on the program philosophy and each individual child enrolled in the program. Each month, teachers collaborate to design our environment and program topics to meet the interests and needs of our students. Play is a vital component in our program through which children explore their world, problem solve, feel competent to try new ideas, test their skills and learn from one another.

At Emmanuel, we welcome students and families of all abilities and backgrounds. We offer many different approaches to learning within our day, ensuring that all activities are developmentally appropriate and differentiated or modified to meet the individual needs of each child. We use a variety of local resources and partnerships to provide students reasonable accommodations in our environment.

The School is non-denominational. All are welcome!



## Enrollment

Emmanuel Day School serves children 3yrs to 5yrs of age. Students are enrolled per daily availability. We accept no more than 18 students per day. Children must be potty trained- see guidelines page 7.

### Tuition:

We require a \$75 registration fee AND deposit of one month of tuition to reserve placement. (Deposit will be applied to June tuition) Both fees are non-refundable.

A \$10 monthly fee will be added to each child's tuition who attend on Fridays. This cost is to cover "Fun Friday Pizza Lunch" from Nikolas Pizza.

Tuition is based on the number of days your child is enrolled:

Two days per week yearly tuition: \$3,270

Three days per week yearly tuition: \$4,800

Four days per week yearly tuition: \$6,400

Five days per week yearly tuition: \$8,000

Tuition is due the first of each month and will be considered late if received after the 7<sup>th</sup>. Timely payments are parents' responsibility, the school will not be responsible for sending reminders. Payments received after the 7<sup>th</sup> of the month will be subjected to a monthly late fee of \$25. A completed and signed tuition and policies contract is required. Receipts are available upon request.

We do not accept credit card or cash. Online Payments are strongly recommended through our school website VANCO service! Parents are responsible for regulating automatic online payments and starting and stopping them accordingly. When paying by check please complete the memo with "EDS Tuition" and specify which month. Please make payments to:

Emmanuel Church  
42 Dearborn Street  
Newport, RI 02840

FYI Emmanuel Day School's Tax ID is # 05-0263225

It is the parents' responsibility to track payments to EDS for tax purposes.

### Waitlist Information

When the need for a waitlist arises, it is managed on a "First come, first serve" basis. You must complete a registration form for your child and return it to the office in order for your child to be placed on the waitlist. As space opens up, we will contact families in the order the registration forms were received. The registration fee is not required until you have been contacted and your child has been accepted.

### Children's Record Requirements:

The following records are required before enrollment:

Immunization Records including your flu shot

Health Examination: School Physical Form completed by physician

Lead Screening

Completed forms also required before enrollment:

Registration Form, Copy of Birth Certificate, Photo and Information Release Form, Authorization to Release Child Form, Medical Emergency Authorization Form, Tuition and Policies Contract, Information Sheet with Allergy Info and a Kit if applicable. (All forms provided by school)



## Our Curriculum

Emmanuel Day School uses a combination of student interest, imagination and environmental outdoor exploration along with the Rhode Island Early Learning Development Standards to develop curriculum.

At Emmanuel Day School our curriculum and learning process is based upon a multitude of learning theorists. Maria Montessori inspires the prepared, open, multi-age environment, based on developmental grouping, that gives children independent choice. John Dewey drives us to create curriculum that is based on student interest and inspires us to give each child the opportunity to inquire, discover and engage in critical thinking. Piaget reminds us that development is a continuous process that is best achieved through play. Our many unique and changing learning centers include a variety of materials, which reflect the theories of Howard Gardner that children demonstrate intelligence across a range of seven intelligences. Finally, at Emmanuel Day School we recognize the critical importance of children's exposure to the natural world and outdoor play based on the Waldorf theories.

In our program children learn through play. Children are able to independently select and explore learning centers that are prepared for purposeful play. They are free to use their imagination to discover new ideas and concepts through these prepared centers. Teachers are encouraged to facilitate learning through meaningful engagement throughout the day.

**Godly Play:** Based on Montessori principles and developed using a spiral curriculum, the Godly Play method helps children explore their faith through Bible stories, giving them religious language to enhance their spiritual experience through wonder and play. Godly Play is held twice a week and is lead by Mother Anita.

**Indoor Environment:** EDS is one multiage learning environment that is open to all students. The school is separated into designated learning centers: book nook, writing/literacy center, math center, calendar stage, housekeeping center, block room, music corner, social studies/family center, nature center, dramatic play room, science room, art center and sensory spots. Each center is organized and provide enough materials for children to use at their level. Teachers actively engage students throughout the day in different centers and facilitate learning using a variety of materials.

**Outdoor Environment:** The program uses the outdoor environment as an extension to the indoor learning environment. Students spend a minimum of 1 hour outside each day. Teachers actively engage students outside and facilitate learning using a variety of materials and guiding questions.

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**Child Assessment:** EDS believes that true assessment of a child's progress is done through daily observation. A single test does not give enough information on a child's rate of growth in all the developmental areas: motor, language, creativity, cognitive and socio-emotional. The daily assessment of children is used to develop a program that meets their individual needs for growth and achievement. This information is recorded using a chronological portfolio of work for each child and is used to plan curriculum, communicate progress with parents, and to evaluate the pro-gram's effectiveness. Parent teacher conferences are held annually in November and in May. The portfolio is given to students/family at the end of the school year.

**Supervision of Children:**

1. A paid staff member is present with children at all times.
2. Students may work in small groups nearby, where a teacher can oversee.
3. The ratio of children to teachers (age 3 to 5) is never less than 1:9.
4. All staff are expected to remain constantly aware of the entire group, as well as each individual child.



## Our Day

The Emmanuel Day School offers a full school day program for its students from 8am-2pm. Our day is flexible based on student needs and interests. The outline below is a general outline that may vary day-to-day. We stress the importance of easy transitions between each part of our day and give students the necessary time for these transitions.

Time (Flexible)      Activity

### **8:00-9:15 Arrival and Free Choice Play**

We open our doors at 8am each day. Arrival time is anywhere within the first hour. All centers are open allowing time for small group or independent activities

\*Transition: Cleanup, hand washing, bathroom break

### **9:15-9:50 Morning Greeting**

Introduction to calendar concepts, literacy and math foundations, weather explorations and more. Interactive whole group meeting with song and movement activities.

\*Transition: Cleanup, hand washing, bathroom break

### **10:00-10:30 Snack**

Parents contribute healthy snacks two weeks a year for the students to share each day. Students are taught to self-serve appropriate portions using the proper tools. Please provide your child with a fresh reusable water bottle each day. EDS will serve milk (plain 1%) or water as beverages for lunch.

\*Transition: Cleanup, hand washing, bathroom break

### **10:30-11:00 Literacy, Social Studies or Social+ Emotional Work Centers**

During this time of day, we break up into smaller developmentally appropriate groupings. Based on the individualized needs of each child, we explore enriching opportunities in: Literacy Foundations, Social Studies, Art, Social Emotional Literacy, Dramatic Play. Small group work with teacher or self-paced centers and work

**OR Chapel** meets once a week with Mother Anita following the Godly Play curriculum.

\*Transition: Cleanup, hand washing, bathroom break

### **11-12 Outdoor Play**

Students engage in outdoor play at least one hour each day. They use a variety of fun manipulatives to excite the imagination and inspire pretend play and new games. We firmly believe that children need fresh air and the opportunity to run and play freely after a morning of fun and educational development. We will make every effort to get outdoors each day. On days there is a weather advisory we will engage in gross motor activities indoors. Please provide appropriate outdoor clothing for play; jackets suitable for cold/wet weather, snow/wet boots, scarves, hats, mittens and applied sunscreen on days requiring it.

\*Transition: Cleanup, hand washing, bathroom break

### **12:10-12:40 Lunch**

Please prepare a healthy lunch for your child to bring to school in a labeled lunch box. We encourage lunches to be nutritious and well rounded. Please avoid sending in foods that are high in sugar content or hard to open packaging. No candy. Per DCYF, we will monitor lunch and snack to insure nutritional value.

**12:40-1:00 Free Choice Play** \*Transition: Cleanup, hand washing, bathroom break

### **1:00-1:35 Math and Science Work Centers**

During this time of day, we break up into smaller developmentally appropriate groupings. Based on the individualized needs of each child, we explore enriching opportunities in: Math Awareness, Science Discovery, Small group work with teacher or self-paced centers and work

\*Transition: Cleanup, hand washing, bathroom break

**1:35-1:40 Clean up/ Pack up transition**

**1:40-2:00 Outdoor play /Dismissal**



## Arrival and Dismissal Procedures

Arrival begins at 8am each day. Arrival time is anywhere within the first hour between 8am and 9am. This time provides a window of opportunity for children to ease into their day. Parents are invited to stay until 9am and spend time with their child by enjoying such opportunities together as reading a book, working on a puzzle, exploring a center, or simply helping your child to feel more comfortable before separating for the day. It is also a wonderful time to speak with staff members. Sometimes parents and students find morning separation can be emotional or difficult. In these situations, we recommend quick separation, reassurance, and promise of return at 2pm- we call it the “kiss and go”. We ensure drop-off will get easier as the year progresses.

Dismissal is promptly at 2pm. Failure to pick up your child by **2:10** will result in your account being charged a late fee. *The late fee is: \$1.00 per minute for the first 15 minutes late. The rate then changes to 2.00 per minute late after that. **Three late pick-ups** in one school year, and/or failure to pay the late fee will result in a temporary suspension from Emmanuel Day School. Traffic is not an excuse for a late pick-up. Please plan accordingly. Emmanuel Day School offers an extended day program each day from 2:00-4:00pm. Please see the director for more information to participate in this program.*

**Due to state law, children will only be released to parents/guardians and caregivers whose names appear on the authorization to release form.**

For security purposes, the school will be locked from 9am-2pm. At 2pm the hallway doors will open. Adults are asked to wait in the library at the front desk for their child. A teacher will escort the child with their belongings to the front desk to the adult. In order to facilitate a smooth goodbye for the day, please continue conversations and greetings beyond the library area.

We will ask you for a valid photo ID if we have never met you before, or are not a regular pick up person for your child. It is the parent’s responsibility to keep the **authorization to release form** up to date with any changes.

We will make an exception to dismiss children to others who do not appear on these forms if written permission is handed to a staff member by the parent/guardian on the day of dismissal. We will ask that the person picking up have his/her photo ID with them so that we may verify.

We understand play dates, and busy schedules result in this type of dismissal, but we ask that you are mindful of our strict policy at all times, as required by DCYF, to ensure the safety of your child. **We do not accept call in authorizations unless the pickup person is currently on the authorization to release form.**

Children will not be released to any adult under the influence of any substance.

If there is a custody or restraining order in place we would need a copy to put on file.



## Behavior Management:

At EDS we respect each child and his or her level of development, individual personality and their family and cultural experiences. We create a positive environment so as to influence behavior. Children routinely receive positive feedback for appropriate choices and accomplishments. Our goal is to encourage children to develop respect, self-control, self-confidence and sensitivity in their interactions.

**Potty Training:** Children must be potty-trained. This means they can independently and confidently take care of all of their own bathroom needs. We understand that accidents may occur, however after 3 bathroom accidents, parents will be asked to meet with the director or rector to reassess school readiness. At the sole discretion of the EDS team, a child who cannot demonstrate that they can independently and confidently manage their bathroom needs may be asked to temporarily withdraw from EDS until such time as they gain (or re-gain) this ability.

We view behavior management as a way of teaching a child. Learning to differentiate appropriate behavior from inappropriate is part of the learning process for life. Teachers use positive reinforcement and guidance strategies. Our program has a set daily routine but allows for flexibility. Clear guidelines are provided so that children know what is expected of them. Limits that relate to safety and protection of self, others and the environment are clear and are reinforced consistently in a positive way. Children are given time to respond to expectations.

Teachers use a variety of strategies depending on the child and the situation. These strategies include: explanation, gaining a child's attention, staying in close proximity to the child, reminding, acknowledging feelings before setting limits, redirecting, age appropriate choices and natural consequences. All children are treated with respect. We will document and keep parents informed should an occurrence arise. Together, as a team, we can be more beneficial in promoting positive choices.

In some cases our approach to behavior management may not be successful. In this case we will meet with the family and discuss potential referrals for more appropriate services for your child. We will do our best to work with families in the best interest of their child.

If consistent (more than three times), disruptive behavior were to occur which we consider to be a danger to the child, a danger to another student or staff member, or intentional destructive behavior, the Emmanuel Day School, at our discretion, reserves the right of removal from our program.

## Extended Day Program

Emmanuel Day School offers an Extended Day Program from 2pm-4pm daily based on student need. This program provides students with an opportunity to wind down from their busy school day with a story and a snack and explore additional enriching activities.

### Scheduling

Parents can use this program regularly or per diem. Per diem will NOT be available on days that there are no students regularly scheduled in extended day. Parents can participate in the per diem program by signing up during morning drop off. Phone calls requesting last minute extended day services will only be accepted from parents by noon of that day. Extended day is from 2pm-4pm. Parents who do not pick-up promptly at 4pm will be charged a late fee.

### Enrollment

To enroll, parents must complete an extended day registration form and tuition contract. Tuition is \$26 per day. This rate cannot be prorated. Extended Day services will be billed separately from Emmanuel Day School tuition and is due by the first of each month.



## Family Engagement:

Preschool is the foundation for a lifetime of informal and formal learning experiences. At Emmanuel Day School, it is our belief that in order to forge a strong foundation and passion for learning in each child, families and teachers must function as one united team committed to their success. In recognizing that a quality education for our students is a common goal for their parents, the staff of EDS, the congregation, Rector and Vestry of Emmanuel Church, and the wider community, we will do our utmost to support a cooperative effort to achieve that goal.

We welcome parents to EDS! We appreciate the important role you play in your child's understanding of the team concept in education: child-parent-teacher. Planning a time to come in to read to the children, share your talents...a favorite cooking project, craft, musical instrument, singing, talking about your profession or hobby or a place that you have lived or visited etc. You may of course just visit and take part in our daily explorations too. Please feel free to set up a time to come in and share your knowledge with us. All visits must be prearranged with the director.

In keeping with the Christian Principles of Emmanuel Day School, we will make our families feel welcome and appreciated at all times. Emmanuel Day School functions as a non-denominational school and we make every effort to understand and respect the diverse cultures represented in our community. At Emmanuel we welcome students and families of all abilities and backgrounds. We offer many different approaches to learning within our day, ensuring that all activities are developmentally appropriate and differentiated or modified to meet the individual needs of each child. We use a variety of local resources and partnerships to provide students reasonable accommodations in our environment.

### Special Events at School:

We love to have all children join us for whatever special event has been announced for a given day. As part of our "All Welcome" policy we must adhere to specific state laws and fire codes for how many children are allowed per adult in the school building at one time. Of course this is already taken into account with our staffing on a normal school day. If your child does not normally attend school that day we must ask that you stay with your child for the duration of the event. Traditional special events at EDS include but are not limited to; Back to School Picnic Night, EDS Pumpkin Parade, Thanksgiving Feast, Christmas Show, Visit from the Newport Library and Audubon Society, April Art Show, End of the Year Picnic and Graduation.

### Field Trips:

EDS will participate in off campus trips around four times a year to further our learning experiences and enhance our knowledge that correlate with our many fun explorations. Children will ride with parent volunteers in insured, safe vehicles with the proper car seats according to the Rhode Island State Laws. A signed parent permission slip is required for each trip. There will be no school on that day. Children who are not scheduled for school that day may join us with their parents as a chaperone.

### Family Privacy:

Emmanuel Day School maintains constant professionalism. Employees will not use their relationship with any family for private advantage or personal gain, or enter into relationships with family members that might impair their effectiveness in working with the children. Unless required by law, employees will not reveal confidential information about any child or family to any unauthorized persons including other families in the program. Teachers will not communicate with families regarding EDS via text, email, Facebook or any social media source. We ask that all parental communication be directed to the school director via phone or email. The director will respond in a timely manner. **We ask that families respect and follow this professional privacy policy.**



## Family Engagement:

### Family Communication:

In order to meet the needs of children and families in our program, we believe in constant reciprocal communication through a variety of methods. We will ensure that parents are kept informed about programming and policy, school events, environmental changes, their child's progress in school and of any learning-related problems that arise, whether disciplinary or otherwise. The following is a chart outlining forms of gathering information, time of year implementation and purpose.

<b>Opportunity</b>	<b>When</b>	<b>Purpose</b>
Initial Parent-Teacher Meeting	At enrollment date or within 30 days of enrollment date	Gain information about families, areas of interest and involvement, goals for their child.
Family Information Sheet	Completed with enrollment paperwork	Gain information about the family and individual routines and needs of child.
Family Orientation	Before the first day of school	Give families information about program, policy, procedures, curriculum etc. Gain information about families, areas of interest for engagement. Invite families to join advisory board and school committee.
Daily Report forms	Sent home in the home/school folder each day	Give families information about activities that day and individualized information about child's mood and eating habits.
Family blog	Updated daily	Give families information and photos of daily activities and daily reminders of upcoming events. Serves as a resource to obtain the school calendar, monthly newsletter, snack schedule and much more.
Monthly Newsletters	Monthly	Inform families of current classroom curriculum, activities and upcoming events.
Informal conversations	On-going at arrival, dismissal and phone	Gain information about families, give information to families about child.
Parent Advisory Board	Meets monthly	Families will give input into, create and lead family engagement and fundraising opportunities.
School Committee	Meets monthly	Parents are invited to hold a position as a representative on the school committee to share input on school policy and programming. Chaired by a member of the Church.
Parent Teacher conferences	Regularly scheduled twice a year following assessment checkpoints or scheduled upon request	The main goal for parent teacher conferences is to review child progress and as a team set goals for the child. We also find this is another opportunity to discuss family values and input on engagement opportunities.
Family Surveys	October and June	Gain input from families ensuring the program is meeting their expectations.



## Family Engagement:

**Snack** is an important part of our family engagement philosophy at Emmanuel. This is a chance for students and families to share their personal favorite foods or recipes with their peers. It is a way to introduce different foods and expose children to family and cultural differences.

Each family is assigned one week to provide snack for all students throughout the school year. Research shows preschool students do not get enough vegetables and fruits each day. Therefore, we encourage families to send a variety of fresh healthy snacks such as veggies, fruits, nuts, cheese, yogurt, hummus, etc. among your family favorites.

Below you will find a list of suggested foods. We will provide water and 1% milk with every meal. Juice and candy are not served at EDS and will be sent home.

We have a self-serving snack time, where students learn how to use the proper tools to portion and serve their own snack. This not only fosters independence, but also an understanding of portion control. We have 18 students per day which averages about 2 packages of grapes, for example, per day.

We love to have our students try new types of food!

Suggested Snacks:

Fruits	Veggies	Grains (Whole grains recommended)	Proteins
<ul style="list-style-type: none"> <li>• Apples</li> <li>• Apricots</li> <li>• Bananas</li> <li>• Blackberries</li> <li>• Blueberries</li> <li>• Cantaloupe</li> <li>• Cherries</li> <li>• Grapefruit</li> <li>• Grapes</li> <li>• Honeydew Melon</li> <li>• Kiwis</li> <li>• Mandarin Oranges</li> <li>• Mangoes</li> <li>• Nectarines</li> <li>• Oranges</li> <li>• Peaches</li> <li>• Pears</li> <li>• Pineapple</li> <li>• Plums</li> <li>• Raspberries</li> <li>• Strawberries</li> <li>• Tangerines</li> <li><input type="checkbox"/> Watermelon</li> </ul>	<ul style="list-style-type: none"> <li>• Avocado</li> <li>• Broccoli</li> <li>• Carrot sticks or Baby Carrots</li> <li>• Cauliflower</li> <li>• Celery Sticks</li> <li>• Cucumber</li> <li>• Edamame</li> <li>• Hummus</li> <li>• Peppers</li> <li>• Snap Peas</li> <li>• Snow Peas</li> <li>• String Beans</li> <li>• Tomato slices or grape or cherry tomatoes</li> <li>• Yellow Summer Squash slices</li> <li><input type="checkbox"/> Zucchini slices</li> </ul>	<ul style="list-style-type: none"> <li>• Whole grain crackers</li> <li>• Tortillas</li> <li>• Popcorn (plain)</li> <li>• Spelt pretzels</li> <li>• Honey wheat pretzels</li> <li>• Snap-pea crisps</li> <li>• Fruit/nut mix bars</li> <li>• Granola bars</li> <li>• Rice cakes</li> <li>• Crisp flat bread</li> <li>• Pita</li> <li>• Graham crackers</li> </ul>	<ul style="list-style-type: none"> <li>• Yogurt</li> <li>• Cheese sticks</li> <li>• Black beans</li> <li>• Nuts</li> <li>• Peanut butter</li> <li>• Cottage cheese</li> <li>• Hardboiled eggs</li> <li>• Pumpkin seeds</li> </ul>



## Medical Emergency and Sick Child Procedures:

EDS has emergency procedures to follow in the event that an emergency occurs while school is in session. We conduct monthly fire drills as required by the RI Dept. of Education Emergency Drill Code Report Form.

Medical Emergency Procedure:

1. Call 911
2. Call Parent
3. A staff member accompanies child in rescue, meets parent at hospital.

Sick Child Procedure:

Children who have symptoms such as a generalized rash, fever, vomiting, diarrhea, chronic cough, skin lesions that are weepy, colored drainage from eyes, brown/green drainage from nose, have a known or suspected disease such as measles, chicken pox, mumps etc. or are symptomatic of an illness coming on are asked to stay at home to rest until clear diagnosis is established and/or the illness is beyond the communicable period as characterized by a professional health care provider. If a child becomes ill at school with any of the above their parent/guardian and or caregiver will be phoned for early dismissal.

Children must be fever/symptom free and antibiotic drugs administered for a minimum of 24 hours before the child may return to school.

Medications:

We do not administer over the counter products at the Emmanuel Day School. We also ask that whenever possible children receive medications at home. If it is necessary for your child to receive a prescribed medication during school hours we ask that you come to school and administer it to your child.

Exception: Emergency administered medications such as EpiPens, breathing devices, etc. should be presented to EDS at the beginning of the school year or whenever the child receives them. We require a doctor's prescription stating what the medication is, what it is for, dosage and times that it may be given and the duration of the medication. There are some special forms that must be filled out by the physician, parent and staff who administer the medication. Physicians may fax a copy of the prescription to us. Our fax number is #849-7696. We must have all of the above before we can administer.

Procedures for Reporting Cases of Child Abuse and Neglect:

**Under Rhode Island law, any person who has reasonable cause to know or suspect that a child has been abused or neglected must report this information to the Rhode Island Dept. of Children, Youth and Families at 1-800-742-4453.**

Food Allergies: For each child with food allergies or special nutritional needs, the program requires that the parent/guardian obtains a care plan from the child's health care provider.

Our safety guidelines are as follows and will be administered if our student population so warrants:

- Once all year start forms have been returned we will keep you informed if there are present food allergies. It is our policy to be proactive in educating our students to help create a safe environment for all EDS children.
- All students who have any type of food allergy are required to bring their own snacks.
- We will designate a special table if any of our students have such an allergy and washing of hands will take place before and after snack/lunch.
- It is important to make sure that your child's hands and face are washed with soap and water before leaving for school or that he/she use antibacterial wipes if he/she has eaten en route to school.



## School Uniforms

The Emmanuel Day School, in following with many private and public schools has a uniform dress code of white and navy. We encourage you to use our gently used uniforms that have been donated to us from previous families. New uniforms can be purchased at in a variety of locations including places like Old Navy, Lands End and Wal-Mart.

We ask that students wear comfortable clothing that is easily washable and manageable for the bathroom. Please dress in proper seasonal and weather appropriate attire. Please provide an extra change of clothes. LABEL EVERYTHING!!

Bottoms (Navy Blue)	Tops (White)	Shoes – Magic Moccasins
Pants- Bermuda Shorts- Skirts-Skorts- Jumpers (Uniform style jumper only- No sweater or shirtdresses.)	White Collard Shirt or Turtleneck Navy or red accent sweater when needed over white shirt	White or navy socks or stockings Navy, Black or Brown moccasins slippers for in school. Sneakers are encouraged as long as they are a solid color and do not light up. No crocs or sandals. Please provide Boots all winter and muddy days.
All uniform apparel must be a solid color.		

## Additional Information

### **Birthdays:**

Birthdays are exciting times! We welcome treats, but ask you to keep it simple (cookies, popsicles, ice cream cups, cake pops, mini cupcakes). We do not allow birthday invitations or thank you notes to be distributed at school.

### **Toys from Home:**

We offer a wide variety of toys, games and learning experiences at school for your children to enjoy. Therefore, children should not bring in their own toys to school for playing purposes. Learning to share with friends is usually easier when we are dealing with neutral materials rather than something from home. An exception from the toys from home policy is the favorite “snuggly”. This could be anything from a blanket to a special stuffed animal. We know that there are times when a snuggly can be comforting and we are happy to allow your child to visit with it as needed.

### **Emmanuel Parking Lot:**

Parents please note that it is okay to park in the parking lot across the street from Emmanuel Church while dropping off/picking up your child or during school events. Vehicles left before/after or other than above times risk being towed.

### **Inclement Weather:**

The Emmanuel Day School follows the Newport Public School system for cancellations due to inclement weather. Please tune into your local television station or you can access it on the web at [turnto10.com](http://turnto10.com) If Newport schools are listed as closed or have a delayed start or early closure, Emmanuel Day School will also. Cancellation notice will also be posted on the EDS website.

### **Responsibilities of the EDS Parent:**

We ask for your help, cooperation and compliance in keeping Emmanuel Day School respectfully and efficiently running to meet your expectations as promised in this handbook. Signing the Handbook Contract indicates that you understand, agree and will abide by all of the school policies.



Emmanuel Day School  
Handbook Agreement  
2018-2019

The Emmanuel Day School Handbook contains information regarding our program. It has been developed as a resource for parents, visitors and staff. We ask that you carefully and thoroughly read through the handbook and keep it handy as long as your child is enrolled in the school.

Policies and procedures included in this handbook are established and approved by the voting members of the Vestry of Emmanuel Church and the Emmanuel Day School Committee.

I \_\_\_\_\_ and \_\_\_\_\_ have read the Emmanuel Day School Handbook and I understand, agree and will abide by all of the school's policies.

\_\_\_\_\_  
Parent/Guardian Signature                      Parent/Guardian Signature                      Date

\*Signatures of both parents are required unless one parent holds sole legal custody.