

## *“Our Mission”*

*Our hope for children is that they will go through life with the grace and dignity that comes from having been cherished.*

**General Office Hours – 8:00a.m. – 4:00p.m. Please call our office at 540-891-8751, during these hours to speak to administration.**

### **A. Requirement**

- It is a requirement that your child be 3, 4, or 5 by September 30<sup>th</sup> of the school year the application is for to be a candidate for enrollment. All students must be toilet trained and able to take care of their own hygiene needs. **All children who attend Hazelwild must be fully and completely toilet trained.** After a grace period of one month of attendance, if your child has two accidents in the same week, they will be placed on a two-week in school probation. If at the end of the probation your child has not had any accidents, they can remain in the program and the accident count starts over with hopes that there will be no more. If there is an accident during the two weeks, your child will be dismissed at the end of the two-week probationary period. Your May tuition will be refunded after your pro-rated tuition is settled. You are welcome to reinstate your child **after two weeks** if you feel the issue has resolved. Your registration fee is applicable for the entire year, however you will need to resubmit your May deposit. If there is another accident after being home for two weeks, we will start the same process over.
- **No pull-ups or sippy cups.** Every child must also have a complete and up-to-date file including application form, registration fee, Commonwealth of VA School Entrance Health Form and a birth certificate.

### **B. Arrival and Pick-up**

- The hours for half day students are: 9:00 - 12:00 for 3 Year Olds, 9:00-12:00 for 4 Year Olds, 8:30 – 1:30 for ½ day Kindergarten. Full Day Students may arrive as early as 7:00 a.m. We close at 6:00pm.
- The teacher cannot accept verbal messages brought by the child. Please send a note. **Phone calls will not be accepted.**
- If your child is to ride with someone other than the person who brings them the first day of school, please contact the office and identify the individual responsible for their safe and timely pickup.
- If your child is enrolled in a half-day session, please do not bring them prior to five minutes before class time. **The staff for the half-day students will not be responsible for monitoring the children prior to that time.**
- For full day children, a notebook is maintained in the Hazelwild Center for your signature and departure time.
- Habitual lateness when picking up *will result in dismissal* for any student enrolled. If you are continuously late, you will be contacted by the office to resolve the situation. In addition, a penalty fee of \$25.00 will be assessed **per child**. Our staff appreciates your

consideration in picking up your child by 6:00. **We ask that you pay a late fee each time you are late, even if traffic prevented your getting here on time.** Hazelwild is required by law to report to the Sheriff's Department and Social Services any child that has not been picked up within the designated hours of operation.

- If you have not picked up your child by fifteen minutes past dismissal time we will call your home, your work number and each emergency contact to try to arrange to have your child picked up. If we are not able to make such arrangements, we are required to call Social Services and ask a law enforcement officer to pick up your child. Please do not force us to use this procedure. **\*\*We do not transport children\*\***
- Due to the stipulations stated in our liability coverage children must be accompanied by Hazelwild Staff to use the facility, **i.e. children must leave the grounds after class dismissal.** Children arriving and leaving Hazelwild **must** be in a regulation car seat. **THIS IS A VIRGINIA STATE LAW** that Hazelwild will enforce.

### **C. Clothing on the Farm**

- Mark all garments and property clearly with your child's name. Outer garments and hats are easily misplaced or forgotten. Clothing articles are often confused during pick up time. This can be avoided with proper identification.
  - Children need to leave an extra change of clothes at the school, again, clearly labeled with their names, in a large ziplock bag. Please replace these when soiled.
  - We use our outdoor facilities on a regular basis. Please dress your child accordingly and keep expected weather conditions in mind. When the temperature is above freezing the children will be going outside for at least fifteen minutes.
  - Gross motor activities are included in every daily lesson plan. Please dress your child in clothes and shoes to accommodate physical activities, indoors and outdoors. At Hazelwild children are encouraged to participate in enriching activities that could damage clothing. Please encourage your child to dress accordingly.

### **D. Naps**

- Children attending the full day session will need a well-marked single crib sheet and blanket or sleeping bag. **No pillows please.**
- Sheets will be returned home with your child weekly to be laundered and returned.
- Naptime is from 1:45p.m. To 3:00p.m.

### **E. Parties**

- You may (if there are no peanut allergies) send a treat for the class for your child's birthday if you wish. Please inform the teacher of your intentions in advance.
- **Each teacher will have a sign-up list for parents who wish to provide treats for parties.**
- **If the school is involved in giving out birthday party invitations, an invitation must be given to each member of your child's class to avoid hurting any child's feelings.**
- **You may not bring other children if you are helping with an activity.** This is a special time with your child at Hazelwild. In addition, other children are not covered by insurance and other liability claims. **Please do not force us to have to ask anyone to leave.**

### **F. Hazelwild at Home**

- We are constantly updating teaching methods and concentrating on fostering creativity in children. Encourage your child to share their school experiences. **Completed work does not always come home daily.**

## **G. Parent/Teacher Conferences**

- If you wish to schedule a conference with the teacher concerning your child, please send a note to the teacher and she will schedule a mutually convenient time and place.
- Please do not engage in lengthy conversations with the teachers during the drop-off or pick-up periods. The teachers need to focus their attention on the children entering and leaving their charge.
- Please avoid discussions with the teachers in the presence of your child.

## **H. Prolonged Absences**

- **It is the policy of Hazelwild not to provide refunds for absences for any reason.**
- You do not need to notify the school if your child is absent for a routine illness. However, please call the school office in the event of prolonged absences due to illness or vacations.

## **I. Behavior Management**

In keeping with the requirements of the Social Services Department for Child Care and our own school philosophy, Hazelwild maintains a policy for disciplinary actions as follows:

1. There will be no physical or mental abuse of any child.
2. No child is to be shaken or threatened in any way.
3. If a child requires discipline, the staff member will explain to the child why their behavior is unacceptable and impress upon the child how important it is to be a good citizen.
4. If this approach does not work, the child will be quietly separated from the group and asked to sit in a chair within the same room.
5. Biting and hitting classmates could cause your child to be dismissed.
6. If our behavior management methods are not successful, you may be asked to withdraw your child.
7. If our staff suspects child abuse, we are required by law to report it to the proper authorities.

## **J. Traffic Patterns and Parking**

- **Hazelwild Center Full-Day Children** - Please use the parking spaces provided, **turn-off your vehicle** and come inside the building to retrieve your child. Please sign your child out in the classroom.
- **Educational Building** – Please use the parking spaces provided, **turn-off your vehicle** and come inside the building to retrieve your child. Continue in a counter-clockwise direction out of the parking lot, staying alert for traffic traveling to and from the Hazelwild Center.
- Please take your time and drive **slowly** and **cautiously** through the parking lot to ensure the safety of the many children and parents in and out of their cars.
- Please be courteous when crossing the bridge. **Please alternate turns when arriving and leaving.**
- It is not safe and it is illegal to leave your car running no matter how quick you will be. **TURN OFF** your vehicle when dropping off or picking up your child (NO EXCEPTIONS). **Never leave young children in your car unattended. This is illegal.**

## **K. Identification**

- Photo Identification is required when picking up children if you are not recognized by the staff.

## **L. Farm Animals**

- Horses are frequently being led across the parking lot and there are numerous tame, but loose animals roaming around the farm. Please use caution when driving around Hazelwild! **Do not pet the horses, they may bite.**
- Stable policy: Please do not visit the stables unless accompanied by stable personnel. Hazelwild schedules stable tours as part of our school curriculum. Also **PLEASE do not feed the horses** as several of the horses have specific dietary needs.
- Please do not bring pets to Hazelwild.

## **M. Returned Check Fee**

- A \$50.00 charge will be assessed for all checks returned by our bank for insufficient funds.
- After the second returned check **ALL payments** must be made in cash or in the form of a money order.

## **N. Withdrawal Notice**

- If for any reason, your child is to be withdrawn; the school office must be notified in writing two weeks in advance. **Failure to provide this notice will result in a charge of two weeks tuition.**
- Teachers and Assistants are not responsible for withdrawal notices.
- If for any reason we ask you to withdraw your child, a two weeks notice will be given.

## **O. Enrollment Changes**

- If your child is enrolled for the full-day session and you desire a half-day session, you must provide two weeks advance notice to the office. Your request will be honored depending upon availability.

## **P. Payment Locations and Payment Schedule**

- Payments by check can be made at the office, sent by mail (marked Preschool) or left in a drop-box(Educational building only). **Please include child's FULL name and month being paid on memo line. Address: 5325 Harrison Road, Fredericksburg, VA 22407**
- We now accept MasterCard and Visa. You may come to the office and make a credit card payment or call to make your tuition payment. If paying by card, a 2.75% convenience fee will be applied. **Phone number: 891-8751**
- Cash payments **must** be made at the office. Please ask for a receipt. Your **tuition is due the first of each month, regardless of when your class meets.** Rates are adjusted accordingly

1 <sup>st</sup> through 10 <sup>th</sup>	Regular rate
11 <sup>th</sup> through 31 <sup>st</sup>	Add \$30.00 late fee

- Upon enrolling your child in Hazelwild Country Day School, May tuition will be assessed to your account. This amount is due by July 1<sup>st</sup>. Your pro-rated August tuition is due August 1<sup>st</sup>.

- **Q. Snacks**

- A healthy mid-morning should be sent in a snack box or bag. An example of an appropriate snack could be yogurt, crackers and a juice beverage. Please include utensils if needed. Full-day children will be provided with an afternoon snack only. If your child has religious or allergic restrictions you must provide an alternate afternoon snack.
- Please do not send carbonated beverages or candy.

- **R. Lunches**

- Full-day children will be served a hot, nutritious lunch in conformance with USDA guidelines.
- If you would like to have lunch in the cafeteria with your child please let the office and your child's Teacher know. Outside food is not permitted.
- A menu will be available each month. Menu changes cannot be avoided in unforeseen circumstances.
- **Unfortunately we are unable to tailor our menu to meet allergy restrictions or religious convictions. In the event your child has dietary restrictions you will be responsible for providing your child with his or her specific nutritional needs. Lunches must be provided for children with special needs due to possible menu changes.**
- Children with milk allergies must have a physician's note on file stating that the child may not ingest milk or milk products. The alternate beverage served will be water unless another beverage is provided by the parent.

- **S. Injuries**

- The Director as well as the Assistant Director and other staff members are trained and certified in CPR and First Aid. Injuries are an inevitable occurrence during childhood. We at Hazelwild are prepared to administer the necessary attention in these situations.

- **T. Sickness**

- We request that you do not send your child to school if he or she is feeling ill or has been given over the counter fever reducing medications. If we detect a fever or any contagious symptom, we will make arrangements for you to pick up your child immediately. **We cannot provide special arrangements if your child is unable to participate in outdoor activities.**
- If your child has a fever of 101 degrees or above while at school, he/she will be sent home and **must remain fever free, without fever reducing medication, for a 24-hour period before returning to school.**
- Hazelwild must be notified of any communicable disease of immediate family members.

- **U. Medication**

- We do not administer any medication with the exception of an epi-pen in the event of an emergency. This would include ALL over-the-counter medications as well.

- **V. Open Door Policy**

- Hazelwild welcomes custodial parent “drop-ins” anytime. Please report to the office upon arrival.
- As you can expect, your spontaneous appearance during school hours can be disruptive to the learning environment. With this in mind, use 15 minutes as a guideline unless a teacher has requested your help with a specific project.
- Again, siblings are not allowed to participate. Please adhere to both of these policies so that our staff will not have to remind you.

- **W. School Calendar**

- The Hazelwild Country Day School calendar is similar to but not exactly like the Spotsylvania County Public School’s. Hazelwild is open on Spotsylvania’s teacher work days. We are not allotted the same waivers for time as the public school system and we operate as a business therefore we will be open on teacher work days.

- **X. Inclement Weather**

- **In the case of inclement weather, please listen to your local radio stations. They are WBQB 101.5 FM and WFLS 93.3 FM. When Spotsylvania County Schools are closed, Hazelwild Country Day School is closed. When Spotsylvania County Schools have a delayed opening (one, two or three hours), Hazelwild Country Day School will open promptly at 10:00 a.m. for all classes.**
- In addition, **Hazelwild will not make up missed school days for weather.** We have built in weather days in our calendar, and there will be no deduction in your child’s tuition.

- **Y. Emergency Preparedness**

- Locks have been installed such that the Educational Building will be locked from the hours of 9:15 a.m. to 3:00 p.m. (Anyone arriving between these hours must report to the Main Office). \*Doors will be unlocked for half day dismissal.
- Locks and surveillance have been installed such that the Center will be locked from the hours of 9:15 a.m. until 3:00 p.m.
- In order to enter the school, either to drop off your child or to pick up during our locked door hours, you must first report to the office. At this time, you will need to give your child’s name and your child’s teacher’s name.
- In the event of an emergency evacuation of the premises, county emergency operations officers will evacuate the children to a local county emergency evacuation center. The children and staff will be transported via county transportation. In this event **PLEASE DO NOT COME TO HAZELWILD.** The children will not be released to parents or guardians until the evacuation is complete. Parents and guardians should listen to local radio stations (WFLS 93.3 FM or WBQB B101.5 FM) for instructions pertaining to the evacuation, as county officials will be in control of all evacuees and the disbursing of all information. Parents should be prepared to show picture identification when permission is given by county authorities to release children.
- In the event that Hazelwild is confined to the premises and is in a “lock-down” situation, the children will be confined to their classrooms and individual buildings will be locked to the public. County officials will be notified and will then be in command of the situation. Parents should **NOT COME TO HAZELWILD.** Instead please call, as the phones will be manned ready to disburse instructions as mandated by county officials.
- Hazelwild is dedicated to the safety and well being of all children and promises to do our very best in any emergency situation to keep all children safe and calm and to keep parents as informed as possible in the event we need to implement either of these plans.

## **Z. Fundraising**

Active participation in fundraising offsets the short coming in tuition dollars which allows this non-profit foundation to make ongoing improvements to the facility, its programs and grounds.

**Catalog Sale:** Choose from a variety of your favorite gifts for your family.

**Holiday Shop:** The Holiday Shop provides a learning opportunity for the children and gives parents one less task during the holiday season.

**Yearbook:** You may purchase a class yearbook which will highlight your child's year at Hazelwild.

**Art Fundraiser:** We work closely with Kids Kreation to showcase your child's special piece of artwork on various items that you may purchase for a keepsake.

### **AA. Late Arrivals**

When a child arrives after scheduled classes have begun, the parent and child will first go to the classroom. If the class is in the classroom, the child will join in at that time. If the class is not in the classroom, the child will be brought to the office by the parent. The office staff will consult the specials schedule as well as the classroom schedule to determine the location of the class. The child will then be escorted to that location and will then join the class.

### **AB. Application of Sunscreen**

Teachers and assistants are allowed to apply sunscreen. Children must have a bottle of sunscreen provided by their parents and labeled with their name.

### **AC. Application of Insect Repellent**

Teachers and assistants may apply insect repellent upon parental request. Children must have a bottle of insect repellent provided by their parents and labeled with their name.

### **AD. Images of Children Attending Hazelwild**

Images of children, other than your own, taken at Hazelwild activities must NOT be posted on any form of social media. Failure to adhere strictly to this policy would result in expulsion.

### **AE. Administration of Hazelwild Country Day School**

Stephanie Macior – Director

Karen Raines – Assistant Director

### **AF. School Supply List**

One pair of child size scissors (Fiskar)

One pack of WetOnes or baby wipes

One pack of cleaning wipes

One box of tissues

One pack of *LARGE* crayons(3's large 16 count/4's regular 24 count)

One pack of glue sticks

One *PLASTIC* pencil box

One box gallon size Ziploc bags

One box sandwich size Ziploc bags

### **Hazelwild Board of Directors**

Stephanie Macior

President

Sarah Brady

Esther Merriweather

Treasurer

Thomas Blalock

Sam Harding

Jack Sullivan