

Volume

2

RUSSIAN ELEMENARY SCHOOL

School Policies

Administrative Policy Guide

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Administrative Guide

© Detskiy Sad Solnishko
44140 Riverpoint Drive
Lansdowne, VA 20176-8062
Phone 571.236.6562
www.mysolnishko.com

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Preface

This Russian elementary school is for children from 5 years to 13 years old and the primary language spoken is Russian. We hope to provide your child with an interesting and educational experience with the Russian language. We hope that you and your children benefit from the reinforcement of the Russian language, as well as the cultural traditions that are taught in our Russian school. We have developed an exclusive program and are proud of our school. This is meant to be a continuing educational program more advanced than that of preschool whereby your child is expected to already recognize the Russian alphabet and have certain other minimum skills.

School hours

The normal hours of operation are on Sunday morning's beginning promptly at 9:00 am to 3:00 pm. We appreciate that you promptly meet your children by dismissal.

- Class 1 will be from 9:00 am to 11:45 am.
- Class 2 will be from 12:15 noon to 3:00 pm.

School Supplies

An annual \$50.00 supply fee will be assessed each year per child in order to cover the materials. Upon enrollment the initial \$50.00 supply fee will be charged and then again each year after. The textbooks provided will be for the children to keep.

Tuition will be charged monthly with payment in advance expected.

Guidance Policy

- Adults will model for children positive methods of guidance, which demonstrate problem-solving skills and self-control.
- Physical abuse (spanking, swatting, hitting, grabbing, shaking, squeezing, biting, pinching a child) will never be used by any adults at this facility.
- Mental and verbal abuse (shaming, humiliating, and frightening a child) will never be used by any adult at this facility.

- A child may be removed from an activity for a short period of time to give them the chance to calm down away from the group (but not isolated or unsupervised).
- Parents may be asked to remove a child from this facility if behavior problems occur which cannot be handled in the best interest of the child.
- This facility will focus on preventing behavior problems by providing an organized physical environment and a variety of age appropriate adult-directed and child-initiated activities. Whenever possible, children will be given the opportunity to make real choices about what they will do and where they will play.
- To provide for smooth transitions from one activity to another, children will be given ample notice when an activity time period is nearly over so they may complete their play or prepare for the change.

Sick Day's Policy

When your child is too ill to come to school for the day, please try to contact us in order for us to adjust our schedule. Please notify us of the nature of the illness and the anticipated length of time your child will be absent if known. Your child will not be allowed to return until his/her body temperature has been less than 100 degrees Fahrenheit for a 24-hour period without medication. Due to the fact that we hold a place for your child, payment is expected in full and paid by the month regardless of the number of Saturday's.

Inclement Weather Policy

We will be open during most bad weather days unless extreme and dangerous weather conditions exist. You can check the website (www.mysolnishko.com) or call to check for school closures. If you cannot make it to daycare please call as soon as possible and notify us of your absence. Full tuition is expected on closed days due to dangerous weather conditions. Makeup classes will be scheduled.

Emergency Illness or Injury

If your child becomes too ill to remain, you will be contacted immediately. If you cannot be reached, we will contact the person designated on the emergency card on file.

EMERGENCY INJURY:

All caregivers have certified training in CPR and First Aid. Emergency medical care will be secured, if deemed necessary. Parents are required to sign emergency care forms that will be kept on file. Parents will be notified immediately if any injury or serious accident occurs. If you cannot be reached, we will contact the person designated on the emergency card on file.

Health

COMMUNICABLE DISEASES:

There is a chance that your child may become in contact with communicable diseases since your child will be in contact with a few children throughout the day. If your child is ill with any contagious disease, please call us AS SOON AS POSSIBLE. A signed physician's note will be required stating your child is no longer contagious before he/she can return to school. The list of possible diseases could include: Chicken Pox, Encephalitis, Hepatitis, Impetigo, Influenza, Lice, Measles, Meningitis, Mononucleosis, Mumps, Pink Eye, Ringworm, Rubella, Scabies, Scarlet Fever, Strep Throat, Whooping Cough or others.

ALLERGIES:

IF YOUR CHILD HAS ANY FOOD ALLERGIES, THEY MUST BRING THEIR OWN LUNCH. (Most commonly the children will be fed pizza and juice.)

You are responsible to note any allergies your child may have, in writing, on an emergency card, or enrollment forms. This includes allergies to medication, foods and/or environment. We are better able to determine the difference between a sick child and one suffering from allergies, if properly informed of the child's individual health status.

HEALTH SURVEILLANCE MEASURES:

An unhealthy child is not comfortable in an active environment. We are responsible for reporting to the parent any observed changes in their child's health or any accidents that their child may have been involved in. We will observe and make you aware of any unusual signs in your child's behavior or any of the following symptoms: pale or flush skin color, unusual number of bowel movements, headaches, stomach aches, earaches, rashes, hives, bumps, running nose, elevated temperature, wheezing, coughs, vomiting, gagging, lack of energy during play, or any sign of distress (i.e. excessive crying). Not all cases will lead to dismissal for the day, but will be monitored and recorded for future reference.

The caregiver will place a child who is too ill to remain in the group in a separate area where he/she may be comfortably cared for and supervised until taken home or suitably cared for elsewhere. Items including coats, bedding, utensils and toys used by any ill child removed from the room. Toilets and lavatories used by the ill child will not be used by any other person until those facilities have been thoroughly cleaned. The caregiver will contact you when these measures are necessary.

Student Performance

The children's performance will constantly be evaluated. If needed, one-on-one tutoring can be made available for an additional charge; however, you are encouraged to help your student's progress by helping them study. If you feel you don't have the time, please contact us for assistance.

At the end of the year each child will be examined to determine if they can progress to the next educational level.

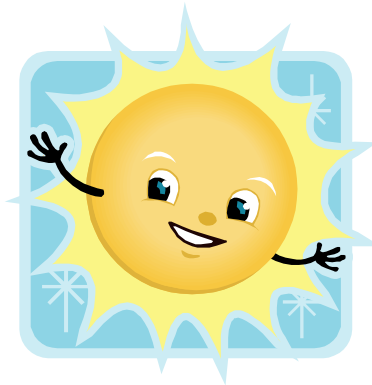
School Closures and School Year Timeframes

The school year coincides with the Loudoun County school year.
(From the 1st Saturday in September to mid-June)

The school is closed on all National Federal Holiday's that occur on a Sunday.

The school is also closed during all Sunday's that occur during Loudoun County School winter and spring breaks.

During closures the monthly tuition remains the same.



We thank so much for allowing us to take care of your children. We understand and respect the fact that your children will spend a lot of time with us. We sincerely hope that it will be rewarding for both the children and yourselves.

PLEASE NOTE: The Russian classes will be intensive. For the successful child, encouragement and mentoring at home will be necessary. Please inspire your children to study. Remember that this is an investment as studies have showed that bilingual children are those that at the college level are most successful. A note, Russian was voted by experts as “One of the top languages to know for the 21st Century” for the fields of business and science.

This is not meant to be an all inclusive policy letter. With proper notice, we reserve the right to add, amend, or retract from this policy. All previous editions are cancelled.