



FREDERICKSBURG ACADEMY

FALCON CLUB and ENRICHMENT

Handbook 2018-2019

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ABOUT THE PROGRAM

FALCON CLUB AND ENRICHMENT (MORNING AND EXTENDED-DAY PROGRAMS)

Philosophy/Objectives - Falcon Club is a welcoming place for prekindergarten through eighth grade students to begin their school day and a place for continued learning after school. Enrichment is where children build skills and confidence through engaging activities that are an extension of Fredericksburg Academy's top-rated learning program.

Hours of Operation - Falcon Club is open on all regular school days throughout the year, unless otherwise noted in the Closing Schedule. For Faculty Professional Development days, Teacher Work Days, and Conference Days, Falcon Club will post registration notifications. Students must pre-register for these days and pay the published fee; regular school-day childcare fees do not apply on Faculty Professional Days, Teacher Work Days, and Conference Days. Afternoon Falcon Club is closed on early dismissal days preceding a school break, and the morning care program does not operate on days when the Academy opens late due to inclement weather. Should inclement weather cause school to close early during the day, Falcon Club also will be closed; staff is not available to accept any students.

The morning care program operates from 6:30-8:30 a.m. The afternoon program operates from dismissal (3:30 p.m. Monday-Friday and 11:45 p.m. on half days) until 6:30 p.m. Falcon Club hours for full-day care are from 6:30 a.m. until 6:30 p.m. daily. As a Virginia Department of Social Services licensed program, Falcon Club cannot allow children into the facility until 6:30 a.m. and must have all children picked up by 6:30 p.m. daily. Parents or other authorized adults must accompany their children into the school every morning and pick up their children every evening.

Registration Requirements - The FA Student Emergency Card serves as registration for Falcon Club. In accordance with state regulations, *official proof of age and identity obtained during the admission process is checked and kept on file prior to attendance the first time.* Acceptable proof of age and identity include **certified birth certificates, hospital birth records, passports, and VA public school records.** All documents must be originals; photocopies are not acceptable. Notation will be made of the document presented and all records stay in the possession of the parent or guardian. Documents may be presented to the School Receptionist or the Director of Falcon Club. Students who have previously registered for FA programs have proof of age and identity already on file with Falcon Club.

Registration with additional announced fees for any Professional Development, Faculty Work Day or Conference Day must be made no later than one week in advance to ensure childcare will be available. Registration may be made by completing, signing, and attaching payment to the published form and returning everything to the Director of Falcon Club. **There is no hourly care on these days.**

General Policies - Falcon Club may be used by FA students on a regular or occasional basis. If a child is not a regular attendee, parents are asked to please notify both the child's teacher and the Director of Falcon Club when childcare is needed. They will assist with a positive transition into the program for that day.

All students arriving for morning care **MUST** be escorted into the LS MPR by an adult. Please use the locked side entrance through the breezeway (next to the early childhood playground) and ring the buzzer to

the left of the door for admittance. Any LS student dropped off at FA before 8:15 a.m. must report to Falcon Club morning program, and parents will be billed accordingly.

MS students may be dropped off at FA between 7:45 a.m. and 8:15 a.m. to the MS MPR at no additional fee.

Any LS or MS student remaining on campus after carpool and not participating in a supervised activity will be escorted to Falcon Club, signed into care, and parents will be billed accordingly.

Only adults authorized on the Student Emergency Card will be able to sign students out of Falcon Club. Parents must provide the adult's full name, complete home address (including ZIP code), and a local phone number in the appropriate space on the Emergency Card. Siblings may be authorized to sign a student out as long as the older sibling is at least 16 years old and is listed on the Student Emergency Card. If special plans or an emergency require that someone else pick up a child, the Director of Falcon Club must receive instructions including the name of the adult and his or her relationship to the child. *Emergency contacts must be local to the Fredericksburg area, which allows for prompt pickup in the event that a parent is unavailable.* All adults should be prepared to present ID to Falcon Club staff members upon request; qualified staff member ensure the safety and well-being of each child.

Students who are ill may not attend Falcon Club. If a student becomes ill while in the program, the parents or the emergency contact will be notified to pick up the child immediately. If a parent is unable to pick up the child within 45 minutes of contact, a local backup caregiver must be available to pick up and care for the child.

Students are allowed to bring a light, healthy breakfast snack to morning care. An afternoon snack will be provided daily and will comply with U.S. Department of Agriculture recommendations for school-aged children. The menu will be posted and will include healthy, kid-friendly snacks. If a child has dietary restrictions, parents are asked to inform the Director of Falcon Club and specific accommodations will be made. The afternoon snack program will take into consideration the allergies and intolerances of the children in care, as Falcon Club strives to provide a healthy and fun time for food and friends.

Students should dress appropriately for the weather, as they will be going outside daily unless it is raining, less than 20°, more than 100°, or a Code Red Air Quality rating as determined by the Department of Environmental Quality.

The guidance and discipline used within Falcon Club is preventative and includes shadowing, redirection, and positive reinforcement. LS students may be removed from the group for serious disciplinary infractions, but they will never be shamed or isolated from the group. MS students may receive a "community service" assignment. Specific policies exist for biting and physically aggressive behaviors, which will be discussed with parents if necessary. In the event that a student does not adapt to Falcon Club program, parents will be asked to withdraw the student.

Enrichment - Enrichment is where children build skills and confidence through engaging activities that are an extension of Fredericksburg Academy's top-rated learning program.

This program is built upon a rotating schedule of classes, new and returning, divided in four six-week sessions offered throughout the school year. These classes are lead by experienced FA Faculty or outside professionals. Classes may have different hourly start times, and meet during different days of the week; please see the posted schedules specific for each class. Prices are specific to each class, and will differ for each class offered.

Relevant School Personnel and Contact Information -

Fredericksburg Academy school phone: **540-898-0020**

Karen Moschetto	Head of School	extension 226
Matthew Dawson	Head of Facilities and Operations	extension 227
Patty Estes	Head of Lower School	extension 203
David Fischer	Dean of Middle School Students	extension 221
Lisa Diskin	School Receptionist	extension 201
Amber Pritt	Falcon Club Director	extension 211
Meredith Hilleary	Axiliary Programs Director	extension 255

Please contact the Director in all circumstances. If there is an emergency and the director is not available, please utilize the above contact information. In case of weather or medical emergencies please follow the appropriate procedures as outlined in the **Plans and Policies** section of the handbook.

Fee Structure - The regular child care program is on a prepaid basis only. Parents may either prepay in full for the year or purchase coupon cards as needed. Parents may use their FACTS account as a payment option ONLY when paying for the entire- or half-year. Please see the rates below (also posted on the school's website):

Entire Year

Care from 3:30 to 6:30 p.m. \$3,600	Morning Care from 6:30 to 8:30 a.m. \$2,440
Care from 3:30 to 5:30 p.m. \$2,440	Morning Care from 7:30 to 8:30 a.m. \$1,220
Care from 3:30 to 4:30 p.m. \$1,220	

Half-Year August through December

Care from 3:30 to 6:30 p.m. \$1,870	Morning Care from 6:30 to 8:30 a.m. \$1,245
Care from 3:30 to 5:30 p.m. \$1,245	Morning Care from 7:30 to 8:30 a.m. \$625
Care from 3:30 to 4:30 p.m. \$625	

Half-Year January through June

Care from 3:30 to 6:30 p.m. \$2,290	Morning Care from 6:30 to 8:30 a.m. \$1,525
Care from 3:30 to 5:30 p.m. 1,525	Morning Care from 7:30 to 8:30 a.m. \$765
Care from 3:30 to 4:30 p.m. \$765	

Hourly Coupon Cards - Coupon cards are for those who use Falcon club on an occasional basis. These can be used for both morning and extended care.

5 hours of care \$45
10 hours of care \$90
25 hours of care \$225
50 hours of care \$450

All Falcon Club purchases are non-refundable, non-transferable (except between siblings), and good only for the school year during which they are purchased. There are no refunds for days that school and/or Falcon Club are closed due to inclement weather.

School Closed Childcare - On Faculty Professional Days and Conference Days, childcare is not included in the prepaid fees for the year. The coupon program and hourly rates are not available to be used on these days. Drop-in care is not available on Faculty Professional Days. On Conference Days parents must pay for care beyond the parent / teacher conference time according to the rates noted above.

Rates for these special days are:

Half-day care (8:30 a.m. to 12:30 p.m., or 11:45 a.m. to 3:30 p.m.) is \$35.00.

Full-day care (8:30 a.m. to 3:30 p.m.) is \$60.00.

On regular school days, drop-ins are allowed at a rate of **\$12.00 per hour** if space is available. Billing statements are sent home monthly. Frequent drop-ins will be required to purchase a coupon card.

A late fee of \$10.00 per ten-minute interval is charged after 6:30 p.m. for the first three occurrences. After the third late occurrence, fees are doubled. After six late occurrences, Falcon Club privileges will be suspended and parents must seek other childcare arrangements.

The complete Falcon Club Handbook may be found on the Falcon Club page of the Fredericksburg Academy website. Prior to the first day of attending Falcon Club during the 2018- 2019 school year, all parents are expected to download and read the Handbook in its entirety, sign the enclosed Falcon Club Handbook Acknowledgement form, and return this form with registration and payment.

Falcon Club Schedule

Wednesday, August 22	First Day of School	Morning Care Closed Extended Care Open
Monday, September 3	Labor Day - No Classes	Falcon Club Closed
Friday, October 5	LS Conferences - No Classes	*preregistered students only
Monday, October 8	Fall Break - No Classes	Falcon Club Closed
Monday, November 12	LS Teacher Work Day MS/US In Session	*preregistered students only
Wednesday, November 21	Early Dismissal for Thanksgiving Break - 11:45 a.m.	*preregistered students only
Thursday, November 22 - Monday, November 26	Thanksgiving Break - No Classes	Falcon Club Closed
Friday, December 21	Early Dismissal for Holiday Break - 11:45 a.m.	*preregistered students only
Monday, December 24 - Friday, January 4	Holiday Break - No Classes	Winter Camps Open
Monday, January 21	Martin Luther King Jr. Day - No Classes	Falcon Club Closed
Monday, February 18	Teacher Work Day - No Classes	*preregistered students only
Monday, February 25 - Friday, March 1	Winter Break - No Classes	Winter Camps Open
Friday, March 15	LS Conferences - No Classes MS/US in Session	*preregistered students only
Tuesday, March 26	Early Dismissal for VAIS Accreditation 11:45 a.m.	*preregistered students only
Friday, April 19	Early Dismissal for Spring Break 11:45 a.m.	*preregistered students only
Monday, April 22 - Friday, April 26	Spring Break - No Classes	Falcon Club Closed
Friday, May 24	Early Dismissal for Memorial Day Weekend - 11:45 a.m.	*preregistered students only
Monday, May 27	Memorial Day - No Classes	Falcon Club Closed
Friday, May 31	Last Day of School - Early Dismissal 11:45 a.m.	Morning Care Open Extended Care Closed

Schedules

Falcon Club School Day Extended Care Schedule

3:30 - 3:45	Arrival, snack
3:45 - 4:00	Indoor free play
4:00 - 4:30	Homework Club
4:30 - 5:30	Physical Activity : Indoor or Outdoor
5:30 - 5:45	D.E.A.R (Drop Everything And Read)
5:45 - 6:00	STEAM
6:00 - 6:15	Snack
6:15 - 6:30	Indoor free play, closing

Summer Camp Daily Schedule

7:00 - 8:50	Arrival and free play
8:50 - 9:00	Clean up
9:00 - 9:15	Morning Mingle!
9:30 - 12:15	Academic enrichment
10:00 - 10:15	Snack
12:15 - 12:45	Lunch
1:00 - 2:30	Athletic Enrichment
3:00 - 3:15	Snack
3:15 - 4:00	Indoor free play, guided activities
4:00 - 5:00	Outdoor play, guided games
5:00 - 5:15	D.E.A.R (Drop Everything And Read)
5:15 - 6:00	Indoor free play, closing

Pre Kindergarten Daily Schedule

Morning:

Free play on Early Childhood Playground or in classroom
Morning meeting
Snack
Special classes (music, computer, library, Spanish or French, P.E.)
Morning work and free play

Afternoon:

Lunch
Rest time
Quiet play
End of day activities
Dismissal

Junior Kindergarten Daily Schedule

Morning:

Free exploration of manipulatives
Special classes (music, computer, library, P.E., or French)
Group activities
Snack
Ready to read, write, and listen activities
Station time

Afternoon:

Lunch

Rest time

Quiet time

Sharing games and activities

Ready to read and listen activities

Outside play

End of day activities

Dismissal

STAFF

Virginia Licensing Requirements - The general qualifications required by licensing for all child care staff shall include the following. All staff shall:

- Have no criminal conviction of child or adult abuse, neglect or exploitations;
- Be understanding and sensitive to the varying capabilities, interests, problems, and needs of children;
- Be of good character and reputation;
- Be able to carry out assigned tasks;
- Be willing and able to accept training and supervision;
- Be able to communicate effectively, both orally and in writing, as applicable to the job responsibilities;
- Be able to understand and use relevant **Virginia Licensing Minimum Standards**
- For those staff members who will be working directly with children, other abilities are required. Staff shall:
 - Be able to communicate with emergency personnel;
 - Be able to communicate with the age group assigned in an appropriate, effective way;
 - Be able to communicate with parents;
 - Provide a safe and stimulating environment for the age group assigned; and
 - Be able to use "materials, activities, and experiences" to encourage children's growth and development.

Educational experience and age requirements vary according to the staff position. The **Virginia Licensing Minimum Standards** describe these requirements for each position.

Health Requirements for Staff - Each staff member must present proof, obtained from a physician or health clinic that he or she is free of communicable tuberculosis. The statement must include the type of test used, the test result, the date of the statements, and the signature of a physician, a representative of the physician, or a representative of the local health department.

Staff Training and Development - In addition to first aid and orientation training required by Department of Social Services regulations, employed staff who work directly with the children shall annually attend 16 hours of staff development activities that shall:

- Be related to children and the function of the center;
- Consist of some sources outside the center which may include, but are not limited to, audio and visual tapes, conferences, and workshops;
- Be from someone with verifiable expertise or experience when conducted as in service training; and
- Include annually the topics of safety for children, child development and discipline, and playground and outdoor supervision for staff.

Responsibilities

1. Supervision and safety of the children.
 - a. Greet and sign-in children.
 - b. Conduct frequent head counts.
 - c. Supervise, guide, and assist children during various activities: homework, free play, outside play, guided games and activities.
 - d. Be aware of adults in and around children's areas.
 - e. Greet parents and share children's events of the afternoon.
 - f. Allow children to be dismissed only to those people listed on the Emergency Card as authorized to pick up the child. No other persons will be allowed to pick up without written or verbal consent of the parents.
2. Assist with the daily running of the program.
 - a. Assist in planning and conducting weekly activities.
 - b. Assist with set-up and cleaning of rooms.
 - c. Close program as needed.
3. Present proof that he or she is free of communicable tuberculosis.
4. Obtain 16 hours of professional development per year.
5. Direct questions and report problems to the Director.
6. Read and follow FA and Falcon Club policies.

PLANS AND POLICIES

Personal Belongings Policy - Parents are encouraged to remind their children to take all possessions out of their cubbies before leaving Falcon Club. **All items remaining in the LS or MS rooms will be placed in the Lost and Found area of school each Friday.**

Identifying Location of Children - It is the responsibility of the staff to be constantly aware of the number of children in the Falcon Club. Head counts will be conducted many times during the day, including, but not limited to: arrival time, departure from the current location and at arrival to other locations on campus, upon return to the program space, and during outside activities.

Missing Child Plan - If a child is discovered to be missing, it will be reported to the Director or the staff person in charge in her absence, who will immediately search the building and areas surrounding the school. Available faculty and staff will help in the search for the child. Another staff member will stay in the program space supervising the other children in the event the missing child returns. If the child is not found after thoroughly searching the building and grounds, the police will be called and then the parents will be notified. A missing child report shall be completed and kept on file for one year. In the event that local authorities need to be contacted, the Licensing Office will be notified first.

Policy for Children Not Picked Up - A child not picked up by 6:30 PM will stay with a designated adult while every effort is made to contact the child's parent or emergency contacts. Arrangements will be made to pick up the child immediately. If no one is available to pick up the child, responsibility for the child will lie with, Amber Pritt, Falcon Club Director; Mrs. Meredith Hilleary, Director of Auxiliary Programs; Mrs. Patty Estes, Head of Lower School; Mr. Tony Durso, Head of Middle and Upper School; or Ms. Karen Moschetto, Head of Fredericksburg Academy, until the parents or persons designated by the parents can pick up the child. This may mean that the child will be transported to a location other than the school. All reasonable efforts will be made to contact the parents or emergency contact before this takes place. Calls will continue until contact is made. The Department of Social Services will be notified if the parents or designated adults have not been in contact with the school after 24 hours from the time the child should have been picked up.

Policy for reporting Suspected Child Abuse - If child abuse is suspected, staff will report to Falcon Club Director, who will report to Head of School Karen Moschetto. The Department of Social Services (Child Protective Services) or the statewide Child Abuse Hotline (1.800.522.7096) will be notified. Documentation must be kept on file with the child's records after completing the appropriate child abuse/neglect report.

Discipline Policy - Discipline is approached in a positive, understanding manner. If a child breaks established rules, represents a danger to self or others, or interferes with the ability of other children to learn or participate, appropriate measures will be taken by his or her caregiver to halt such behavior. Children will be encouraged to redirect their actions in constructive play and work activities or given a break from the group (not to exceed one minute per year of age) in order to reflect of his or her actions. If a child is involved in a situation that is potentially dangerous, the child will be physically removed from the situation. The Three Strikes Program will be instituted for children who are repeatedly unresponsive to the methods above.

Methods used for constructive discipline shall include:

- Fair and consistent limits
- Positively worded directions
- Redirection and modeling acceptable behaviors
- Assistance with verbal expressions of feelings and frustrations

- Arrangement of equipment, materials, activities and schedules in a way that promotes desirable behavior
- If separation is used, it shall be brief and the child must be in sight and sound of a staff member.

Prohibited methods of discipline are as follows:

- Physical punishment or disciplinary action to the child's body such as, but not limited to the following actions, is prohibited: spanking, forcing a child to assume an uncomfortable position, restraining or restricting movement, enclosing in a confined space, or using exercise as punishment.
- Shaking of any form
- Forcing to consume food or drink **or** withholding food or drink
- Forcing sleep **or** denying the ability to sleep
- Children will not be punished or shamed for toileting accidents
- Verbal abuse of a child or his or her family, including insulting or belittling remarks

Biting Policy

First Incident

The student will be spoken to and placed in a time out for the appropriate length of time (one minute for each year of age). Parents will be notified by phone by the staff member and again at pick up with an Incident/Accident Reporting Form and given a copy of the Biting Policy.

Second Incident

The student will be isolated from the rest of the group while a parent is called and asked to pick the child up at that time. An Incident/Accident form will be completed.

Third Incident

The student will be isolated from the rest of the group while a parent is called and asked to pick up the child at that time. The student will not be allowed to attend the program for one week. Upon the student's return, one parent must be available for two weeks to take the child home if a fourth incident occurs.

Fourth Incident

As above, the student will be isolated and a parent will pick up the child from school. The child will not be allowed to attend the program until a conference between parents, teacher or Director has taken place, discussing relevant individual circumstances and determining whether the child will remain in the program. A recommendation will be made by the teacher and final determination will be made by an administrator.

Playground Safety Plan - Appropriate staff/children ratios, as outlined in the **Virginia Licensing Minimum Standards**, will be maintained whenever the children are outside for play. In case of an emergency when only one staff member is outside, the entire group of children must accompany the staff member until additional staff is secured. In case of an emergency when two staff members are outside and one staff member takes a child inside, the remaining staff will supervise the entire group. A second staff member will join the group outside as soon as possible. Children will never be unsupervised on the playgrounds.

Children need a safe and challenging outdoor environment to further their gross motor development and to enhance exploration of their world. The following steps will be taken to ensure that children use the outdoor space to increase their enjoyment of the program:

- Staff will engage the children in conversation, games, and activities which further the developmental needs of the child.
- Staff will help plan activities to take outside and will encourage children to participate.
- Staff will use conflict resolution skills to handle any disagreements between children on the playground and will encourage children to solve difficulties themselves.
- Climbing equipment and any equipment with moving parts will be surrounded by resilient surfacing.

- Condition of surfacing will be checked daily to ensure that children have not pushed the material aside, exposing bare ground.
- The Director of Falcon Club will consult with the Fredericksburg Academy grounds manager to check equipment and surfacing materials, specifically to ensure sufficient resilient surfacing material. Surfacing materials will be monitored to ensure that no pinch points, protrusions, sharp point, or splinters on wooden equipments are present. Equipment will be monitored to ensure that bolts are properly tightened, hooks are properly closed, and everything is maintained according to the **Virginia Licensing Minimum Standards**.
- Falcon Club follows the same playground safety rules as the Lower School.

Injury Prevention Plan - The following steps will be taken to insure minimal injuries occur:

- The Director will review the injury documentation forms or log annually on June 1st
- A weekly inspection of the building and playground shall take place
- Repairs and maintenance shall be made immediately
- Staff/child ratios will be maintained at all times
- The Playground Safety Plan will be followed

Injured Child Policy - In the event of an injury, a trained staff member will assess the severity of the injury. If the injury is considered minor (bumps, scrapes, etc.), first aid shall be given to the child and the parent informed both verbally and with an Accident Report Form. If the injury is considered severe, (broken bone, excessive bleeding, unconsciousness, etc.) parent will be notified and instructed to report to school immediately. All medical consent forms, medical information, and accident insurance information will be made accessible for paramedics. If the parents are not in attendance at the time the child is transported to the hospital, a staff member will accompany the child and bring pertinent medical information and release forms. The remaining staff at the school will inform the parents upon their arrival as to the location of the hospital where the child was taken. An Accident Form will be completed by the attending staff member and kept on file for at least one year.

Fire Drill Procedure - An exit map is posted near the entrance in each classroom or public room. Primary and secondary fire exit routes are reviewed with all groups and all classes. Teachers review and walk through the procedures with the very young children before the first drill.

1. Students remain quiet at all times, in case instructions need to be given.
2. Teachers take class rosters and green and red folders as they exit to assure student accountability.
3. Students are counted by teachers as they leave the classroom and again when lined up outside.
4. Classroom lights are left on to assure "Sweepers" check the room. Sweepers check all rooms and turn off lights and shut doors.
5. Classes/groups exiting the East door (Falcon Drive side) of the MS building cross into the front parking lot and walk parallel to the building in the direction of the activity field. Classes/groups exiting from the West (Columbia Road) side of the school use the sidewalk in the playground beside the Sports Center on their way to the activity field.
6. Classes/groups line up on the activity field. LS student groups **line up by grade level with their lead teacher beginning on the flag pole end and moving south away from the Academy building**. MS/US student groups line up **by grade level at the far end of the field**. Students in specials and in the Sports Center during the school day, are brought out by the teacher, accounted for, and then turned over to their lead teacher (LS) or grade level advisor (MS/US).
7. The teacher responsible for each group raises a green folder to signal their respective Division Heads that "all their students are accounted for" or raises his/her red folder indicating that "all their students are not accounted for." The teacher keeps his/her folder up until acknowledged by

Division Head or Dean of Students. If a child is missing, the teacher **immediately** notifies his/her Division Head or Dean of Students.

8. Students use the secondary exit if primary exit is blocked. Teachers instruct students to stay in a line and reverse their direction.

The following people have special duties during a fire drill:

- **Receptionist** exits with a copy of absentee list and “Sign In/Sign Out” logs.
- **LS Librarian** holds front door of LS
- **Designated sweepers** sweep entire assigned area
- **Janitorial staff and any LS faculty or staff not assigned a duty** assist prekindergarten classes.
- **Division Heads and Dean of Students** acknowledge teachers’ red and green folders

Weather-related Emergency Plan - If a weather-related emergency occurs (tornado, flood, severe storm, etc.), the children and staff will assemble in a hallway or centrally located room, away from windows and/or the presence of dripping or standing water. They will re-enter the program space when the weather conditions stabilize and conditions within the classroom appear safe. An Administrator will authorize when these conditions exist.

Student Health and Medication Policy - In order to ensure the comfort of your child in the case of illness, we ask you to follow the guidelines below:

1. Parents should be aware that bacterial infections, such as, but not limited to, strep throat and conjunctivitis, are highly contagious until antibiotics have been taken for twenty-four hours. Therefore, students must wait a full twenty-four hours after the first dose of antibiotics to return to Falcon Club. With other contagious diseases, such as chicken pox, children may not return until permission has been given by a doctor.
2. In order for children to attend Falcon Club, they must be fever-free for twenty-four hours.
3. Parents will be called to advise the staff regarding how to treat complaints of malaise, headache, and stomach or sinus pain.
4. For children with potentially life-threatening illnesses, such as asthma, we can administer inhalers or nebulizer treatments with written permission from both the parent and doctor. For a child’s shortness of breath and/or anxiety attack, parents will be called for immediate pick-up. If parents cannot be reached, we will call 911.
5. No medication, prescription or non-prescription, can be administered without written permission from the parents. Please use the medication authorization form found at the end of the handbook. Medication, prescription or non-prescription, must be provided by the parents in their original containers. The containers should be clearly marked with the child’s name, dosage, and the time(s) to be administered. Authorization given by parents to give medication is valid for ten days. If medication must be administered longer, a doctor’s note must be present. Sunscreen and insect repellent will not be applied to children by Falcon Club staff during the school year. A separate policy will apply during Summer Camp.
6. If medication is to be administered as an as-needed basis (such as medication for allergies or Tylenol for headaches), or long-term for a chronic condition, the authorization form must be signed by both the child’s physician and parent. The form must then be returned and on kept on file with Falcon Club.
7. Without proper written authorization, we are prevented by the Virginia Department of Social Services from administering any medication, including allergy medication or Tylenol.
8. During the Falcon Club hours of operation, at least one Falcon Club employee will be CPR and First Aid certified.

9. Please notify Falcon Club if your child is sick and will not be attending the program on a particular day.

A parent or emergency contact will be called to pick up any child who is ill or displays any of the following symptoms during the Falcon Club hours of operation:

- A temperature of 100°F or higher
- Unexplained rash or skin disorder
- Heavy nasal discharge
- Pink Eye - tears, redness of the eyelid lining, followed by swelling and discharge
- Vomiting or diarrhea
- A communicable disease

APPENDIX

Suggestions for Guiding Groups of Children

1. Always stand or face in the direction of the entire group. If there are more than two staff members available, ensure that you both have the whole group in view. Keep your back to the wall!
2. Be sure you have the child's attention before giving directions or making suggestions. Go to them so you are on their eye level and can speak to them clearly. Proximity is very important.
3. Speak in a low, pleasant, but firm voice. Be sure to "drop" the voice at the end of statements or directions. Use words and a tone of voice which will help the child feel confident and reassured.
4. Give positive suggestions. Say, "Keep the scraps on the table." instead of, "Don't put scraps on the floor." The two statements may seem to mean the same thing, but there is a great deal of difference in the way they aid or hinder the child's actions.
5. Avoid comparisons and competition among children. Children should not feel that their chances for approval depend on being first or best.
6. Use logical reasoning and consequences. Instead of saying, "We don't throw balls at school." say, "Throwing the ball inside may hit someone. You may throw it when we play on the field."
7. Offer choices whenever possible. If a child is becoming frustrated with the group or toys they are playing with, offer solutions to the problem as well as alternatives.

Sample Snack Schedule

FALCON CLUB

FREDERICKSBURG ACADEMY

Snack Schedule for November

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
			Townhouse Cracker	Student's Choice of Snack
			Sliced Cheese	Technology!
5	2	3	4	5
Greek Yogurt	Veggie Straws	Cucumbers	Carrots with Hummus	Student's Choice of Snack
Banana	Apple slices	Goldfish	Whole Wheat Ritz Crackers	Technology!
12	9	10	11	12
LS Teacher Work Day NO Lower School pre-registration required	Celery with Sunbutter	Greek Yogurt	Broccoli and cherry tomatoes	Student's Choice of Snack
	Raisins	Berries	Triscuits and Ranch	Technology!
19	20	21	22	23
Pretzels with hummus	Tortilla Chips with salsa and queso	Early Dismissal 11:45 a.m. pre-registration required	Thanksgiving Break NO School NO Falcon Club	
Clementines	Technology!			
26	27	28	29	30
Thanksgiving Break NO School NO Falcon Club	Townhouse Crackers with sliced Cheese	Banana with Sunbutter	Greek Yogurt	Student's Choice of Snack
	Red and Green Grapes	English Muffin	Peaches	Technology!

Falcon Club, falconclub@fredericksburgacademy.org; Amber Pritt, apritt@fredericksburgacademy.org

www.fredericksburgacademy.org/for-families/falcon-club

Three Strikes Program

Children earning 'three strikes' may not attend the Falcon Club's Before & After School Program for a period of one week. Parents/guardians will be notified each time a strike is earned and must sign below to indicate they have received notification. After careful review, a child receiving a second set of three strikes will not be able to attend either Program for a period of time determined by Director/Assistant Director.

Strikes are earned in three ways:

- Physical altercations (harming self or another child by pushing, hitting, kicking or biting)
- Blatant disrespect (disrespect in tone, gesture or actions of another person)
- Other serious events (as determined by the Program Director/Assistant Director)

FALCON CLUB

FREDERICKSBURG ACADEMY

Prepayment Form for 2018-2019

A separate form is required for each child

I am enrolling my child, _____, in Falcon Club for the 2018-2019 school year.

All Falcon Club purchases are non-refundable, non-transferable (except between siblings), and apply only to the school year for which they are purchased. There are no refunds for days that school and/or Falcon Club are closed due to inclement weather.

Falcon Club is to be used as a pre-pay system. A \$12 per hour per child drop-in rate will apply to anyone who has not pre-purchased care. Invoices are sent out monthly and payment is due upon receipt. Failure to pay in full will incur a monthly late fee per child.

Please place check marks where appropriate.

Entire Year

Care from 3:30 to 6:30 p.m.
Care from 3:30 to 5:30 p.m.
Care from 3:30 to 4:30 p.m.

Extended Care

_____ \$3,660
_____ \$2,440
_____ \$1,220

Morning Care

6:30 to 8:30 a.m. _____ \$2,440
7:30 to 8:30 a.m. _____ \$1,220

Half Year

Care from 3:30 to 6:30 p.m.
Care from 3:30 to 5:30 p.m.
Care from 3:30 to 4:30 p.m.

August through December

_____ \$1,870
_____ \$1,245
_____ \$625

January through June

_____ \$2,290
_____ \$1,525
_____ \$765

Care from 6:30 to 8:30 a.m.
Care from 7:30 to 8:30 a.m.

_____ \$1,245
_____ \$625

_____ \$1,525
_____ \$765

Hourly Coupon Cards

Coupon cards are for those who use Falcon Club on an occasional basis. These can be used for both morning and extended care.

5 hours of care _____ \$45
10 hours of care _____ \$90
25 hours of care _____ \$225
50 hours of care _____ \$450

Total \$ _____

Circle Payment Type: FACTS* Check # _____ FA Website** (credit card)

*FACTS is for entire- or half-year purchases only.

**\$10 fee for credit card payments for hourly coupon cards, \$50 fee for entire- or half-year purchases

I acknowledge that I have read the Falcon Club Handbook, found online, and I agree to all of the policies and procedures found therein.

Parent Signature: _____

Date: _____

Parent email: _____ (required)

FALCON CLUB and ENRICHMENT Handbook Acknowledgement Form

Falcon Club is a welcoming place for prekindergarten through eighth grade students to begin their school day and a place for continued learning after school. Enrichment is where children build skills and confidence through engaging activities that are an extension of Fredericksburg Academy's top-rated learning program.

As a part of the **F**Amily, we value each member of our community. In order to partner with you in providing a meaningful and successful program we must request that you carefully read the 2018-19 Falcon Club and Enrichment Handbook found on the Falcon Club and Enrichment page of the Fredericksburg Academy website, www.fredericksburgacademy.org/for-families/falcon-club.

Please acknowledge with your printed name, signature, email address, and date that you are familiar with the Falcon Club and Enrichment Handbook and accept the terms found therein.

Date _____

Student's name _____

Parent or legal guardian's name (please print) _____

Parent or legal guardian's signature _____

Parent or legal guardian's email _____

Please read the handbook, complete this form, and return it with your Prepayment Form and payment by **Wednesday, August 22, 2018**.

It can be returned to Lisa Diskin, School Receptionist, or Amber Pritt, Falcon Club Director. You should retain the handbook at home for your easy reference.