# SCHOOL HANDBOOK FAIRVILLE FRIENDS SCHOOL, INC.

# Established 1973

# General Information for Parents 2023-24

Fairville Friends School, Inc. does not discriminate on the basis of race, color, national or ethnic origin, citizenship status, religion, gender, disability, sexual orientation, or gender identity or any legally protected class status in the administration of its educational policies, extracurricular activities, scholarships, personnel policies, and other school-administered programs.

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# Fairville Friends School, Inc. 216 Pond View Chadds Ford, PA 19317 610-388-1268

We are pleased to have your child enrolled in our preschool or kindergarten program. This handbook provides information that we hope will answer some questions about life at Fairville and contribute to a happy and safe school experience for your child and a positive experience for you as a family. Any time you seek information or have questions not covered in this handbook, please do not hesitate to contact the office or Head of School.

#### **Affiliation**

Fairville Friends School is a Quaker school in a caring relationship with Kennett Friends Meeting in Kennett Square, Pennsylvania. Fairville is one of over 100 Friends schools affiliated with the Friends Council on Education based in Philadelphia. We benefit from the Council's guidance on matters pertinent to Friends education.

Fairville children are taught conflict resolution and peacekeeping in the manner of Friends. The school gathers as a community each morning for Meeting for Worship.

Fairville is governed by a Board of Trustees and a Board of Quaker Care and Concerns (BQCC) who are responsible for the continuity of the institution and the achievement of its purpose. The Board of Trustees meets monthly at the school. The Board of Quaker Care and Concerns meets quarterly.

#### History

Fairville Friends School was established in 1973 by Quaker teacher, Barbara DesJardins, in her schoolhouse home on Fairville Road, hence the name Fairville. The school grew, and after passing through a succession of buildings along Kennett Pike, moved to its present home at Woodward Farm in 1988. Fairville became a Friends School in 1991. Barbara DesJardins continues to serve on the BQCC. We are looking forward to celebrating our 50th anniversary in 2023.

# **Philosophy**

Children come to Fairville to participate in developmentally appropriate experiences that address their physical, cognitive, social, emotional, creative and spiritual needs. Activities that focus on literacy, numbers, science, art, music, self-help and social interaction are presented in a play-based environment. Children's creativity is nurtured and encouraged through a strong arts

program that offers a wide variety of experiences both in the classroom and in the school's vast outdoor play areas.

Simplicity, friendship, sensitivity to others, sharing, and peaceful conflict resolution in the manner of Friends are emphasized in the child's daily experience at Fairville. Effort is made to maintain an environment that is warm, nurturing and homelike. Decor, furnishings, equipment and materials are made of natural materials (wood, fabric, wicker, etc.) whenever possible.

#### Admissions

Children are admitted to Fairville Friends School with priority given to current families, past families, and Quaker families. New families must tour the school and meet with the Head of School before enrolling a child. Historically a waiting list has been maintained for September enrollments. Current families wishing to enroll siblings and new families are urged to register for the waiting list early.

#### Fees & Financial Aid

Semester tuition due dates are listed on account statements. There are **no tuition refunds or credits** for absences, schedule adjustments, or school withdrawals. In the event a child is withdrawn, all tuition funds paid will be retained by the school, no matter the reason for the withdrawal

Tuition is invoiced in two installment payments due on July 1<sup>st</sup> and January 15<sup>th</sup>. The \$50 registration fee per child per year is non-refundable and separate from tuition. **Deposits, too, are non-refundable** but are applied to the second tuition payment. Payments not received within 15 days of the due date will be followed up with a reminder. Payments more than 30 days overdue will incur a \$25 late fee. Payments 60 days overdue will incur an additional \$25 late fee, and so on. At any time, if extenuating circumstances prevent on-time payments, families need to make arrangements for an alternative plan for payments with the Head of School. In the absence of such an agreement, if payment is more than 60 days overdue, the child may not continue to attend until the account has been brought up to date. There will be a \$25 charge for returned checks.

Limited financial aid and monthly payment plans are available to families wishing to enroll a child at Fairville. Those interested in financial aid or monthly payments should speak to the Office Manager or the Head of School for more information.

#### **Forms**

Please submit all required forms to Fairville promptly. Children may attend Fairville only with a completed medical form on file, indicating appropriate immunization history. All forms must be submitted by the office deadline. All forms need to be signed. A physician must sign

the Child Health Assessment. Both parents or legal guardians must sign the Financial Agreement.

#### **Home Visits and Orientation Sessions**

Before school begins in September, teachers make home visits to newly enrolled children to establish rapport prior to attendance at Fairville. These dates are on the school calendar, and the visits are brief to minimize pressure. We make every effort to schedule home visits with our preschoolers in the morning to match with our preschool program, while kindergarten visits take place between 9:00am and 3:00pm.

New students will have a brief, scheduled "sneak-a-peek" visit with one caregiver before school begins, followed by a "child only" visiting time to help ease the transition from home into the school setting. Please do not bring siblings, friends or relatives to orientation events so that the child/teacher/parent relationship receives the focus.

Returning students also have a brief, scheduled sneak-a-peek visit before school begins.

#### **Schedules**

Parents have several options in choosing children's school schedules. Children may attend Fairville from 8:30am-12:15pm **Monday through Friday**; on **Monday, Wednesday, and Friday**; or **Tuesday and Thursday**. We suggest that parents discuss a child's adjustment to school with their child's teacher and/or the Head of School before choosing a five-day schedule. Afternoon classes are offered each day extending the day to 3:15pm. A **kindergarten** program is available **Monday through Friday** from 8:30am-3:15pm. Friday afternoons are optional for kindergarten, and students may be picked up at 12:15pm, or stay the full afternoon until 3:15pm.

#### **Meeting for Worship**

The full school gathers as a community each morning from 9:00-9:20 a.m. for Meeting for Worship. During Meeting for Worship children and staff share stories, songs and a brief period of silence. Please do not enter the Meeting room if you arrive after Meeting has started. We also ask that you refrain from hurrying children into the Meeting room and then leaving without giving them the opportunity to properly say goodbye.

#### **School Dress**

Serviceable play clothing that will be enhanced by a smear of paint, a blob of clay, or the odd streak of mud is the required mode of dress for a happy preschool experience. **In keeping with the Quaker testimony of simplicity**, at Fairville we emphasize fun, not fashion. Please keep simplicity in mind when your child dresses for school and avoid clothes requiring special care. Jewelry like long necklaces, rings, and bracelets are discouraged as they can be distracting and get in the way during play.

For safety, please send your child to school each day in **boots**, **sneakers**, **or sturdy shoes that cover children's toes and can get wet and muddy**. Open-toed sandals, clogs, slides, footwear with high heels, or shoes that easily slip off children's feet should not be worn. You will also be asked to send in a pair of shoes to be worn while inside; these shoes will remain at school each day.

Umbrellas and toys must be left at home as these items are not needed and tend to get lost in our small classrooms. Fairville maintains a supply of dry clothes in all sizes for those occasions when a change of clothes becomes necessary. Please help us maintain our supply by returning them to school as soon as possible. If your child uses diapers, please send in one large pack (as plain as possible) with your child's name clearly marked. You will be notified when the supply is running low.

An important component of the Fairville program is daily outside play, except in severely inclement weather. When it is cold, all children should wear warm pants and shirts, a heavy coat, a hat, **mittens** (**no gloves for younger children**, **please**), and boots. Snow pants should be sent to school whenever there is snow on the ground, and rain pants are great when it is rainy or muddy. **Please clearly label all wearing apparel.** 

Special Note: Quaker philosophy values simplicity and avoids commercialism and competitiveness. At Fairville we do not permit clothing with "super-hero" motifs or logos (i.e. Superman, Spiderman, other Marvel heroes, etc.) since they may encourage or promote aggressive and other unacceptable forms of play and behavior when children are in a group situation. In this category are also military fatigues and camouflage (as they are counter to the Quaker philosophy) and current fad commercial movie and television theme wear (Disney, Paw Patrol, Bubble Guppies, Thomas the Train, etc.) as they may promote competitiveness and over-attention to these themes in the children's play. Thank you for your help and cooperation in this matter.

#### **Snacks and Lunches**

The Fairville menu is vegetarian (we do serve milk and cheese) and organic when possible. The food program is under the care of a Food Manager who holds a Food Manager's Certificate.

A balanced natural foods lunch is served daily to all children attending the morning session. Food choices are made using the Child and Adult Care Food Program guidelines. A lunch menu is provided to parents each month. Depending on the timing of their lunch, morning classes may receive a healthy snack, and all afternoon classes do as well. Raw fruits, vegetables, and whole grain crackers are examples of Fairville snacks.

Children may not bring their own snacks, lunches, beverages, or treats for classmates to Fairville, even at birthday or holiday times. Fairville is a nut-free campus. Please do not enter the school with any food products that contain peanuts or tree nuts.

All parents must complete a diet form for their child's health record. In the case of life-threatening allergies, an alternate snack and lunch will be provided in accordance with the child's diet. In the absence of life-threatening allergies, the school may not be able to accommodate special dietary requests. A signed doctor's note is required to verify all food allergies. Please consult with the Head of School and/or Food Manager if you have questions regarding our food program.

#### **Communication and Conferences**

The school office is open from 8:15 am to 4:00 pm during the school year and from 8:45 am to 3:00 pm during the summer. Our office number is 610-388-1268. If you have questions or concerns at any time, please do not hesitate to contact your child's teacher or the Head of School.

If your child will be absent from school, please notify us as soon as possible by email or phone. If an emergency arises and you will be late for pick-up, please make every effort to notify the school office so that your child can be informed of the delay and arrangements can be made for your child's care, if necessary.

Parents receive a weekly "Fairville Flash" via email as well as email newsletters from the classroom teachers. Fairville teachers and the administrative staff are eager to maintain close contact with families. Check-in phone calls and text messages are made when needed and formal parent-teacher conferences are scheduled twice during the year. Additional conferences may be requested as the need arises. Please call or email the school office to schedule an appointment if an additional conference is desired. Do not hesitate to call if, at any time, you have questions or concerns.

Fairville Friends desires to work collaboratively with parents in all situations. In the event of a serious concern, the Head of School may, at his or her discretion, request that parents meet in person with the Head and at least one additional member of the school community. This may include the Clerk of the Board of Trustees, the classroom teacher(s), and/or the Office Manager. The purpose of the meeting will be clearly stated and, following the discussion, an action plan will be created. Follow-up meetings will be scheduled as needed to help monitor progress toward the goals outlined in the action plan. By working together, we can ensure that every child at Fairville has a positive and rewarding preschool experience.

#### **Student Behavior**

If a child's behavior/circumstance is of concern, communication will begin between the classroom teacher and the parents as the first step toward understanding the child's individual needs and challenges. The parents, teacher and Head of School will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable school setting. Fairville retains the right to make this determination. Examples of such instances include, for example:

- A child appears to be a danger to others;
- Continued care could be harmful to or not in the best interest of the child as determined by a medical, psychological, or social service professional;
- Providing sufficient accommodation to meet the child's needs results in a significant burden on Fairville's resources.

#### **Potty-Training**

Children who are three years old or younger are not required to be potty-trained. However, it is our expectation that all students are toilet-trained when they begin school in September as a four-year-old. They should be able to do all aspects of the bathroom routine, including wiping. While we are prepared to assist in the occasional accident, we are not equipped to do regular changes in our older classrooms.

If a child wets his underwear and clothing, or has an accident that involves solid waste, we will change him immediately. The teacher will notify the parent and return the wet/soiled clothing in a bag at the end of the day.

If accidents become routine over a short period of time (three times in a couple of weeks, for example), the school will call the parent and ask them to come change the child, particularly if it is an accident involving solid waste. The child can return to class after he is cleaned up. We may also at this time request a conference to talk about next steps in helping your child become potty-trained.

Please note that some children simply do not want to use the toilet at school. We will encourage them to try without pressuring them to the point they are uncomfortable.

#### **Privacy Policy**

Fairville Friends does not share any personal information about children enrolled in our programs with persons outside of our school community without written consent from parents or guardians, unless dissemination of the information is required by law.

#### Parking and Car Safety

To ensure the safety of all children, please:

- keep to a 5 mph speed limit in our driveway
- keep to the 25 mph speed limit in the rest of the Ponds of Woodward
- do not park in front of the gates
- only adults open doors and gates at Fairville
- check to be sure gates are latched when entering and leaving
- do not send your child in unescorted or with older siblings
- always turn off your car's engine before leaving it
- please do not leave siblings alone in the car
- use seatbelts or safety seats as required by law when you are on our campus
- refrain from using cell phones in the pick-up line once dismissal has begun

#### **Dismissal**

At Fairville, the morning session begins at 8:30 and ends at 12:15. Parents/caregivers begin picking children up at 12:15 and all morning session students must be picked up by 12:30. The staff lunch break is from 12:30 until 1:00. Afternoon classes begin at 1:00 and end at 3:15. Parents/caregivers begin picking up children at 3:15, and all afternoon students must be picked up by 3:30. Parents/caregivers arriving after 12:30 and 3:30 for pick-up will be considered late. Families will be allowed three (3) late pick-ups per school year. Late pick-ups after the three allowed will result in a \$25.00 charge per occurrence.

# **Releasing Child to Another Adult**

No child attending Fairville will be released to an unknown adult under any circumstances. Fairville respects child custody agreements, and clear consent from both parents is required for any departures from any applicable agreement.

Children will be released to someone other than the parent or guardian only as follows:

- 1. The person picking up the child is listed on the child's Alternate Caregivers form, which must be signed by the parent/guardian and is kept on file in the school office and the parents have notified the school that an alternative caregiver will be picking the child up. (Parents are asked to update this form as necessary.)
- 2. The person picking up the child is not listed on the Alternate Caregivers form, but a note signed by the parent/guardian or a phone call from the parent has been received at school stating the individual's name, description, relationship to the child, and description of the
- 3. If participating in an ongoing carpool, please list the carpool adults on your Alternate Caregivers form.

If a Fairville student is to leave with another Fairville parent, a written/emailed note or a telephone call stating the arrangement must be provided by BOTH the parent of the child leaving and the parent doing the transporting.

For your child's safety, please make every effort to honor these policies.

#### **Inclement Weather**

Fairville may close for inclement weather. We follow the Kennett Consolidated School District's (KCSD) decision about weather-related school closings, late openings, or early dismissals. Information concerning the closing, late opening, or early dismissal of school will also be emailed via the Fairville Flash, posted on social media (FB), aired on area radio and TV stations. Watch for announcements for Fairville Friends School or Kennett Consolidated School District.

# The KYW snow closing number for Fairville is 3424; KCSD's number is 880.

- On days when the KCSD closes for snow or other severe weather, Fairville will close.
- On 1-hour delay days,
  - Fairville's morning classes will begin one hour late (9:30 a.m.)
  - Afternoon classes will begin at the normal time.
- On 2-hour delay days,
  - Fairville's morning classes will begin two hours late (10:30 a.m.)
  - Afternoon classes will begin at the normal time.
- If the KCSD dismisses children early due to severe weather, Fairville may also dismiss early to help ensure the safety of children, staff and parents. If severe weather begins while school is in session, please stay tuned to the radio and keep in contact with the school office if you cannot be reached at your home or cell phone number.

Parents are encouraged to use discretion when making decisions regarding school attendance in poor or threatening weather. Weather can vary drastically in the different areas served by Fairville. Our goal, of course, is to keep everyone safe.

#### **Illness / Emergencies**

Children should come to school rested and healthy and ready to enjoy a full day of activity. In general, these guidelines must be followed in determining whether a child should come to school:

- Children must be fever-free for 24 hours (without the aid of medication) before coming back to school after an illness. This means that if your child's fever breaks in the afternoon, they will not be ready to return the next morning.
- If your child vomits or has diarrhea the evening before school or later, she should remain home the following day.
- If your child has significant nasal discharge, he should remain home. Runny noses are common in childhood, but unfortunately are an easy way to spread germs and infections.

- Any rash of unknown cause or a rash that is blistered or has discharge needs to be evaluated by a physician before return to school.
- Conjunctivitis ("pink eye") needs to be seen and treated by a physician. Signs of pink include red and itchy eyes often accompanied by a yellow discharge.
- Children who test positive for COVID are expected to follow recommendations from the CDC regarding return to school. We may implement other COVID-related policies from time-to-time to keep our students and staff safe. Any additional school policies will be shared via our school-wide Flash email.

If a child becomes ill at school (vomiting, onset of fever, chills, lethargy, complaints, etc.), a parent will be called. The child will be made comfortable until the parent arrives. Parents will be advised of any injuries sustained at school that require any special care (e.g. applying a band-aid).

No medication of any type (prescription or non-prescription) will be given to a child without a physician's current written instructions and written consent from the child's parent. If a child has been prescribed medicine, please administer morning and late afternoon doses at home. We can administer noon doses for children who attend a morning session and stay for afternoon sessions, and students who attend our full-day kindergarten. We can only administer medicines in their original containers, clearly labeled with the child's name and directions for dosage. Written parent permission to administer must accompany the medication. A written record of dosages given will be maintained at Fairville until the medication is no longer required. Please see the detailed medication policy below.

If your child is taking prescription or other medication at home, we appreciate being alerted to watch for changes in behavior, eating habits, allergic reactions, energy level, etc.

If your child sustains any injury or serious illness that requires a physician's care, or a trip to an emergency room or admission to a hospital, he or she will be re-admitted to Fairville only with a signed note from your pediatrician stating that your child may return to school to fully participate in the Fairville program.

If your child has *any* communicable disease, please inform the school. School attendance will be decided on a case-by-case basis.

In the case of a medical emergency, we will call 911 to request ambulance transportation to the nearest hospital. The parent and child's physician will be notified, and a staff member will accompany the child in the ambulance (unless not approved by the medical personnel). Parents may indicate a preferred hospital on the child's Emergency Form; requests will be honored if possible, but the decision to transport to a specific hospital rests with the medical team.

Parents must provide the school with **all** phone numbers where they can be reached (home, work, and cell) and designate the name and number of an alternate in their absence, while their children attend Fairville.

# **Medication Policy**

This policy shall govern the administration of medication, including an EpiPen or Auvi-Q (a prescribed epinephrine auto-injector for allergic emergencies) to students during school hours.

Fairville Friends School, its Board of Trustees, its Board of Quaker Care and Concerns, and its employees shall not be held responsible for the diagnosis and treatment of student illness. The administration of medication, including an EpiPen or Auvi-Q, in accordance with the direction of a parent/guardian or family physician during school hours will be permitted only when failure to receive such medication would jeopardize the health of the student and/or the student would not be able to attend school if the medication were not available to him/her.

Before medication (or an EpiPen or Auvi-Q) may be administered to any student, a parent or guardian of the student shall present to the school a detailed written request, or action plan, as ordered by a medical practitioner (physician, certified registered nurse practitioner, or physician's assistant). The parent's/guardian's request shall include a signed statement relieving Fairville Friends School and any employee of any responsibility for the benefits or consequences of the medication when it is parent-authorized and acknowledging that Fairville Friends School, its Board of Trustees, and its Board for Quaker Care and Concerns shall bear no responsibility for insuring that the medication is given.

Prescribed medication must be in a container issued by a physician or pharmacy labeled with the child's name, dosage, and instructions for use. All medication shall be administered by trained personnel in accordance with the medication procedures as outlined by the physician or, for Epi-Pens and Auvi-Q's, as stated in the manufacturer's insert. All employees involved in administering the medication shall receive appropriate training before assuming such responsibility.

The person administering medication (or an EpiPen or Auvi-Q) to a student shall sign a written record that includes the student's name, date and time of administration, and emergency care initiated. All records are kept in the injury/medication log. The log is in the first aid cabinet located in the bathroom near the kitchen.

# **Local/National Emergencies**

In the event of a local or national emergency that compromises the safety of the children and staff at Fairville, procedures are in place to lock-down or evacuate the school building, or vacate

the building and premises if necessary. A copy of the school's emergency plan is available in the Head of School's office.

# **Sexual Misconduct Policy**

Fairville Friends School expects all members of the school community to conduct themselves in accordance with the school's principles, in ways that are in the best interest of children, and in full conformity with community standards and the law. Sexual misconduct of any kind on the part of a Fairville Friends School employee or volunteer represents socially irresponsible behavior, violates the rights of other individuals, and violates the school's mission.

Fairville Friends School prohibits sexual misconduct on the part of employees and volunteers. Sexual misconduct is defined as an illegal act of a sexual nature, inappropriate behavior of a sexual nature, or non-consensual physical contact of a sexual nature. Sexual misconduct encompasses a broad range of behaviors including, but not limited to, any form of physical contact or behavior of a sexual nature, using force, threat, deception, intimidation, or advantage gained because of an offended person's age, developmental level, incapacity or impairment. The use of any drug, including alcohol, judged to be related to an offense will be considered an exacerbating rather than a mitigating circumstance.

An allegation of sexual misconduct will result in immediate suspension from the school. The employee's suspension may be with or without pay, at the discretion of the Head of School. If, after investigation by the Head of School or hearing officer(s) empaneled and authorized by the Board of Trustees, sufficient reason is found to believe that an employee engaged in sexual misconduct as defined above, the employee will be terminated from employment at Fairville Friends School.

Any allegation of employee or volunteer sexual misconduct that involves a minor will be reported to the appropriate legal authority for investigation and possible criminal prosecution as required under the laws of the Commonwealth of Pennsylvania.

# **Parent / Family Activities**

Fairville families have the opportunity to enjoy the fun and friendship of a wide variety of family and parent group activities, many of which are made possible by our dedicated parents. Parents run favorite annual events like the Fun Fair, Silent Auction, Ice Cream Social, potluck dinners and more. Our Fun Fair in particular depends on the support of our families, and we ask every family to give two hours of their time volunteering at the Fair.

We also encourage families to connect with their child's teacher to share special cultural traditions, skills, or talents with the class. Please contact your Class Parent if you have questions about school activities or an idea you would like to share. The gifts of parents' time and talent

provide enriching experiences for the children, the adults involved, and the school itself. We very much appreciate the gift of volunteering.

# **Annual Giving and Fundraising**

As with all independent schools, Fairville's general operating budget depends on a percentage of funds brought in by the Board of Trustees, the Quaker Board of Care and Concerns, parents and staff. On average, tuition income provides approximately 85% of the budget. Gifts, grants, fundraising activities and Annual Giving provide the balance.

Fundraising activities such as the Fairville Fun Fair, Silent Auction, Holiday Greens Sale, etc. provide not only needed funds for the school's operating budget, but also wonderful ways for families to become involved at Fairville.

Fairville Friends School is a 501(c)(3) not-for-profit organization. Gifts are tax-deductible. Gifts may be pledged and paid in one sum, monthly or quarterly. Participation of each family with any size gift, small or large, is essential to obtaining foundation support for special programs to enhance the quality of children's experience at Fairville and to ensure the long-term financial health of the school. The goal is to reach 100% family participation yearly and all families are asked to participate at whatever level feels right to them.

#### Outreach

Tolerance, the celebration of individual differences, and outreach to those less fortunate are cornerstones of Quaker belief and practice. Friends believe that love is the unifying force in human relations and differences in the human family are to be celebrated. At Fairville, a commitment to these Friends' testimonies and concerns is emphasized in many ways. Adults are encouraged to show the children by loving examples how to care about others, especially those less privileged.

During the school year, social outreach projects are conducted on an ongoing basis. In the past the school community has collected food to distribute through the local food banks, child care essentials to support families at Tick Tock Early Learning Center, and socks for the homeless. The children have made holiday ornaments and love notes, while families gathered blankets and books to create baskets of cheer for seniors and other homebound individuals. If you have an idea for a community outreach project, please call the school office.

#### **Birthdays**

Children's birthdays are celebrated simply and with joy at Fairville. We ask that parents support our desire to treat all of the children equally by cooperating with the school's birthday guidelines. We will sing to the birthday child during Meeting and families are invited to join us. The birthday child will receive a bag of taxi cookies made with love by our Food Manager to be

enjoyed at home. The birthday child also will be celebrated within his/her classroom. Please do not send in any treats, cakes, favors or gifts for the children. Some Fairville families follow the tradition of donating a book to the school library in honor of their child's birthday.

Please do not ask teachers to distribute birthday presents or party invitations. The school provides an enrollment directory (that includes children's names and addresses) for use by families for mailing and other contact purposes. If your child needs to bring a birthday gift to school to be delivered to another student, please send it in a plain, labeled bag.

#### **School Events**

Periodically, special events like the Ice Cream Social, the Art Show, the Fun Fair, and other fundraisers are held at the school. When parents bring children to school for special events where the staff is also present, there is sometimes confusion about who is in charge of the children. **Please note that in these instances the school staff considers parents in charge of their children.** Parents are asked to abide by school rules (for example, children are not permitted to climb on top of the plane or taxi for safety reasons) so as not to send mixed messages. We appreciate your cooperation and support in upholding school rules.

#### **Staff and Families**

Fairville endeavors to maintain a strong and knowledgeable staff of professional early childhood educators. Regarding relationships with school families, staff members are expected to be mindful of the boundary between the friendly yet professional setting of the school and a more casual and personal relationship with children and parents. For this reason, staff members are strongly discouraged from babysitting or nannying for families that have a child in their class. Please support this policy by not asking staff members to do childcare in violation of this policy.

#### **Gifts**

In keeping with the Quaker testimonies of simplicity and community, our favorite gestures of appreciation are pictures, hugs, and notes. If you do wish to make a special gift in honor of a staff member, we invite you to consider donating something from our school Wish List, or to a communal fund for specific items that can be enjoyed by our students. If you or your child feel strongly about giving a gift to an individual staff member, please do so with discretion and sensitivity to others in the class who have chosen not to give in this manner (i.e., privately and quietly).

#### **Personal Belongings**

Please label all of your child's personal belongings with his/her first and last name (jackets, sweaters, mittens, boots, etc.)

In the interest of peacekeeping and safety, please do not allow your child to bring to school personal items such as toys, jewelry, money, food and snacks. Parents please let your children know that these items need to stay at home. We appreciate your help and support in this matter. Also, check your child's pockets to make sure that small items that could pose a choking hazard are not inadvertently finding their way to school.

We do encourage children to bring and share anything of an educational nature, especially treasures from the outdoors: a bird's nest, a seashell, etc. Please send these items in non-breakable, labeled containers. The Head of School must approve visits by live animals.

Books are always welcome at Fairville. Please label them so that they may be safely returned to you. Choose books of an educational nature. Violent or movie-theme books should not be brought. Your child's teacher may be able to read books brought from home to the class, or simply share them for a quiet look.

#### **Art Show**

The culminating activity of the Fairville school year is our annual Art Show. The tradition is for our children to proudly display their creative works of art around our beautiful country farmhouse campus. Please plan to attend along with family, friends, and of course—your exhibiting artist! After the Art Show, the children's artwork is gathered into individual portfolios to be sent home on Portfolio Pick-Up Days.

# **Next Schools**

Teachers are happy to cooperate with families, educational professionals, and other schools in order to help evaluate the best placement for children after their experience at Fairville. Independent schools often require a recommendation form to be completed by a child's current school. These forms should be signed by parents and delivered to the office. Completed forms are sent directly to the requesting school.

# Summer Camp (Camp Aka Maka)

Fairville children, along with children from outside of the school, may attend our old-fashioned "down-on-the-farm" summer day camp. Registration for camp begins in March. The children enjoy themed outdoor activities such as water play, obstacle courses, bike riding, scavenger hunts, and more!