

**2020-2021**

VIRGINIA BEACH SCHOOL OF THE ARTS

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Student/Parent Handbook

PreK—6<sup>th</sup> Grade

ART MUSIC EDUCATION

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# Pre-K and Homeschool Unlimited

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## Behavior / Expectations

We, at Virginia Beach School of the Arts have the joy of working with little ones who are constantly learning the boundaries of group dynamics and etiquette. We must say that every child is more than often very cooperative as they are captivated by their instructor's activities!

We lovingly shape behavior with calm toned verbal correction and a time out space if necessary. Parents will be notified of any behaviors that are inappropriate. All of our teachers treat every student with equality, patience, respect and love.

If there is a major infraction, such as violent tantrum, hitting, kicking, biting etc., an incident report will be filed and a copy given to the parent. Consistent violent actions will not be tolerated. Parents may be called to pick up a child who is a danger to others or him/herself.

The Virginia Beach School of the Arts reserves the right to disenroll any student without notice who consistently displays violent behavior, the intent to purposely harm others, or causes emotional distress and/or prevents teachers from conducting their lesson plans. Tuition and/or supply fee will not be refunded if the student is disenrolled mid-month.

It is our goal to provide a safe, peaceful, and enriching environment in which all students can feel comfortable, protected, and encouraged to grow.

Joining the elementary program is a 9 month commitment. Please know that if you join in September, your contract extends through the end of May. If your child withdraws from the elementary program mid-year, their \$450 monthly tuition is still due. Our staff is fantastic and we want to provide your family with such an amazing experience, you never want to leave.

## Dress Code

Our dress code is fairly basic. We ask for comfortable clothing and shoes. We will be incorporating outside learning, so please dress accordingly. Please do not allow undergarments to show (if dresses are worn, please add shorts/bloomers underneath). If we see any clothes as distracting, we reserve the right to ask a parent to bring a change of clothes for their child.

## **Nut Free / Snack Time**

We are a nut free school. Peanuts and peanut butter are not allowed due to the number of children who have extreme allergic reactions. Please be respectful of this policy. There will be a “no sharing” policy during snack time, so please inform your child of this as well. Snack time is quick, so please pack accordingly. Please send water only and make sure your child’s drinking container does not leak and their name is on it. We also have children with other allergies, so please refrain from perfumes/colognes at this time.

## **Electronics**

Cell phones and tablets are allowed on school grounds, but will be required to stay inside the backpack from 9:00 – 12:00. They will be allowed in study hall or kids club based on the teachers’ preference.

## **Parent Volunteers / Visitors**

Our homeschool unlimited program is a homeschool co-op. This means that we not only hope for parents to be involved at home, but also at the school.

However, with COVID-19 still apparent, we are limiting the parents in the school building for the first bit of school. Once we feel confident that the virus is improving, we would love to open our doors for parental assistance and involvement.

Discuss your options and availability with your child’s classroom teacher.

Our doors will lock at 9:15 for preschool and 9:30 for elementary grades. Please call ahead or knock/ring bell if you are tardy or picking up your child before 12:00. If a parent or visitor has to enter the building, they will have to follow the procedures for the daily health screening to include temperature check and symptom evaluation.

## **Communication Plan**

Please communicate with your child’s teacher with any day-to-day questions. At the start of school, you will be given the teacher’s email address and cell phone number. Your child’s teacher may use their own app for communication as well.

Please communicate with Virginia Dill if you have any further questions or concerns or any changes in pay, extracurriculars, early drop off, kids club, change of PreK days, etc. Virginia can be reached at [virginia@vbsota.com](mailto:virginia@vbsota.com) or (757) 717-7187.

If school is closed to inclement weather, Virginia will send an email by 7:30 the morning of, post on the school website, as well as on the school Facebook page.

We communicate and share our news via Facebook and email. If you do not want your child's face on Facebook, please let Virginia know.

## COVID-19

I think everyone will agree that these are unprecedented times. Here are our plans for the school year and how we will move forward. We do not take this virus lightly. However, the foundations for emotional and social intelligence are created during the early years of our lives. Listed below are our procedures. These may change throughout the year based on new information. We will keep you informed and do our best to continue our instruction and learning each and every day. Sleep, eat healthy, take precautions, and let's have an amazing year at VBSA.

### **Daily Procedures/Cleaning**

A member of our staff will be greeting you and your child each morning at drop off. They will take each child's temperature before the child will get out of their car with a touchless thermometer. The temperature must be below 100 degrees Fahrenheit in order for the child to be able to attend school.

Please also be aware of any of the following symptoms that your child may be presenting:

- Shortness of breath
- Cough
- Chills
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- If anyone in your family has come in contact with any individual who is known to have a positive or confirmed test for COVID-19

Once arriving to school, all students will report to their classroom building. No large groups of students will be allowed to gather outside of their assigned classroom. Children are not allowed to enter any suite except for the one to which they are assigned.

All students must wash hands upon arriving at school, before snack, after using the bathroom, and on an as-needed basis.

If any student is not able to attend school due to any sickness, fever, or other reason, their teacher will supply the appropriate work for them to stay on track.

Teachers and assistants will also perform daily self-check health screenings and temperature checks. Any employee displaying COVID-19 symptoms will notify the on-site director and request a substitute worker for the day.

Our teachers will be wearing masks when interacting with all parents and other adults. They will wear masks when feasible throughout the school day. Any child wishing to wear a mask is of course welcome to do so. We are not requiring students under 10 to wear masks. However, we are urging parents to get their child used to a clear plastic face shield.

Our staff have children in our classes. We have a vested interest in maintaining a spotless and disinfected indoor environment. We continue to maintain our vigilance in cleaning during this pandemic.

## **Positive Test Result?**

If someone tests positive for COVID in one of the suites, that suite will be closed for cleaning, everyone must be tested and can return upon receiving a negative result.

Online instruction will commence immediately for students in that suite, PDF's of assignments will be emailed to parents so instruction and learning can continue uninterrupted.

The other suites may remain operational for in person learning if possible. This will allow us to temporarily and briefly close specific sections of the school if needed.

Tuition will not be prorated if a suite closes. Your child's full tuition will still be due since teachers will continue to offer lesson plans, PDF assignments, upload instructional videos, and have zoom meetings.

It is our intent to re-open safely and quickly.

## **Sick Policy**

We wish health and happiness to all but ... if your child has a fever, profuse runny nose, unexplained rash, wet cough, or any contagious virus, please keep him/her at home.

We have a 24 hour fever policy. If your child has had a fever higher than 100 degrees Fahrenheit, please keep them home until the fever has been non-existent for 24 hours.

## Attendance

Attendance will be taken every day by the classroom teacher at the start of school. If you know you are going to miss school, please alert your child's teacher so they can prepare work for your child's time off.

There is not a requirement for number of days attended, however, the days will be logged. There will not be any change of tuition price if days are missed.

## Drop Off / Pick Up

This year we will incorporate a drive thru car line for drop off as well as pick up. The PreK drop off line will start at 9:00. The elementary line will start at 9:15. When entering the parking lot, take an immediate right and follow the cones/signs around the parking lot. You will stop in front of your child's building. Each building will be color-coded. Please place your color sheet on your dashboard so we can see.

3093 (1<sup>st</sup> and 2<sup>nd</sup> Grades) – **PURPLE**

3091 (3<sup>rd</sup> Grade) – **GREEN**

3083 (PreK) – **RED**

3081 (4<sup>th</sup> and 5<sup>th</sup>/6<sup>th</sup> Grades) – **BLUE**

3079 (Kindergartens) – **YELLOW**

A staff member will approach the vehicle when it has completely stopped and conduct the temperature check. Students will then unbuckle and be escorted to their building where their teacher is waiting for them.

If your child will not get out of the car with our staff member, please pull forward to the end of the parking lot and wait until the car line is complete. We cannot afford to have a stopped car in the line. Parents may then escort their child to the front door of their building.

Pick up will follow the same traffic pattern. PreK pick up is at 12:00. Elementary pick up is at 12:15. Please ensure your child's color coded paper is on the dashboard or held up for the staff to read. If another family member is picking up your child, please report to the classroom teacher as soon as possible. These family members will need to know the color code for their building.

## Tardiness and Absences

If you know you are going to be tardy, please alert your classroom teacher. If the car line is completed at the time of arrival, please park and escort your child to their front door for their temperature check.

If your child misses a day, please email your child's teacher. Thanks!

## **School Hours / Holiday Schedule**

### **Monday – Friday School Hours**

- Preschool Hours: 9:00 – 12:00
- Elementary Hours: 9:15 – 12:15
- Private instrumental music lessons and art classes are taught by appointment only arranged between you and your child's teacher.

### **Holidays**

- First Day of School: September 8, 2020
- Thanksgiving Break: November 25, 2020 – November 27, 2020 **OFF**
- Christmas Break: December 23, 2020 – January 3, 2021 **OFF**
- First Day Back 2021: January 4, 2021
- Spring Break: April 5, 2021 – April 9, 2021 **OFF**
- Last Day of School: May 28, 2021
- Parent teacher conference days will be announced. Please note they may be conducted virtually during the pandemic.