

The Eastern Ridge School
Community Handbook
2022 - 2023



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Section 1: Introduction

Mission

To nurture a school-family where children, teachers, and parents are collaborators in creating a process-based learning environment rooted in authentic connections with one another, with beautiful materials, and with the natural world, and where each individual is truly known and valued.

Our Philosophy

We view children as complete and capable individuals, with the right to develop their own educational experiences alongside their teachers. We encourage them to actively engage in problem solving and critical thinking and to find their own unique voices in a supportive, caring environment. This philosophy is based on the theories of constructivist thinkers such as John Dewey, Lev Vygotsky, Jean Piaget, and Howard Gardner, whose work helped inspire the Reggio Emilia approach.

Non-Discrimination Policy

The Eastern Ridge School (ERS) is a secular private school not affiliated with any particular religious group. We do not discriminate on the basis of gender, race, creed, color, sexual orientation, or national or ethnic origin. A copy of our non-discrimination policy is available upon request.



Section 2: The Basics

Address

9201 Vernon Drive
Great Falls, VA 22066

Phone Number

(703) 757-7900

School Week

Monday – Friday

School Hours

The school day is from 8:30 AM – 3:00 PM.

After-care hours may be chosen from the following options:

- 3:00 PM – 4:00 PM
- 3:00 PM – 5:00 PM

Delays and Early Dismissals

- In the event of a two-hour delay, ERS opens at 10:00 AM.
- In the event of an early closing, ERS closes at 3:00 PM.

Refer to Section 3 for additional schedule details.

Office Hours

School office hours are Monday – Friday from 8:30 am – 5:00 pm.



Section 3: Schedule

School Holiday Calendar 2022 – 2023**

Day	Description
August 29	First Day of School
September 2	Teacher Work Day
September 5	Labor Day
October 10	Indigenous People’s Day
October 31, November 1	Teacher Work Day & Parent-Teacher Conferences
November 23-25	Thanksgiving Break
December 16	School Closes at 3:00PM
December 19 – January 2	Winter Break
January 16	Martin Luther King, Jr.’s Birthday
February 20	Washington’s Birthday /Presidents Day
April 3 – April 7	Spring Break
April 10	Teacher Work Day
May 1	Teacher Work Day
May 2	Parent-Teacher Conferences
May 29	Memorial Day
June 7	Last day of school-ERS Closes at 3pm

**** The full calendar is distributed to the community prior to the beginning of the school year, which identifies additional school events.**

There may be changes to the school calendar due to inclement weather or other unforeseen situations. School calendar changes will be posted in a timely manner, and parents will be notified of these changes by the Program Director.

Inclement Weather/School Closings

On the first day of a weather event, ERS seeks guidance from Fairfax County Public Schools (FCPS) in determining whether it is safe for children and their families to commute to school. We follow the FCPS policies for closing due to inclement weather on the FIRST day of an announced school closing. On subsequent days, ERS makes an independent assessment and decision. Occasionally, ERS may determine that it is in the best interest of student and staff safety to delay opening until 10:00 AM. ERS makes assessments and decisions about delayed openings independent of FCPS. ERS announces all weather-related delays and closings through our ANNOUNCEMENTS listserv, so please check your email inboxes when weather conditions are questionable. We do our best to make such announcements as early as possible, on the evening before, when feasible, and no later than 6:00 AM on the day of a weather event.

In the event of a two-hour delay, ERS opens at 10:00 AM. In the event of an early closing, ERS closes at 3:00 PM. ERS does not offer make-up days due to inclement weather.

Summarizing How ERS Addresses Inclement Weather

- On the first day that FCPS closes school in response to weather emergencies, ERS will close for the day.
- On subsequent days, ERS makes an independent decision on closings.
- If an early closing is announced, ERS closes at 3:00 PM
- If a delay is announced, ERS opens at 10:00 AM.

WHEN THERE IS INCLEMENT WEATHER, PLEASE CHECK EMAIL FROM THE ERS ANNOUNCEMENTS LIST-SERV. EMAILS WILL BE SENT THE EVENING BEFORE, WHEN POSSIBLE, AND NO LATER THAN 6:00 AM THE DAY OF AN INCLEMENT WEATHER EVENT.

Drop-Ins

ERS will accept drop-ins for before- and after- care, space permitting. If you need to add before- or after- care, please send an email to scheduling@easternridgeschool.org preferably the day before to ensure there is space for your child. All scheduled before- and after-care hours will be billed at \$12.00/hour. ERS also provides extra-day drop-ins, if space is available, at a daily rate of \$104 for the core 8:30-3:00 program.

Late Pickup

Parents arriving at ERS after 3:15 (regular pick-up), or after 4:00 or 5:00 (aftercare pick-up) will be subject to a late pick-up fee of \$2 per minute per child. Please notify us by calling the office at 703-757-7900 or texting Julie at 703-582-0462 if you know you will be late.

Attendance and Schedule Changes

Your child will have a set schedule. It is important that your child be in attendance according to his or her regular schedule and that you drop off and pick up at the scheduled times. If you need to make a schedule change for an appointment or if your child will have a planned absence from school, please notify ERS in writing by sending an email to scheduling@easternridgeschool.org no later than 8:30 AM of the day of the planned change or absence.

Once a schedule change is made, you must adhere to that change—that is, you must drop off or pick your child up at the time you have requested.

Section 4: Procedures and Policies

In the Traffic Circle and Parking Areas

Traffic in the parking lot is a concern when young children are about. Parents should take their child directly to his or her drop off gate and not permit any child to wander in the parking lot. In the interest of everyone's safety, please familiarize yourself with and adhere to the following rules for the traffic circle:

Rules and Guidelines for Traffic Circle Safety and Etiquette:

- **Use caution.** Be extremely careful and look out for children, whenever you are driving or parking in the circle.
- **Constant contact.** All children, regardless of age, must hold hands (or be in physical contact) with an adult when in the traffic circle/parking lot area
- **Drive Slowly.** Please enter and exit the driveway and circle very slowly (max 5 mph)
- **Do Not Pass.** Please do not pass on the left, under any circumstances, *unless directed to do so by a staff member who is directing traffic.**
- **Wait and Pull Forward.** Please wait until the cars ahead of you have finished their drop off, so that you can move as far forward as possible before unloading your child.
- **Limit Conversations.** Any conversations between staff and parents beyond the basics of the day should be reserved for a call, email, or appointment at another time.
- **Stay off the grass but as far to the right as possible.** Please do not drive off the driveway which creates ruts that require laborious and costly repair. Please wait patiently until you have been directed by a staff member to pass abreast of any oncoming cars

*We do not always have the ability to post someone in this role but will do our best to intervene when we can.

Drop-Off and Pick-Up Procedures

Our drop-off procedures were designed to reduce close contact between parents and teachers while still allowing for a smooth transition into school/camp for the children. We appreciate your patience with each other and with us during drop-off and pick up.

Drop-Off:

- Drop-off runs from 8:30 - 8:50 AM.
- Please check your child's temperature each morning *at home, prior to drop-off*. You will be asked to verify that your child does not have a temperature of 100.4 or higher.
- Students must arrive with sunscreen and bug spray applied *at home, prior to drop-off*. This is especially important during warmer months. Staff will reapply no more than once during the regular school/camp day and will reapply once more prior to after care for those who participate. A clean pair of gloves will be used for each child requiring sunscreen application by a teacher.

- Upon arrival, please escort your child directly to their class's designated gate where their teacher will greet you, and verify that you have signed in:
 - School Year families and Summer Camp families must fully complete the paper sign in sheet that your teacher will have available at the gate.
- Please do not crowd the gate during drop-off and pick-up. We encourage you to wait in or by your car until you see there is an opportunity to sign-in your child at your respective gate.
- Parents and caregivers must stay within eyesight of their child at all times during drop-off until the child has been greeted by a staff member.
- ERS will not take responsibility for children who are dropped off before their scheduled arrival time window.
- Parents and caregivers must have visual and vocal contact with a staff person before leaving to ensure that we know the child is dropped off.
- **If you arrive any time after 8:50 AM, you may need to bring your child directly to the office, where a staff member will greet you and escort your child to class.**
- If you recognize en route that you will be late to school because of exceptionally bad traffic or another unforeseeable event, please email scheduling@easternridgeschool.org and your child's lead teacher. A phone call or text to the Program Director is also acceptable.

Pick-Up:

- Pick-up runs from 2:45-3:15PM and works similarly to drop-off in reverse
- Your group will be assigned a pick-up window of either 2:45-3:00 or 3:00-3:15. If you arrive early for your 3:00-3:15 pick-up window, please wait on the street until 3:00 before entering the driveway.
- Parents and caregivers must complete all sections of the daily sign-out sheet.
- Parents and caregivers should make sure to have visual and vocal contact with a staff person to ensure that we know you have picked your child up.
- Parents arriving at ERS after 3:00/3:15 (based on your pick-up window), or 4:00 or 5:00 (aftercare pick-up) will be subject to a late pick-up fee of \$2 per minute per child. Please notify us by calling the office at 703-757-7900 or texting Julie at 703-582-0462 if you know you will be late, so we can assign coverage for your child.



Help Us Be Compliant

Licensing requires a legible name on our sign-in and sign-out records with exact times recorded. **Please no initials or titles ("Mom", "Dad", "Grandma")**

The Importance of Morning Arrival Routines

Arrival is scheduled between 8:30 and 8:50 AM.

ERS's strict adherence to our arrival timing is based on respect for the children and their day. Given the deep, extended work our children are doing, each minute of their day is important. In addition, preschool-age children need play or "free" time after arriving at school to warm up



before they are cognitively or emotionally ready to work or collaborate with friends. The morning play time is not a buffer for late arrivals; it is a time in which the children really need to be present so they can acclimate to their class routine and connect with peers and teacher.

Departures and Pickup

Check-Out

Children will be turned over to a parent or to another adult who is listed on the signed authorization form on file in the school office. ERS cannot legally release a child to a person not listed on the signed authorized pickup form. For children who will have a one-time pickup from an adult not on their authorized list, the parent must inform the school office by email (scheduling@easternridgeschool.org) on or before the date of the pickup. School staff will need to see government-issued proof of identification for any person they do not personally recognize and know who will be picking up a child.

Parents must supervise their child from the time they arrive to pick up the child until they depart school property. Teachers have many responsibilities at the end of the school day; therefore, we ask you to please pick up your child promptly at dismissal time. If a parent fails to pick up a child and school staff are unable to reach the child's parents or an emergency contact, the child will be signed into aftercare, or if after-care is over, the child will remain with the after-care teachers. No child will ever be left unattended.

Open-Door Policy

ERS has an "open-door" visitation policy. This means parents may visit their child at school at any time. If you would like to schedule a visit, please be sure to call the main school line.

School Grounds

Parents and children may not be on school grounds after program hours without the prior consent of the Program Director or Board. Unless working a scheduled volunteer shift, picking up or dropping off a child, or exercising their rights under the open-door policy, parents, siblings, family, and other visitors should not be on school property during the school day.

Field Trips

ERS is required to obtain parental permission for all field trips. Parents will be asked to sign a separate form for each field trip. ERS also provides a school year long permission form for all children to take walking field trips around the neighborhood, to Faraway Hill and other places within short walking distance.



Section 5: Nutrition Guidelines

ERS provides lunch to all children attending during the school year.

ERS also provides afternoon snack during the school year. Afternoon snacks consist of a rotating schedule including the following: sunflower butter and crackers, yogurt parfait, and cheese and fresh fruit.

During Summer Camp, parents are required to provide a packed lunch and morning and afternoon snacks daily.

Parents share the task of providing morning snack (raw vegetables and bean, avocado or yogurt based dip) for children during the school year.

For ERS menu items, the following guidelines are observed:

- Produce is ideally grown organically, or with minimal pesticide use. Organic is required for “dirty dozen” produce items.
- Meat and dairy are hormone and antibiotic free.
- No sugar and other sweeteners are avoided. Occasionally, honey or maple syrup will be used, but in general ERS limits the use of sweeteners.
- No peanuts or peanut products are allowed due to severe allergies in some children. The 2022-2023 school year’s menu items are free of all nuts.
- We emphasize the use of whole grains.
- Large amounts of fresh produce are served, with an emphasis on vegetables over fruits, and fruits over fruit juices
- Commercially processed foods with added preservatives, additives or flavorings, are avoided.

Important Summer Meal Reminders

- During summer camps, families provide nutritious **morning snack, lunch, and afternoon snack** for their children, adhering as closely as possible to the above guidelines.

Menu Supplementing

Most meals should have something for everyone. However, parents are responsible for reviewing the menu daily and supplementing with food from home for children with dietary restrictions. ERS asks that parents supplement only for dietary restrictions due to health, philosophical or religious reasons, *not for food preferences*. ERS does not provide regular, supplemental food beyond what is offered on the daily menu. Supplemental food provided by parents may not contain sugar or be overly processed. Supplemental food must be brought in individual containers, each marked clearly with the ***child’s name and date it should be served***. It is the parents’ responsibility to notify the teacher and director, in writing via text or email, when a food substitute is expected to be used, as well as indicated in the Food Supplement Column of the paper sign-in.

Family Snack Contribution

Each family is responsible for providing a morning snack several times per year to serve to the children of the school. Snack assignments are typically for 2 to 3 sequential days. The schedule rotates through all ERS families and is designed to be equitable based on the number of days your child attends. You are responsible for providing snack to all the classes in school.

Snack Schedule

A parent volunteer will be assigned the role of Snack Coordinator. The Snack Coordinator will create the rotating schedule for parent snack contributions. Please review the snack schedule to find out which days you have been assigned. This schedule will be distributed via email and also located on the [Parent Resources](#) page of our website. If you are unable to provide snack on a day that has been assigned to you (e.g., if your family will be out of town that day), please contact the snack coordinator or post a message to your class list or chat@easternridgeschool.org to find a family to trade days with you. Once a family has been identified, please notify the snack coordinator.

If snack is forgotten on a single day, the family responsible for snack that day will be charged \$35 plus the cost of snack provided. For planned absences, please arrange to swap with another family. For unplanned absences/illness, ERS may provide a standard snack (at no charge).

What to Bring

- Morning snack must consist of at least two vegetables per day, plus a dip. Our snack coordinator will send out more detailed information about these details via email. (More types of vegetable can be provided, in which case the quantity of each item can be less.) ERS asks for your creativity in helping keep the variety high.
- Example for a 3-day block:
 - Monday – sweet peppers and cucumbers;
 - Tuesday – roasted cauliflower and tomatoes;
 - Wednesday – cucumbers and blanched green beans.
- Do not send veggies that have been pre-cut prior to purchase (e.g., “baby” carrots, pre-cut green peppers).
- Veggies should be mostly organic. All veggies from the [Dirty Dozen](#)¹ must be organic.
- Local and seasonal veggies are very much appreciated (but not required).
- Veggies should be washed and fully prepared (no additional cutting or chopping required).

¹ The dirty dozen can be found on the *Environmental Working Group website*:
<http://www.ewg.org/foodnews/summary.php>.

Some Snack Ideas

- ***Simple and well-received:*** Carrots, tomatoes, green pepper, sweet pepper, green beans, snow peas, snap peas, cauliflower, broccoli.
- ***Slightly fancy.*** Get something a bit more exotic (e.g., kohlrabi, radish, jicama). Steam or blanch and salt artichoke, broccoli, beans, or asparagus.
- ***Please also include:*** One tub of dip per class, either hummus, tzatziki, or guacamole

How to Bring Snack

Quantity & Preparation

- Please provide 5–7 pieces of each veggie per child if bringing only 2 types of veggie. The school will provide reusable containers for your use, and your snack coordinator will also provide more detailed instructions about this via email.
 - For example, provide 100 carrot sticks that are about the size of an adult human finger and 150 green beans.
- For Acorns, cut veggies into smaller sizes (e.g., matchstick-size carrots, halved grape tomatoes).

Packaging

- ERS provides appropriately sized reusable snack containers and removable labels that can be found in the office. We provide these for your convenience and to reduce waste. However, if you forget to take them, please send snack in Ziploc bags.
- Snacks should be divided into 3 containers, one per class.
- Containers **MUST** be labeled with the class name, the date of packing, and the date to be consumed (either on a piece of tape or with a wet-erase marker). Be sure to label the container with smaller-cut veggies “ACORN” (for the Acorn class).

Help Us Stay Organized and in Compliance



- In the event you forget to grab reusable snack containers from school, please resort to Ziploc bags. **Please do not use containers from home that need to be returned.**
- Remember to always label your containers with class name, **date of packing**, and date of consumption (if different from date of packing) **on a piece of removable tape or the labels we provide.**

Section 6: Clothing Guidelines and Rules

Please note: ERS is a “character-free” zone which means that all clothing, accessories and gear must be free of characters from the media, particularly popular children’s TV shows, movies, and video games (e.g., Dora the Explorer, Mickey Mouse, Thomas the Train, Spiderman, Barbie, Hello Kitty, Disney princesses, Toy Story characters).

Dress Code

Children are expected to wear clothing that is suitable for the day and season without impeding their activities. All children go outside every day, except in the most severe weather, so please send along appropriate gear. Because clothing is part of the classroom (or outdoor classroom) environment, the following guidelines are designed to help create an atmosphere conducive to learning, focusing attention on the children and not their clothing:

- Short skirts or dresses should not be worn without leggings or tights underneath (for warmth in cooler weather and for protection in warmer weather).
- Shorts should reach mid-thigh; short shorts are not allowed. Long pants are recommended.
- Tops with narrow shoulders (under 3 inches) are not acceptable unless a shirt is worn underneath, to protect from sun exposure.
- Tops and shirts need to be long enough so a child can raise his or her hands without the midriff or belly button showing.
- Torn clothing should not be worn to school.
- **Clothing that attracts undue attention (e.g., flashing shoes, sequins, tulle) should not be worn to school.**
- If a child has pierced ears and cannot go without earrings, small studs need to be worn to minimize the possibility of injury.
- **Jewelry and accessories such as necklaces, bracelets, pins, decorative headbands, scarves, watches, ribbons, bows and belts should not be worn to school because it poses a risk of injury at times of physical activity and can be a distraction throughout the day. ERS is not responsible for any accessory that comes to school.**
- Functional barrettes or clips are allowed. Please choose clips that will not be a distraction to your child or other children.
- **Children must have a good-quality, oversized rain gear and rain boots.**

Additional Recommendations

- **Natives, or another quick drying shoe that the child can take on and off easily,** are the preferred shoes for children to wear to school in mild weather; a supportive athletic type of shoe (for walking, running, hiking, climbing on uneven surfaces) is required for Wolf Trap field trip days.
- It is recommended that children wear clothes and shoes they can get on and off easily by themselves.
- Clothes that do not trap sand, water, or mud are preferred
- Clothes worn to school must be protective for active outdoor play and work.
- **All clothes should be safe to “mess up” with dirt, paint, and other possible stains.**



- Clothes should be comfortable when worn wet.
- Pants and shorts should have an elastic waist and be as free of pockets as possible.
- **Denim/jeans should not be worn to school**, as they restrict free movement.
- Cargo pants/shorts, and clothes with lots of pockets are not recommended.
- Even during summer, please consider having your child wear lightweight, quick-drying long pants, which provide more protection than shorts from scrapes, bruises and insect bites.
- In the winter, children must wear two layers of clothing and keep a fleece jacket at school.
- Rain boots must remain at school.
- Snow boots must be waterproof.

Please see “Appendix A: Checklists” and “Appendix B: School Supplies” for additional information on clothing. A fully annotated [Comprehensive Gear List](#) can also be found on our Parent Resources Page.

Potty Learning

Disposable pull-ups are required for all children who are currently potty learning (no diapers). If your child wears pull-ups, please bring chlorine-free, character-free, and fragrance-free pull-ups on the first day of each month. The following table lists the number of pull-ups to bring:

Days/week attending ERS	Number of pull-ups to bring
2	24
3	36
5	60

Accessories and Belongings

Every item in bins or backpacks and all outerwear **MUST** be labeled with your child’s name and/or symbol. This includes coats, boots, hats, mittens, shoes, etc. **Label the item in a noticeable place, not on a tiny inside tag.** It is highly recommended that ALL clothing worn to school also be labeled since frequent clothing changes occur at school. ERS cannot be held responsible for items that have not been properly labeled.

Backpacks

Backpacks will come to school and go home every day. They should contain a seasonally appropriate change of clothes. Children should be in charge of their pack (with parental support as appropriate), which means they should remove dirty or wet clothes, choose and pack clean replacement clothes, rinse and refill their water bottle, and check to ensure that hats and other seasonal items are present.

Water Bottles

Klean Kanteen–type water bottles are required. All children should have a 12-oz bottle with sports top, preferably stainless steel.



Nap Mats

Nap mats are required for all children. Nap mats are kept at school during the week and taken home for laundering on the last day the child attends each week. Please see “Appendix B: School Supplies” for information on obtaining an appropriate nap mat. Depending on storage method in your child’s class, your teacher may require a pillowcase or plastic trash bag to store it in as well.

Toys from Home

We ask that toys from home remain at home. On a case by case basis, we allow one small stuffed animal/lovey for use during rest time, only for those children who require this comfort item in order to sleep. It should stay in the nap bag at other times. Stuffed animals may not be characters or character-based. Please choose a “lovey” that is not irreplaceable, in the event that it should be lost or damaged when at school. Please discuss with your child’s teacher before sending a lovey in for your child to use at rest time.

Lost and Found

Articles of clothing, shoes, boots, backpacks, and other items that are found on school grounds that are not clearly labeled with a child’s name will be placed in the “lost and found” basket located in the office. Items not claimed by winter break, spring break or the conclusion of the school year will be washed and kept for school use or donated to a local charitable organization.

Please remember to put your child’s symbol or last name on ALL items sent or worn to school.

Section 7: School Standards

Standards of Behavior in the Classroom

At ERS, we strive toward courteous and cooperative behavior. The primary means to achieve this is by demonstrating proper classroom conduct that can be imitated by the young child. In many instances, disruptive behavior can be avoided by the attentiveness of teachers, who can redirect an unpromising situation before it degenerates. Sometimes, but rarely, a child must be separated from the group, perhaps by sitting apart, but always within sight of an adult. For young children, discipline is most often achieved by firm, but gentle, action rather than by verbal admonishment. Physical punishment and verbal belittling are not employed.

In the event that a child, or the child's family, is not ready or able to adapt to the structure of class life at ERS, and only after consultations with the parent, the class teacher and the Program Director to attempt to resolve the problem, the child may be asked to leave ERS.

Code of Conduct

At ERS, we like for children to have a lot of freedom, and although it may seem counterintuitive at first, we believe that appropriately set boundaries plus knowledge and experience is the recipe for freedom. When you are on school grounds, we ask that both adults and children adhere to the following code of conduct:

Know the boundaries

- Obey the same rules for play and exploration areas and materials followed during school hours.
- All children must always be holding a grownup's hand when in the driveway at ERS.
- Children may not go outside a fence without an adult.
- Children may not open external doors or any gate.
 - Children are encouraged to help during workdays and use tools (e.g., shovels, rakes, hammers), but must do so with an adult present. **Parents are fully responsible for their children during workdays and community events.**

Respect animals and plants

- Be gentle, quiet and caring toward all living things.
- Observe wild animals from a distance and be quiet around them.
- Handling insects requires knowledgeable adult supervision.
- Do not pull leaves, flowers, or branches off trees and bushes.

Be kind to friends, and use nice words

- No name calling.
- No potty language.
- Use calm, gentle voices.
- It is OK to be angry or frustrated, but you must be respectful and should be working to come to a solution.
- You can't say, "You can't play with us.":

- No excluding others, including gender-based exclusion.
- No saying someone is too young to play with you.
- Never hit, tackle, bite, push, poke, throw things at others, etc.
- No using sticks as weapons or running around with them.
- No throwing rocks, sand or any objects other than balls and Frisbees.

Climbing safely

- Climb within your own personal abilities and comfort.
- Children should not be lifted up to climb on something.
 - If their own body, strength, and confidence cannot yet master something, it is reasonable to think they are not yet ready for it.
 - Don't worry; they will get there.
- During school, children get a lot of safe climbing opportunities with teachers.
 - Teachers assess falling hazards under trees every day, check for dangers (e.g., splintering wood, poison ivy) and stand close by while children are climbing.
 - Children must never climb trees or stumps when damp or wet
 - Children must be wearing shoes such as Natives or athletic shoes in order to climb. Children must never climb trees or stumps wearing boots.
 - At events such as workdays, it is YOUR responsibility to monitor your child's climbing. You must help your child make safe climbing choices, regardless of his/her age.
- Children who climb up, must climb down.
 - Adults can help verbally coach a child down by talking about foot and hand placement while spotting the child during their descent.
- Limit two children per climbing tree.

Leave all places better than you found them

- Plates and utensils should be brought into the kitchen and either rinsed and put in the dishwasher or hand washed.
- Materials at ERS should be composted or recycled, whenever possible. Materials include items such as unfinished foods items and classroom materials no longer in use.
- If children play in different areas inside or outside, materials must be put back the way they were found if pulled out. (e.g. hoses, tools, wagons, sandbox materials)

Outside events (workdays, class gatherings, etc.)

- Children and parents may not go inside, regardless of the weather, during events, except for bathroom visits.
- Bathroom visits require an accompanying adult.
 - All children need permission and supervision by their parents to enter the building.
- When children go inside for bathroom breaks, you must adhere to the following guidelines:
 - ALWAYS remove shoes before entering.



- Take care not to track or carry in dirt, mud, sand or debris. Brush off clothes and feet before entering.
- Leave everything as you found it, or better.
- Put any trash or recyclables where they belong.
- Leave the bathroom neat and tidy.
- Children may not play with or use inside materials.
- Only one child may be in the bathroom at a time.
- Because all events (except for rare—typically, adult-only—events) are outdoors, make sure your child has weather-appropriate clothes and a change of clothing at all school events. Clothing kept for school hours will not be available during community events and workdays.

Discipline

The Eastern Ridge School strives to provide a safe and peaceful environment for all children. Each child will be respected for the unique individual he/she is. Our general approach to discipline is described in the rest of this section, but we also tailor our approach to each individual child as appropriate.

We anticipate that all children will need assistance with social skills; this is a normal and important part of a child’s development. ERS uses clear boundaries, patience, respect, time, choices, redirection, repetition, positive and consistent role modeling and guidance, and child lead resolution of their own conflicts as our main tools to help children develop self-control, self-esteem, and respect for others.

Children can sometimes encounter a challenge or other situation and be unable to reintegrate back into the group activities, unable to be redirected, or unable to benefit from either natural or logical consequences. In moments like these, ERS may ask the parent to pick-up their child so that they may have the time and space to reset themselves before returning to school. The parent and teacher will also meet to talk about steps moving forward that are best to support the child and group.

Corporal punishment is prohibited at ERS, and we also do not routinely use “timeouts” (where the caregiver temporarily removes a child from an environment for the purpose of discouraging certain behaviors). Occasionally, if a child is having a difficult time and engaging in repeated behaviors that are hurtful, a safety risk or disruptive to others, the child will be asked to accompany a teacher or assistant or to work quietly and independently within eyesight and earshot with a book or a different project for a few minutes. This “time away” from the group is not punitive, but rather gives the child space to regain his/her sense of control and provides supportive time away from the problem. We use “consequences” less frequently than our other discipline tools; however, we do recognize that there are some situations where behavior improvement will require the use of either natural or caregiver-imposed consequences.

If a child's behavior is disruptive to the learning environment or poses a safety risk to his- or herself or others across several days, the parents will be contacted. A conference with the parents will be scheduled to discuss the situation, and an action plan will be developed. In



these cases, we will lay out proactive coaching to be used, as well as specific strategies or consequences for addressing challenging behaviors appropriate to the child's developmental level.

Discharge Policy

The school reserves the right to cancel the enrollment of a child for any of the following reasons:

- Physical or verbal abuse of children or staff by a parent;
- Failure of the parent to observe the rules of the school relating to the arrival and departure of the child;
- Failure of the parent to complete and return all required forms; and
- Upon the discretion of the Program Director, and after reasonable efforts on the part of the school staff and the child's parents to integrate the child into the school, the child's participation may be terminated if these efforts are unsuccessful.

Policies for Children with Special Needs

We consider a student's educational, developmental, emotional and social well-being, health, sensory organization, and academic stage in determining whether he or she can be best served at the Eastern Ridge School. Parents are encouraged to provide the school with any reports and documentation of any conditions that may affect their child's ability to learn. We may require, at the parents' expense, testing or assessments that will help the teachers better understand a student's particular challenges. Students are expected to work in a social constructivist community and participate in group project work. *We cannot serve students who require a high level of individual instruction, remain unable to control their impulses, or who present ongoing behavioral problems. Some students may need outside professional support, such as occupational therapy or counseling, at their parents' expense. We are not able to serve students whose needs overextend our staff.*



Section 8: Safety, Health and Emergency Procedures

Health/Sick Policy*

Our health/sick policy follows the Virginia State Law as required by the Office of Child Care Health and Safety of the Virginia Department of Education. If a child has any of the following symptoms or develops them during the day, he or she will need to miss school or go home midday:

- Fever (100°F underarm or 101°F oral/tympanic) AND sore throat, rash, vomiting, diarrhea, earache, irritability or confusion;
- Vomiting;
- Body rash with fever;
- Sore throat with fever and swollen glands;
- Severe coughing (child gets red or blue in the face and makes a high-pitched whoop after cough);
- Eye discharge (thick mucus or pus draining from eye, red and swelling, or pinkeye);
- Yellowish skin or eyes; and/or
- Child is irritable, continuously crying, or requires more attention than ERS can provide without risking the health and safety of other children in its care.

The child must be free of these symptoms for 24 hours before he or she returns to school and fever free *without fever reducing medication* for 24 hours before returning.

Parents are *required* by Virginia Licensing Standards to inform ERS within 24 hours or the next business day after a student or any member of the immediate household has developed any reportable communicable disease, as defined by the Virginia Department of Health. Life-threatening diseases must be reported to ERS immediately.

*Until further notice, Health/Sick Policy stated above will be superseded by the policies set forth in the Covid-19 policy document posted on our Covid-19 updates tab on our website: [COVID-19 Updates – The Eastern Ridge School](#)

Injuries during School Hours

Either the teacher or a member of the staff will treat minor injuries incurred during school hours. The parent will be notified at the time of treatment or at pickup. In case of a life-threatening or other serious emergency, calling 911 is always our first step.

As soon thereafter as possible, the parent will be notified. For lesser, but still significant, emergencies, parents will be called promptly and a completed detailed injury report will be provided.

For minor scrapes and events requiring only light first aid or TLC, the teachers will administer the aid, and the parent will be notified and given a detailed injury report.

Head-Lice Policy

Parents must notify the school if they discover that their child has head lice. If there is a confirmed case of head lice identified in a classroom, all children in the classroom will be screened. Parents will be notified of an outbreak and should thoroughly screen their own children. Students with head lice will be sent home from school and will be readmitted when proper treatment has begun.² If there are other family members with lice, we will need to know that they are also being properly treated for lice.

Ticks

Check your child for ticks at the end of each day. This can be a routine that you do with your child while he or she is taking a bath or getting ready for bed. Deer ticks are very small but can be noticed on light clothing. If you do find a tick after being at school and are unsure if it is a deer tick, please bring it in so we can identify it. We recommend a tick-removing tool called 'Ticked-Off' and saving the tick in a folded piece of clear tape for easy identifying. If you find a tick that has latched on to your child, consult with your physician for guidance.

Administration of Medication

Medication is dispensed at ERS only if the following conditions are met:

- A state provided "Authorization to Administer Medication Form" must be completed and signed by the parent for temporary over-the-counter medications. Both parent and physician signatures are required for long-term over-the-counter medications, and prescription medications.
- All medications must be in their original containers and marked with an expiration date indicating that they are current.
- All medications must be labeled with the child's name.

If your child requires administration of an asthma inhaler at school, you must have a completed Asthma Action Plan on file before medication can be accepted. For more information, see the [National Heart, Lung, and Blood Institute's Asthma Action Plan](#).

If your child has a food or other serious allergy that may require treatment at school, you must also submit a Food Allergy Emergency Care Plan completed by your physician.

Emergency Procedures

The ERS school staff is trained in emergency procedures and required to practice fire drills and emergency evacuation and shelter-in-place drills on a regular basis. It is important for children to practice these procedures at home as well. We encourage you to take time to plan and practice emergency procedures with your family.

² For treatment guidelines, refer to the following CDC website:
<http://www.cdc.gov/parasites/lice/head/treatment.html>



Sheltering in Place

A secure location is designated within the school building. In the event of an emergency, parents, guardians or emergency contacts will be notified of the situation and arrangements will be made for either transporting the children home or continuing their care for the remainder of the emergency.

Emergency Evacuation

In the event of an emergency situation that requires an evacuation of ERS, one of the following plans shall be implemented as instructed by local authorities and/or the Red Cross:

- If the emergency environment is confined to the immediate area of the school (e.g., fire or toxic fumes) and the children cannot stay on the premises, the children will go to a designated off-site assembly point where they will remain, accompanied by the teachers, while the parents, guardians or authorized emergency contacts are notified. Our designated relocation site is Bethel Regular Baptist Church at 1130 Towlston Road, Great Falls, VA 22066.
- In the event of exposure to toxic materials or gases, 911 will be called, children will be evaluated on site or by emergency medical services and/or transported to a hospital as needed, and parents will be notified as soon as possible.
- If the emergency is more widespread and encompasses a larger area (such as a neighborhood or several homes) because of a non-confined environmental threat (e.g., toxic fumes from a spill, flood waters or brush fires) and the children cannot remain in the area, the children will be brought to a local public shelter as directed by the American Red Cross in the National Capital Region. The address of this shelter is 8550 Arlington Blvd, Fairfax, VA 22031 (703-584-8400). The children will remain there accompanied by the teacher(s) while parents, guardians or authorized emergency contacts are notified and arrangements for either transportation home or a continuation of care are made.
- In the event of a major environmental hazard that necessitates evacuation of an even larger area (such as several neighborhoods, a city/town or larger geographic area) because of a large non-confined hazard (e.g., earthquake or hurricane), the children will be transported to an American Red Cross–designated mass shelter beyond the danger area. They will remain there accompanied by teacher(s) while parents, guardians or authorized emergency contacts are notified and arrangements are made for their pickup.

In all situations, the teacher in charge when evacuating shall

- take an accurate attendee list;
- account for all children and staff as they board and depart in vehicles;
- bring any necessary medication and supplies and emergency records; and
- take a cell phone to be used for emergency notifications.

Teachers will remain with and care for the children at all times during an emergency event. Attendance will be checked whenever children are moved.



Communicating with Parents during an Emergency Situation

If the school needs to contact a parent, guardian or other adult, we will call those listed on the Family Information Form, which all families are required to fill out early in the school year. It is important that you keep this information current. If children and teachers have evacuated the school, we will contact you by either the teacher's or school's cell phone. All teachers carry cell phones with them at all times. If communication becomes impossible because of the emergency situation, parents should know that the teachers will remain with and care for the children at all times during the event. As stated previously, the teachers will bring necessary medication, supplies and emergency records. Contact with the parents will be made as soon as communications are reestablished.

Emergency Drills

State and county licensing requirements mandate that we conduct monthly fire drills and biannual shelter-in-place drills.

Animal Safety

ERS may at times host various species of animals living in appropriate indoor and outdoor habitats or structures, including pigs, cats, goats, chickens, reptiles, birds, rabbits, turtles and various spiders and insects. When teachers and other adults handle animals in the presence of children, appropriate safety measures are followed. If children handle animals, adult supervision and care, hygiene and hand washing are employed.

As a nature-based program, we spend a great deal of time outdoors and do sometimes encounter animals such as amphibians, birds, reptiles, insects and small mammals in their natural habitats. There is increased risk of injury when exploring outdoor settings, including the risk of exposure to insects such as wasps, ticks, mosquitoes and black widow spiders. Parents can decrease the risk of some injuries by ensuring that children are dressed appropriately for outdoor experiences.

Cases of Suspected Child Abuse

All ERS staff and members of the board of directors are required to report any suspected incident of child abuse and neglect to the local Social Services Department or to the Department of Social Services in accordance with Code of Virginia §63.2-1509.

Section 9: Parent Commitments

Journals

Parents are expected to review journals and photo galleries with children for 5–10 minutes each day that the child attends school. Parents are also expected to share the child’s observations in the comments section of the journal. Reflection on experience is a core component of our program, which allows children to connect to the work they do in the most meaningful way.

Committees

The school needs parent involvement in order to thrive. We ask that all parents support our school by becoming a member of one of the following committees:

Committee	Description	Tasks and Goals
Enrollment and Admissions Support Chair: Julie Liddle (staff)	Recruit new ERS families; manage inquiries and host tours and open houses; engage in customer relationship management (CRM) implementation	<ul style="list-style-type: none"> • Coordinate with Program Director to set Tour Schedule for the year. • Attend tours/open houses or recruit parents to attend as parent representative to offer parent perspective to prospective families
Creativity and Content Chair: Julie Liddle (staff)	Develop and maintain ERS-related materials, primarily for use on website and in marketing or fundraising activities, to include photos and videos ready for use	<ul style="list-style-type: none"> • Create materials to be hosted on ERS website • Create postcards, business cards, flyers, or other materials for easy distribution • Curate photos, videos or other materials to be used by Marketing Committee for distribution
Marketing Chair: Board Member TBD	Continue to develop branding; engage in social media outreach and other online marketing; engage in public relations; seek out and participate in local events	<ul style="list-style-type: none"> • Identify and cultivate new marketing opportunities such as preschool fairs, editorial opportunities, or local media exposure • Seek media exposure for ERS • Represent ERS at events such as preschool fairs, farmers markets, etc.
General Maintenance Needs Library Chair: (parent) Garden Chair: Lu McNeely (staff) Snack Coordinator: (parent) Resource procurement: (parent)	Provide ongoing maintenance in four general areas: garden, library, snack scheduling, and resource procurement; organize and maintain a schedule of parent volunteers to conduct this routine upkeep.	<ul style="list-style-type: none"> • Establish and maintain lines of communication with Program Director, Outdoor Resource Specialist, and teachers with regard to ongoing and special project needs • Provide ongoing maintenance to garden beds, such as weeding and watering as needed • Provide ongoing maintenance to library, to include re-shelving books, repairing damaged books, assessing new library needs and removing obsolete books. • Establish a snack duty calendar for the year and send out weekly snack reminder emails to parents



Committee	Description	Tasks and Goals
<p>Workdays and Maintenance</p> <p>Chair: Kelly Rene (staff)</p>	<p>Lead/organize workdays, help gather supplies, oversee maintenance projects</p>	<ul style="list-style-type: none"> • Liaise with Outdoor Resource Specialist prior to each scheduled workday to discuss and plan current and future project needs • At least one member of this committee must attend each work day and act as “foreman” • Help coordinate acquisition of necessary tools and supplies for workday projects.
<p>Data and Technology</p> <p>Chair: (parent)</p>	<p>Provide hardware/software tech support for staff</p>	<ul style="list-style-type: none"> • Support staff with hardware and software tech support, as needed
<p>Community Events and Social Gatherings</p> <p>Co-Chairs: (parents)</p>	<p>Coordinate volunteers to set-up, contribute refreshments, and break down school events – such as parent education nights, community gatherings and other school events; organize “room parents”</p>	<ul style="list-style-type: none"> • Make note of all community events for the year and liaise with Program Director about specific needs at least two weeks in advance of each event. • Provide outreach to parents for volunteers to set up, clean up and provide light refreshments for each event (Back to School Night, parent workshop nights) • Provide outreach to parents to invite participation and contribution of food to potluck events (community gatherings) • Organize “room parents” to arrange individual class events and teacher gifts
<p>Fundraising</p> <p>Chair: (parent)</p>	<p>Organize fundraisers throughout the year, mobilizing families in fun ways that are a win-win, including spearheading the “ERS Closet” clothing consignment and possible silent auction</p>	<ul style="list-style-type: none"> • Research and implement a variety of fundraisers that are “family friendly” and in keeping with ERS philosophy and values (sales, events, partnerships with businesses, small grants) • Consult with Program Director to confirm concept and timing aligns with school mission, values and schedule

Parent Participation

The Eastern Ridge School depends on substantial, heartfelt family involvement to keep the school going. We are a small community, and every member's contributions make a big difference. ERS parents organize community events, sew, make copies, scour Freecycle for materials, help with the garden, write grants, maintain our web page, read stories to and cook with the children, take photographs, play musical instruments for us, bring us animals to study and much more. ERS policy requires families to attend workdays and join an ERS committee as part of the commitment to the community. ERS is a community and we feel it is important for our children to see the community work, play and create together. Please be there for the community and children. This social interaction is what builds great environments for children and parents. If you feel you have circumstances that preclude your ability to meet the participation requirements speak to our Program Director to determine if other arrangements can be made.



Requirements

Each family is required to accrue volunteer hours per year as follows:

Two or more children	40
One child	30

Tracking Volunteer Hours:

There will be a box in the office in which each family will have a card on which to record their volunteer hours. It is the responsibility of the parents to log their hours each time they work for the school, on site or off.

Hours can be accrued in various ways, including but not limited to:

- Attending multiple work-days scheduled throughout the year.
- At least one parent per family is expected to take on one committee job for the year. There is a wide variety of jobs to suit different schedules and interests, including snack coordinator, room parents, workday foreman, and much more. A full list of jobs is available prior to and throughout the school year so parents can choose a role that best fits with their schedule and interests.
- Hosting at open houses, assisting with administrative tasks, taking on other school improvement projects or fundraising work offered throughout the year.

Families that do not meet the requirements may not be offered re-enrollment.

School-Home Consistency

It is important that families understand the positive-discipline approach utilized by the teachers and staff of ERS.³ Children benefit both at home and at school from consistency. All families are strongly encouraged to attend the parent education workshops offered throughout the year at ERS, featuring topics such as positive-discipline, understanding and working through challenging behavior and emotions, and dealing with common parenting struggles. ERS brings in local experts in the fields of child development, education and psychology, as well as providing teacher led hands-on workshops highlighting our educational practices. The program director also maintains a current list of local resources for parent education and support and can help guide parents to specific resources as requested.

ERS recommends that families limit screen time⁴ at home, for a variety of reasons. For example, screen time tends to reduce the amount of time that would otherwise be spent interacting with parents or siblings, reading, or engaging in active, creative or imaginative play. Excessive, and even moderate, screen time can have deleterious effects on attention span. In addition, teachers find that children who experience higher amounts of screen time can often get “stuck” in character-based role play at school (e.g., playing Star Wars, playing Cinderella) rather than engaging in collaborative and creative imaginative play with peers.

³ A recommended reference is <http://www.positivediscipline.com/what-is-positive-discipline.html>.

⁴ In this context, “screen time” refers to time spent watching TV and movies and engaging with electronic devices such as iPhones, iPads and other tablets, and video game systems.



Section 10: Contacting the School

Contacting Faculty or Staff

Parents may contact Eastern Ridge staff during the school day at the main number: 703-757-7900.

Parents will also be provided with the cell phone number for their child’s lead teacher; however, parent-initiated voice or text contact to their teacher’s cell phone during the school day should be limited to emergencies. For urgent matters related to that day (e.g., last-minute change in pickup plans), please use the school’s main number first. If parents are unable to reach a staff member via the main line and the subject of the call is an urgent matter related to that same day, parents may then text the Director at 703-582-0462, who will convey the message to the lead teacher. Remember, teachers and staff are with children or attending to other operating business during the school day. All non-urgent communication should be initiated via email, with a mutually planned telephone or in-person conversation to follow-up if needed.

Email Lists

Email is a vital means of communication between parents and the school, teachers and parents, and within the community. Several different types of email lists are used to deliver different types of information to the community. Some of these email lists are mandatory for all families, while others are voluntary. During enrollment we ask that you make us aware of your preferences.

Email List	Membership	Posting	Subscription	List Uses
ERS-ANNOUNCEMENTS	Parents of enrolled students; active staff and Board members	Allowed for Program Director and Chairman and Secretary of Board	Required for all parents	<ul style="list-style-type: none"> • School closings • Emergency announcements • Urgent, time-sensitive announcements (e.g., immediate-use parking directions, information on snow clearing from school grounds, notification of slippery walkways) • Announcements about new staff or departing staff • Welcome messages about new families • Meta-policies (for new big changes, not every little thing) • Global school news announcements (e.g., “State of the School” updates, child group assignments)
ERS-NEWS	Parents of enrolled students; active staff and Board members	Allowed for Program Director, Outdoor Resource teacher, committee leads, and	Required for at least one parent	<ul style="list-style-type: none"> • Menus • Meetings • Workday notices and information • Policy clarifications and details • Reminders • Tips • Logistics • Schedules



Email List	Membership	Posting	Subscription	List Uses
		special-project leads		<ul style="list-style-type: none"> • Information on planned field trips • Requests for parent help with something (e.g., volunteer needed, materials needs) • School contest winners • Weather alerts (heads-ups, as opposed to official announcements) • Occasional picture or note about the day (relevant to all) • Information on closed Gatherings (i.e., enrolled families only invited) • Information on closed Workshops (i.e., enrolled families only invited) • School-year enrollment information • Health alerts • Family or staff news (e.g., births, deaths, families moving) • Summer camp enrollment Information • Announcements and details for group orders of school-specific items (e.g., backpacks, lunchboxes, Kleen Kanteens, knives) • Announcements about farm or milk Shares (if delivered to Eastern Ridge)
ERS-CHAT	Parents of enrolled students; active staff and Board members	Allowed for everyone on list	Strongly recommended for at least one parent	<ul style="list-style-type: none"> • Announcements about local events (not sponsored by ERS) • Information about get-togethers • Anything a parent wants to post • Group thank yous and shout-outs • Announcements of for-sale or free items • Food and diet questions and advice • Health questions and advice • Interesting articles • Deals (e.g., coats for cheap, Unique Thrift sales, coupons)
ERS-{CLASS NAME}	Parents of enrolled students in the class; head teacher of the class; assistant teachers of the class; Resource teachers, Program Director	Allowed for everyone on list	Required for at least one parent	<ul style="list-style-type: none"> • Group-specific news and information • Daily updates and photos



Email List	Membership	Posting	Subscription	List Uses
ERS-FRIENDS	Parents of enrolled students; active staff and Board members; alumni in good standing	Allowed for everyone on list	Optional	<ul style="list-style-type: none"> • Announcements about local events (not sponsored by ERS) • Information about get-togethers • Anything a parent wants to post • Group thank you's and shout-outs • Announcements of for-sale or free items • Food and diet questions and advice • Health questions and advice • Interesting articles • Deals (e.g., coats for cheap, Unique Thrift sales, coupons) • Inquiries of the community

Grievance Process

If there is a persistent problem regarding a child's experience at ERS, the child's parents should initiate a meeting with the child's teacher to clarify and discuss the problem. If there is still no resolution, the issue will be taken up by the Program Director.

If the concern is still not satisfactorily resolved, the parent may request a meeting with the Board. Since pedagogical matters rest with the Faculty, the Board gives strong weight to the Faculty's recommendations on such matters. Every effort will be made to come to a satisfactory resolution. Follow-up will occur after each step, and accurate, written records will be kept of all meetings that occur in the process. We view our school as a responsive community serving the needs of children and their families. Class teachers, the Program Director and Board members are available to discuss the school's operation. Contact phone numbers and emails are available on the school roster or in the main office.



Section 11: School Governance

The Faculty and Board govern our school. Each has its own responsibilities.

The Faculty

Our teachers bring collectively over 50 years of progressive teaching experience with them every day. The teachers' experience comes from schools throughout the United States. All are specialty teachers. In addition to their teaching responsibilities, all teachers participate in Faculty work that ensures the smooth and pedagogically appropriate operations of the school.

The Faculty is responsible for decisions related to the pedagogy, subject to the concurrence of the Board with regard to financial and legal implications. Information and recommendations move from the Faculty to the Board and from the Board to the Faculty.

The Board of Directors

The Board of Directors governs the school's financial and legal matters and guides the school's strategic vision. The Board makes decisions through consensus, which involves simultaneously respecting each individual's viewpoint and honoring the commitment to serve and work together in a way that exceeds what individuals can do alone to make the best decisions for the school. The Board By-Laws are available in the school office.

Staff and Licensing Information

Our staff members undergo a rigorous hiring process to ensure their dedication to meeting the developmental and emotional needs of children. We uphold the highest standards for staff selection and have a centralized process to confirm professional references and criminal background screenings. Staff members are first-aid and CPR certified. First-aid kits are located on each floor and outdoors. Staff members carry a pack of first-aid materials during outdoor activities that take place away from the main building. The Eastern Ridge School's preschool program is licensed by the Office of Child Care Health and Safety of the Commonwealth of Virginia Department of Education (VDOE) as a child day center.⁵ The original copy of the school's license is displayed in the facility.

⁵ A copy of the regulation, "Standards for Licensed Child Day Centers," and additional information about Eastern Ridge, including compliance history, may be obtained from the following website:
http://www.dss.virginia.gov/facility/child_care/licensed/child_day_centers/index.cgi



Section 12: Confidentiality

All matters concerning your child will be kept confidential. The records of children enrolled in the school are kept confidential and are available only to the child's parents upon request.

Photographs

Please note that on the Enrollment Agreement you have signed and dated, it states that "I give permission for my child to be interviewed/photographed/videoed for educational/news publicity purposes for use in any and all media." We have used photos from the school in presentations to our Board members and the public to highlight and represent our school and its activities. If you have any questions or reservations about this situation, please let us know.



Appendix A: Everyday Checklist

Here is a list of school supplies needed for all ERS students (Label all items with child's name or symbol). Details and recommendations can be found on the supplemental gear list:

Everyday

- Nap mat
- Backpack
- Klean Kanteen with sports top
- Wet bag (waterproof-lined bag for storing wet clothes)
- Dry bag (large ziplock bag) filled with a complete and seasonally appropriate change of clothes (socks, shirt, pants, underwear)

Appendix B: School Gear List

Appropriate clothing and shoes for the season (see [comprehensive Gear List](#) on our Parent Resources Page)

Fall

- Sun hat
- Fleece jacket
- Lightweight gloves or mittens
- Rainsuit (plus an extra)
- Rain boots
- Natives or similar footwear

Winter

- Rain Suit
- Snow hat
- Waterproof mittens
- Knit gloves or mittens
- Waterproof snow suit
- Extra snow suit or ski jacket and snow pants
- Wool socks
- Snow boots
- Extra layers of clothing (base layer and outer layer)
- Fleece jacket

Spring

- Rainsuit (plus an extra)
- Rain boots
- Sun hat
- Lightweight gloves
- Natives or similar footwear
- Fleece jacket

Summer

- Sun hat
- Raincoat
- Rain boots
- Natives or similar footwear



Appendix C: Sample Schedule

Preschool Daily Framework/Schedule

We refer to our daily schedule as a “framework” because the implementation of our schedule allows for a certain amount of flexibility. We strive not to interrupt children from work or play when they are immersed, but we also recognize that young children need and benefit from a routine. Times for the daily framework are thus “suggested times,” rather than hard and fast rules, but the overall flow of the day is very consistent.

8:30-8:50 Arrival

8:50–9:30 Arrival Play; Transition into Group Planning Meetings / Project Block

9:00–10:15 Project Block/Outdoor Resource Time

Project-block time is the core part of our program. Rather than being prescriptive, project work emerges out of the interests of the children, with teachers facilitating and co-researching with the children. Project-block time includes imaginative play, drama, art, language and literacy, journaling, songs and music, early mathematics exploration, scientific study of the natural world, all interspersed with lots of child directed play and exploration.

10:15–10:30 Snack

10:30–11:30 Project Block/Outdoor Resource Time

11:30–12:00 Free Play

12:00–12:30 Lunch

12:30–2:00 Nap Time/Rest time

Children in our Toddler and Early Childhood groups will rest in the afternoon for 30–90 minutes, depending on their needs and as stipulated by the Virginia state licensing regulations. Children who are not sleeping after 30 minutes may join Afternoon Quiet Activities

1:00–2:15 Afternoon Activities (puzzles, books, handcrafts, art, journaling, manipulatives and creative building materials)

2:15–3:15 Snack / Stories / Dismissal

3:00–4:50 Extended-Day Activities (free play, yoga, gross motor games, storytime, handcrafts, art)

4:50-5:00 Clean-up / Dismissal