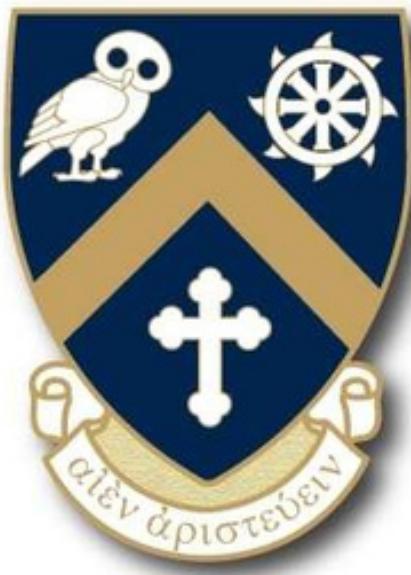


THE HELLENIC EDUCATION CENTER CREST

The Hellenic Education Center logo/crest embodies a multitude of symbols immediately recognizable to our culture, heritage and faith.



The **azure background** harkens to the Mediterranean Sea which fueled ancient Greece's commerce and development. The **gold chevron** symbolizes the academic excellence required of our students and faculty. The major elements of the crest include the **Holy Crucifix**, symbolic of our Orthodox Christian faith. The **wheel of Saint Katherine** is testament to our patron saint's martyrdom and her unswerving devotion to her principles of faith. The **Athenian Owl** is the universally recognized symbol of knowledge, wisdom, perspicacity and erudition throughout the Western world.

The **motto** is *αιὲν ἀριστεύειν*, or "Ever to Excel" and is intended to serve as an inspiration to all students in search of knowledge. The source is the sixth book of Homer's *Iliad*, (Iliad 6. 208) in a speech Glaucus delivers to Diomedes: "Hippolocus begat me. I claim to be his son, and he sent me to Troy with strict instructions: ***Ever to excel, to do better than others, and to bring glory to your forebears, who indeed were very great ... This is my ancestry; this is the blood I am proud to inherit.***"

2017 - 2018 Parents' Handbook

Thank you for enrolling your child in one of our educational programs. We are excited to have you as part of the HEC family. This handbook explains our policies, guidelines and provides additional pertinent information including school calendars. Unless you receive an official policy change via e-mail, this will be your definitive resource for any school matters. It is important to us that we continue to build collaborative, supportive relationships with our students and their families, so please familiarize yourself with the information contained herein and feel free to speak with the Director or teachers for further clarification on policies or other information appearing in this handbook.

Have a great school year! ☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺☺

Board of Education

Proistamenos Rev. Costas A. Pavlakos

President, Parish Council Mr. James E. Stoucker

HEC Board of Education Chair Dr. Aris Christou

HEC Board of Education Mr. Joe Perez

HEC Board of Education Mr. Peter Aliferis

HEC Board of Education Mr. Chris Christou

HEC Director Mrs. Eleni Alexopoulou

Paideia/Kindergarten PTA Mrs. Mary Liakos

Greek School PTA TBD

Current as of: September, 2017

- i -

Saint Katherine Hellenic Education Center

3149 Glen Carlyn Road ♦ Falls Church, VA 22041

HEC Office 703-671-7715 ♦ Church Office 703-671-1515 ♦ FAX 703-671-1385

Director: Eleni Alexopoulou

ealexopoulou@stkchurch.com

Hours of Operation:

PAIDEIA Preschool

Monday – Friday 7:00am to 6:00pm

Preschool: 9:00am to 3:30 pm

Kindergarten (*coming Sept '18*)

Monday – Friday 9:00 am to 3:30pm

Greek School

Monday Tutoring – 5:30pm to 7pm

Conversational Class – Tuesday 5pm to 6:30pm

Adult Classes – Tues & Thurs 7-9:00pm; Friday 5-7:00pm

Friday pre-K-8th Grade – 5pm to 7pm

Saturday pre-K-8th Grade – 9:30am to 1:30pm

“The mind is not

a vessel to be filled,

but a fire to be kindled...”

– Plutarch

TABLE OF CONTENTS



PAIDEIA PRESCHOOL CALENDAR

Tuesday, September 5 First Day of School

Thursday, September 7 Agiasmos

Monday, September 25 Back-to-School Night (6:00pm – 8:00pm)

October 6 – 8St Katherine Fall Festival

Monday, October 9Columbus Day – School Closed

Tuesday, October 17Field Trip (Rain Day, Thursday, October 19)

Friday, October 27OXI Day Celebration (*wear something blue & white*)

Saturday, November 4HEC Fundraiser - Family Fun Night (FFN) 5pm – 9pm

Mon-Fri November 6 – 10Picture Days (Yearbook)

TBDFire Safety Day - Fairfax County Fire Department visit

TBDThanksgiving Senior Luncheon - Pre-K Presentation

Thurs/Fri, November 23-24Thanksgiving Break – School Closed

Wednesday, December 7 PAIDEIA Christmas Program 10am – 12pm

Friday December 8 Pajama Day

Sunday, December 10 Saint Katherine Christmas Pageant

December 18 - January 1 Christmas Break

Tuesday, January 2 School Resumes

Saturday, February 10 HEC Fundraiser/Event: Apokreatiko Glendi

Monday, January 15 Martin Luther King Day – School Closed

TBD Valentine Day Senior Luncheon - Pre-K Presentation

Monday, February 19 Presidents Day – School Closed

Tuesday, February 20 In school celebration of President's Day

Monday – Friday, April 16-20 Parent-Teacher Conferences

Saturday, March 17 HEC Greek Independence Day Celebration

Monday – Friday, March 26-30 Spring Break – School Closed

Thursday/Friday, April 5-6 Holy Week – School Closed

May 1 Registration begins for current students for 2018-19 School Year

Monday, May 28 Memorial Day – School Closed

June 1-3St Katherine Spring Festival

Saturday, June 9 HEC Graduation/Award Ceremony (Greek School & Paideia)

Thursday, June 14 Paideia End-of-Year Program (10am – 12pm Small Hall)

Thursday, June 21 Last Day of School

Monday – Friday, June 26-30 Vacation Bible Camp

Monday, July 2 Summer Program (July 2 – Aug 24)

Wednesday, July 4 Independence Day – School Closed

Tuesday, September 4 New school year begins

KINDERGARTEN CALENDAR (Tentative)

Tuesday, September 5-7 Teacher Workdays/Prepare rooms

Thursday, September 8 Meet and Greet / Open House (6:30pm – 7:30pm)

Tuesday, September 5 First Day of School & Agiasmos

Monday, September 25 Back-to-School Night (6:00pm – 8:00pm)

October 6 – 8 St Katherine Fall Festival

Monday, October 9 Columbus Day – School Closed

Tuesday, October 17 Field Trip (Rain Day, Thursday, October 19)

Friday, October 27 OXI Day Celebration (*wear something blue & white*)

Saturday, November 4 HEC Fundraiser - Family Fun Night (FFN) 5pm – 9pm

Mon-Fri November 6 – 10 Picture Days (Yearbook)

TBD Fire Safety Day - Fairfax County Fire Department visit

TBD Thanksgiving Senior Luncheon - Pre-K Presentation

Thurs/Fri, November 23-24 Thanksgiving Break – School Closed

Wednesday, December 7 PAIDEIA Christmas Program 10am – 12pm

Sunday, December 10 Saint Katherine Christmas Pageant

December 18 - January 1 Christmas Break

Tuesday, January 2 School Resumes

Saturday, February 10 HEC Fundraiser/Event: Apokreatiko Glendi

Monday, January 15 Martin Luther King Day – School Closed

TBD Valentine Day Senior Luncheon - Pre-K Presentation

Monday, February 19 Presidents Day – School Closed

Tuesday, February 20 In school celebration of President's Day

Monday – Friday, April 16-20 Parent-Teacher Conferences

Saturday, March 17 HEC Greek Independence Day Celebration

Monday – Friday, March 26-30 Spring Break – School Closed

Thursday/Friday, April 5-6 Holy Week – School Closed

May 1 Registration begins for students for 2018-19 School Year

Monday, May 28 Memorial Day – School Closed

June 1-3St Katherine Spring Festival

Saturday, June 9 HEC Graduation/Award Ceremony (Greek School & Paideia)

Thursday, June 14 Paideia End-of-Year Program (10am – 12pm Small Hall)

Thursday, June 21 Last Day of School

Monday – Friday, June 26-30 Vacation Bible Camp

Monday, July 2 Summer Program (July 2 – Aug 24)

Wednesday, July 4 Independence Day – School Closed

Tuesday, September 4 New school year begins

*This **sample calendar** is provided for the parents of prospective kindergarten students so they may appreciate the activities during a typical year once we commence our kindergarten program in 2018 with God's blessings.*

GREEK SCHOOL CALENDAR

Tuesday, September 5-7 Teacher Workdays/Prepare rooms

Fri/Sat, September 8-9 First Day of School Agiasmos Service

Tues/Thurs/Fri, Sept 12, 14, 15First Day of Classes - Conversational & All Adult Classes

Monday, September 18First Day of Tutoring Classes

Fri/Sat, September 29 & 30 Back-to-School Night

October 6 – 8 St Katherine Fall Festival

Fri/Sat, October 6 -7Open House

Saturday, October 28 OXI Day – in class celebration

Saturday, October 28 HEC Fundraiser - Family Fun Night (FFN) 5pm – 10pm

Fri/Sat, November 25-26 Thanksgiving Break – School Closed

Fri/Sat, December 1 – 2 HEC Kalanda – Families & businesses in the community

Sunday, December 10 Saint Katherine Christmas Pageant

December 22 - January 1 Christmas Break - School Closed

Tuesday, January 2 All Classes Resume

Fri/Sat, January 19 – 20 Mid-Term Assessment

Fri/Sat, February 2 – 3 Fall Sem. Report Cards Distributed/Parent Teacher Conferences

Sunday, January 28 Three Hierarchs/Greek Letters Day Display

Saturday, February 10 HEC Fundraiser/Event: Apokreatiko Glendi (**Snow Day-Feb 11**)

TBD Prometheas Greek Independence Day Program

Saturday, March 17 HEC Greek Independence Day Celebration

Sunday, TBD Baltimore Greek Independence Day Parade

TBD AHI Congressional Salute to Greek Independence Day - Capitol Hill.

Monday – Friday, March 23-31 Spring Break (No Classes)

April 2 – 7 Holy Week (No Classes)

Fri/Sat, May 4 – 5 Greek School Registration for 2018-19 begins

Fri/Sat, May 11 – 12 Final Assessment

TBD Ellinomatheia Exam

Fri/Sat, May 25 - 26 Memorial Day Weekend – School Closed

Tuesday, May 29 Last Day of Conversational Classes

Fri/Sat, June 1 & 2 Last Day of Greek School/Report Cards Distributed

June 1 - 3 St Katherine Spring Festival

Friday, June 8 No Classes

Saturday, June 9 HEC Graduation/Award Ceremony (Greek School & Paideia)

Tues/Thurs June 12/14 Last Day of Adult Classes

June 25 29 Vacation Bible Camp

TBD New York Regents Exam

HELLENIC EDUCATION CENTER (HEC) MISSION

The mission of the Saint Katherine HEC is to educate the children and adults of our community and beyond according to three key educational goals:

1. Comprehensive teaching of the Hellenic language
2. Instruction and exposure to the Hellenic culture, history, and heritage
3. Education in our Greek Orthodox faith, holidays, beliefs, and teachings

Through the establishment of the HEC, we seek to become a pre-eminent Hellenic educational institution in the United States and further intend to achieve our goals through an innovative and stimulating curriculum, using traditional as well as technologically enhanced instructional methods. Student achievements will be quantifiable and teaching methodologies will be consistent with national and internationally accepted standards for language instruction and competency. Our values are rooted in our Hellenism and Orthodoxy. We promote individual and family excellence, education, and above all, our Orthodox Christian beliefs. These values are an integral part of our culture and provide the framework for our decision-making.

HEC EDUCATIONAL OFFERINGS

To achieve our mission, the HEC offers a dynamic and multi-faceted educational system devoted to furthering our Orthodoxy and Hellenism through educational achievement and is comprised of the following components:

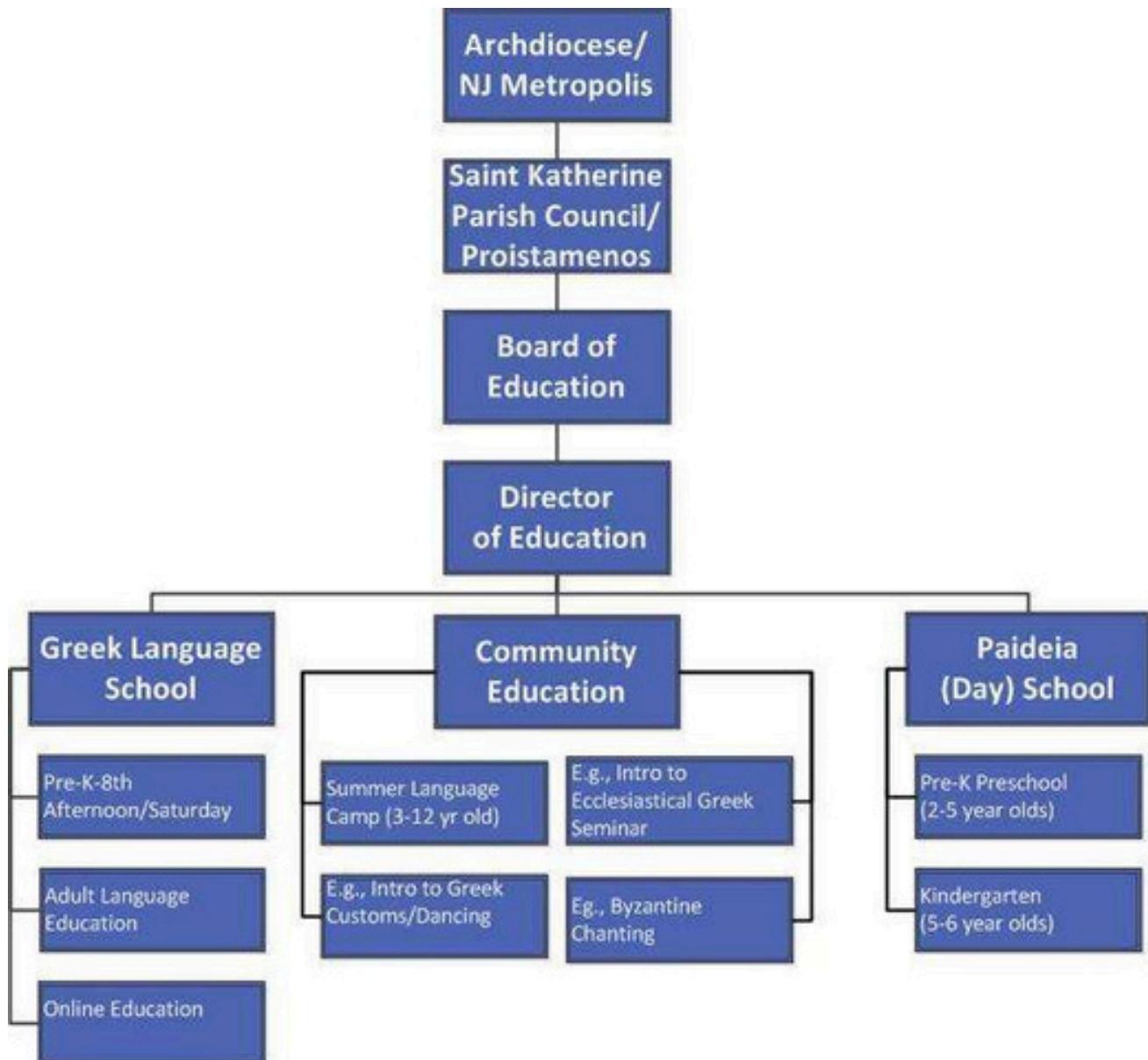
- **Greek Language School:** Our Greek Language School incorporates three offerings:
 1. A Pre-K - 8th Grade Greek School: provides innovative teaching and a standards-based curriculum that teaches Greek primarily as a second language.
 2. Adult Language School: offers evening classes for adults interested in learning Modern Greek (beginner to advanced).
 3. Online Education: a new feature for our school, this will begin initially with online tutoring for students whose parents do not speak Greek in the home. This will immediately resolve a long standing issue for many students and parents, and ultimately improve retention rates as well as the quality of the educational experience by providing an effective and ongoing educational dialogue.
- **Paideia Day School:** We provide a leading day school that offers high quality education (in Greek and English) that exceeds nationally recognized standards of learning. The two components of our school include the following:
 1. **Preschool:** Our bilingual preschool offers a loving, family environment for 2-5 year olds grounded in the teaching of the Hellenic language/customs, Greek Orthodox faith, and American civics. The school year ends in June, however, a pilot program offering full year preschool for a limited number of students began in 2016 and we anticipate it will continue in the coming years.
 2. **Kindergarten:** Beginning September 2018, we plan on offering a Kindergarten class for 5-6 year olds that exceeds the Fairfax County curriculum.

- **Community Education:** Our Community education offerings include planned short courses/seminars in subjects such as Greek Cooking, Ecclesiastical Greek, Byzantine Chanting, and Introduction to Greek Language and Customs. Online education may also be implemented for some of these offerings.

HEC ORGANIZATIONAL STRUCTURE

The Saint Katherine **Board of Education (BOE)** oversees the management of the HEC under the auspices of the Saint Katherine Parish Council. The **Director of the HEC** reports to the Parish Council through the BOE and is responsible for the operations of the Greek School, Paideia Preschool, and Community Education service offerings. The HEC operates under the auspices of Saint Katherine's Greek Orthodox Church Parish Council. Saint Katherine Church functions under the jurisdiction of the Holy Greek Orthodox Church of America, Metropolis of New Jersey. As a teacher at this school, you report to the Director of the HEC.

Figure 1. Saint Katherine HEC Organizational Structure



HEC EDUCATIONAL APPROACH

The Saint Katherine HEC's mission is to become one of the exemplar Hellenic educational institutions in the United States. To do so, we commit to four key educational goals:

1. Offer high quality education, in a climate of trust and collaboration, acting on the belief that each student brings unique talents and deserves our best efforts.
2. Provide Greek language as well as cultural and religious instruction by developing new programs that match our community's needs and interests.
3. Modernize the business and financial administration of the schools and institutional controls, and update the school's academic administration infrastructure.
4. Build a strong, positive relationship with students, teachers, parents and the community.

In establishing an institution that offers high quality education, we have adopted standards of learning, curricula, and best practices from several key sources:

1. Greek Orthodox Archdiocese Greek School curriculum guidelines described in "The Modern Greek Language Curriculum – Checkpoint A" [used primarily for the Greek School curriculum]
2. Greek Orthodox Archdiocese "Curriculum for the Kindergarten", published by the Direct Archdiocesan Office of Education for parochial day schools [used primarily for Paideia curriculum]
3. Fairfax County Elementary School and Kindergarten curriculum and Virginia state standards of learning [to ensure our Paideia curriculum meets/exceeds the standards set locally for other day schools]
4. New York State Regents exam goals and criteria, the goals for a student who completes the 8th and final grade of the Greek School.
5. Greek language curriculum and goals defined by the University of Crete and University of Thessaloniki for the instruction of Greek as a second language.

The HEC will also seek input from educational scholars to enhance how we teach the Greek language and the Greek Orthodox faith, culture, and customs to the community. Most importantly, our curriculum and educational programs will continue to evolve as we migrate to a level-based structure for the Greek School and expand our Paideia Day School to include an all-day Kindergarten.

In addition to adhering to a rigorous and well defined curriculum, the HEC plans on leveraging technology to modernize our teaching methods and enhance teacher-parent-student communications. The technologies we seek to incorporate include the following:

1. Blackboard web technology to more efficiently and clearly distribute homework assignments and announcements for each class.
2. External and internal web sites to communicate HEC-wide schedules, calendars, newsletters, and announcements.
3. Video/web conferencing technology, initially to provide online tutoring for Greek School students, with the long-term goal of establishing online courses for the broader community.
4. Computer aided classroom instruction, including the use of Smart boards, to enhance instructional methods during class time.

Saint Katherine HEC



PAIDEIA PRESCHOOL & KINDERGARTEN

POLICIES and PROCEDURES

2017-2018

VISION AND GOALS

PAIDEIA Bilingual Preschool (PAIDEIA) was created to support the families of our community by providing the best possible daycare and Preschool education for our children. PAIDEIA (from *Paidos* meaning “child”) is the Greek word for “education.” The Ancient Greeks have taught us the importance of learning in all aspects of life. While we owe our very existence – or *psyche* to our God, the contents of consciousness and what children learn about the world, and their place in it, is the work of the educator and of each parent.

PAIDEIA is a year round program offering a loving and safe setting, an enriching and challenging curriculum that prepares students two to five years old for their next developmental level, and also enhances their moral and spiritual growth. The PAIDEIA Bilingual Preschool Program is open to all families who wish to enrich their children’s education by introducing them to the Greek language, Hellenic culture and the Greek Orthodox faith. PAIDEIA aims to help the child develop an appreciation for learning. Our goals are to promote the **physical**, **emotional**, **cognitive** and **spiritual** development of our children. We encourage the unique growth of each child using a Greek/English bilingual curriculum through music, fun and play.

- **Physical:** Developing fine and gross motor and sensory skills.
- **Emotional:** Developing positive self-concept and skills to communicate effectively.
- **Cognitive:** Developing speaking and early reading skills in English and Greek, as well as skills to think creatively.
- **Spiritual:** Acquire the knowledge to celebrate the Orthodox religion.

PAIDEIA is committed to continuing the long tradition of the Greek Orthodox Church to support and maintain the Hellenic culture and language while also preparing children for their American education.

PAIDEIA incorporates the ancient Hellenistic Paideia emphasis on instilling a love of learning and in educating the “whole” person. We encourage children to learn in different ways, from each other, and to become self-motivated, independent and life-long learners. Using a holistic approach to early education, PAIDEIA strives to help every child achieve their educational potential while instilling a belief in their individual exceptional spirit.

STAFF

Our teachers genuinely care about our students have the knowledge and experience to understand a child's individual developmental needs and learning styles. Our teachers have degrees in education, experience in the field, and in early childhood development programs. Our staff members are CPR and first aid certified. In addition, all staff members attend regular training sessions to enhance their teaching abilities.

CURRICULUM

Children are offered a preschool program with age-appropriate learning opportunities. They learn letters, colors, shapes, numbers and writing while singing, cooking, dancing, drawing and painting. Additionally, we offer weekly classes in both Music and Religion.

The daily schedule provides a balance of activities with attention to the following:

- Daily outdoor play (weather permitting)
- Alternating periods of quiet time and active play
- A balance of large muscle and small muscle activities
- Various small group and large group activities

An example of our student's daily preschool schedule appears below:

7:00-8:45	Before Care/Free Play
8:45-9:00	Bathroom Break/Drop-off
9:10-9:45	Circle Time and Theme of the day/Art Activity
9:45-10:00	Snack Time
10:00-10:20	Enrichment Class (Music, Religion, Gym)
10:20-10:30	Bathroom Break
10:30-11:00	Recess
11:00-11:30	Story Time/Wrap-Up Morning Projects
11:30-12:15	Lunch
12:15-12:30	Dismissal for AM Program/Bathroom Break & Nap Preparation
12:45-2:00	Nap/Quiet Time
2:00-2:15	Bathroom Break /Wake-Up
2:15-2:30	Snack Time
2:30-3:15	English Lesson
3:15-3:30	Dismissal for Full Day Program
3:30-4:30	Recess (Outdoors if weather permits) [After Care Program]

4:30-5:15

Snack/Free Play (Indoors)

5:15-6:00

Story time/Clean-Up

The goal of the school is to emphasize concrete experiential learning. Some highlights of our curriculum include the following:

- Our morning program features full emersion in the Greek language.
- Creating a cultural awareness of both American and Greek customs and traditions. Additionally, if we have students from various cultures, we will incorporate lessons to recognize them as well.
- Church (Scheduled visits for Divine Liturgy on Major Feast Days)
- Weekly music lesson
- Field trips (Two scheduled field trips in the Fall & Spring, plus additional trips that may be scheduled throughout the year.)
- Theater (children participate in various age-appropriate plays for school programs.)
- Science experiments

Curriculum Goals and Objectives:

PAIDEIA Preschool has developed its curriculum objectives based on the Virginia Department of Education's *The Foundations Blocks for Early Learning*, which provide minimum standards in literacy, mathematics, science, history and social science, physical and motor development, and social and emotional development to preschool programs throughout the state. These are aligned with the Kindergarten Standards of Learning in Virginia and provide the necessary continuity of learning as children progress from preschool to Kindergarten. Your child's teacher will update you on your child's progress and developmental milestones regularly throughout the school year.

In addition, the preschool's Greek and English curricula aim to fulfill the Pre-K objectives recommended by Fairfax County Public Schools so that our children are duly prepared for their entry into Kindergarten. Greek culture, history and the Greek Orthodox faith will also be incorporated in both the Greek and English schedules. An added dimension of our program includes bilingual education. Academic achievement is enhanced because the curriculum is taught in and through both languages. Students are encouraged to operate at their highest cognitive level, regardless of language ability.

Religious and Character Development

PAIDEIA Preschool is a parochial school of the Greek Orthodox Church. Students are introduced to the fundamental religious beliefs and principles of the Christian Orthodox Faith (in Greek and English). Prayer is a part of the children's daily routine. The children recite a prayer at the beginning of the day and before meals. They learn about the life of important saints, sing simple hymns, and participate in the celebration of religious events. Their beliefs are strengthened by visits to the church and receiving Holy Communion. Students and parents are also given the opportunity to participate in various philanthropic opportunities throughout the year. This includes helping Philoptochos bake, collecting coats for coats drives, and canned food drives.

ADMISSION AND REGISTRATION

PAIDEIA Bilingual Preschool welcomes diversity in both the student body and staff. We enroll students and hire staff without regard to race, color, religion, gender or national origin.

Prior to registering your child, there is a short application process. An application form must be completed and fees paid in order for the enrollment process to begin. Once the application has been reviewed and a spot has been designated for your child, the registration process will begin.

To register a child, the following items must be submitted:

- Completed Registration Packet (with Registration Fee)
- Completed Virginia DOE Health Form (with all age-appropriate immunizations received)
- Copy of Baptismal Record (if baptized in the Greek Orthodox Church)
- Copy of Birth Certificate

There are a limited number of openings for full-day and half-day classes. We encourage parents to enroll current students by June to allow us to prepare for the coming year. New students may enroll at any time, subject to availability. Admission to the school is based on the following:

- The student's readiness and willingness to learn.
- The parents' understanding and acceptance of school policies and beliefs.
- The student must be at least 2 years old.
- Students that are over 3 years of age, should be potty trained or working towards potty training.
- Priority is given in this order:
 - Returning students
 - Siblings of current students
 - Children of parishioners
 - All others

Being toilet trained is a requirement for 3-5 year old students. However, we understand some of the younger children may not be fully trained. We are willing to work with the parents to successfully complete this process. The decision is made on a case by case basis at the Director's discretion.

Factors resulting in a child not being accepted for enrollment will be communicated to the parents. **Our staff is not trained to deal with severe learning or emotional disorders.** We can provide individualized instruction to meet the developmental needs of most children. All new enrollments are provisional, subject to the student's reactions to the program during the first month.

Supplies and Materials: The school provides supplies for preschool classes. Individual teachers may request specific items to be provided by parents.

TUITION AND FINANCIAL RESPONSIBILITIES

Tuition: Invoices will be sent to each family on or about the 20th of each month by email with tuition charges for the coming month. Tuition must be paid by the first of each month (before services are rendered – non-payment of tuition will constitute grounds for dismissal). **Any payments received subsequently, are considered late and a late payment fee of \$50 will be charged to your account.** Tuition payments are non-refundable and will not be pro-rated. If you choose to keep your child out of school for a particular length of time, you will still be responsible for paying that month's tuition.

Application/Registration Fees: Both the Application Fee and Registration Fee are mandatory and to be paid upon submitting each form. The fees are non-refundable and apply to all students, regardless of their start date. The **Registration Fee** is an annual fee that is applicable to all students.

Off-Schedule Days: It is important to abide by the days and times you have registered to bring your child to school. We base our staff schedule on the number of children that we have coming on any given day. The school reserves the right to refuse to accommodate “off schedule” requests should they lead to over capacity or there is insufficient staff on-site. Should we accommodate the request; a fee of \$50 will be applied to your account.

Late Pick-Up: If you are more than five minutes late, a fee will be posted to your account. Please see the section on Late Pick-Up below.

Late Pick-Up (After 6:00 PM): The school closes at **6:00 PM**. A late fee of \$10 per five minutes for any child picked up after 6:00PM. The late fee must be paid at the time of pick up. If pick-up after 6:00 PM occurs more than three times, After Care services may be withheld.

Returned Checks: All returned checks will be assessed a processing fee of \$50.

Refunds: There is no reduction or refund of tuition for **ANY** time (days/weeks/months) missed due to illness, snow, vacation, holidays, withdrawal, etc. within any tuition period. There are **NO** make-up days. Any weather related make-up days, will be announced by the director as they are announced by Arlington Public Schools.

Changes in Fees: Tuition and fees are reviewed periodically. A thirty-day notice will be given if there is a change in your monthly tuition.

Stewardship: Paideia Preschool offers a discounted rate for stewards of St. Katherine Greek Orthodox Church. Your stewardship pledge is good for the calendar year (Jan-Dec). Any stewardship payments made between January and December will only result in a discounted tuition for the Fall semester. A new pledge or stewardship payment must be made by January (or earlier) in order to maintain your Stewardship discount for the second semester.

WITHDRAWL FROM PROGRAM

Voluntary Withdrawal: When a child is voluntarily withdrawn from the program, a written notice is required. The director must receive this notice at least thirty (30) days prior to your child’s last day. Failure to comply with this policy will result in a charge of one month’s tuition.

Involuntary Withdrawal: Paideia Preschool does its best to provide a safe environment for all of our students and staff. While the majority of students adapt to our program, some children may have difficulties. Should a student display inappropriate behavior or an unwillingness to participate in classroom activities, a conference will be scheduled with the parents, teacher(s), and director to decide on an action plan. The action plan will be signed by all present at the conference. If there is no success two weeks after the plan is implemented, the child will be asked to be withdrawn from the program.

CLASS PLACEMENT

It is not school policy to distribute the names of children and their classroom placement. Children and their parents are informed of the class placement in August or September. Placements are ultimately the responsibility of school administration. Information about each child is used to make up the most productive classes possible. Educators take many factors into account to ensure productive classes. Specific concerns of parents will be taken into consideration if submitted in writing by June 1. Any information provided by parents is shared with the team working on class lists and a copy is placed in the student’s cumulative file for future reference.

It is highly recommended that students in Pre-Kindergarten attend PAIDEIA on a full-day schedule so that they may benefit from the entire instructional program in both Greek and English. We believe the experience of being in school full-time and receiving complete instruction in both Greek and English is the best strategy to prepare our students for Kindergarten. If your child does not attend the afternoon English instruction, it is your responsibility to reinforce the weekly topics covered in English.

PARENT INVOLVEMENT & COMMUNICATION

Parent Teacher Association

The purpose of the Paideia PTA is to promote a cooperative effort at meeting the needs of our school and students. Our preschool has varying opportunities for participation. **Fundraisers are a VITAL source of revenue for the HEC and require everyone's active support and participation. This year, the proceeds of our fundraisers will go toward playground enhancements.** Additionally, the PTA provides a platform for parents to respectfully articulate their values and expectations regarding the school. Your continued support is essential in creating a positive learning atmosphere for your child.

Parent Communication

PAIDEIA encourages open lines of communication for parents or legal guardians to communicate with the school regarding their children. If a pressing issue arises, parents are encouraged to address it immediately with either the teacher or director. Parents are welcome to visit the school any time during the day to meet with the director. Please e-mail/contact the director in advance to ensure availability.

Parent-Teacher conferences are scheduled twice throughout the school year at which time teachers will share with parents/guardians their observations on individual child's progress. Please see the school calendar for the scheduled dates and talk with your child's teacher to schedule a mutually convenient meeting. If you are not satisfied with the results of your meeting with the teacher, you may also communicate with the director.

Newsletter

A newsletter is sent out at the beginning of each month. Please read the newsletter as it contains important information about events and activities going during that month. You will also learn about learning themes, calendar changes, and projects your children will be working during the month.

Our newsletter also has a section featuring upcoming PTA events. If you have information you would like published in the newsletter, please contact us at elaxopoulou@stkchurch.com.

Daily Report

Each day, you will find a daily report in your child's backpack. Please read and initial this form each day. There is also a section that requires input from the parent as well.

CONTACT INFORMATION

For safety reasons, emergency contact information must be kept up to date. The director must be notified of any changes in your address and phone numbers, including the addresses and phone numbers of people who should

be called if you cannot be reached

STUDENT ARRIVAL AND DEPARTURE

Morning Arrivals

Your child's safety is our highest priority. **All children must be signed in and out daily. They must be escorted to the classroom door and signed in by their teacher.** Please do not accompany your child into the classroom. Drop-off for the Preschool program is between 7:00am to 9:00am depending on your child's program. Early Drop-off (7:00AM-8:45AM) is reserved for those students who pay for extended care. Students whose program begins at 9:00AM may be dropped off between 8:45-9:00AM.

Late Arrivals

Children should not be dropped off past 9:00AM without previously notifying the director. If you do arrive late, please wait in the lobby with your child until a staff member arrives to escort you to the classroom. Late drop-offs disrupt the classroom environment and greatly impede students' learning. Repeated tardiness will be addressed with individual parents by the teachers and Director.

Pick-Up

Children are to be picked up between 12:15pm and 12:30pm for the half-day program and at 3:30pm for the full day Preschool. There is a 5 minute grace period before late pick-up fees apply.

School closes at 6:00pm. Any child picked up after that time, is subject to a late fee of \$10 per each five minutes late. The late fee should be paid at the time of pick-up. If pick-up after 6:00 PM occurs more than three times, After Care services may be withheld.

Parents are asked to call if they are going to be late picking up their child, however, this will not relieve you from responsibility to pay the late fee. If we do not hear from you five minutes after your scheduled pick-up time, we will begin calling the contacts on your emergency contact list.

CODE OF CONDUCT AND DISCIPLINE

Children are expected to:

- Be truthful
- Be respectful and courteous toward all teachers and adults
- Refrain from harassment of any kind
- Use appropriate language
- Speak respectfully to and about others
- Respect all school and personal property

Our approach to discipline is to solve behavior concerns using redirection and positive reinforcement. The children are made aware of the rules of their classroom and what is expected of them. We reinforce positive behavior through attention, praise and recognition.

When behavior is an issue in the classroom, the teacher discusses the behavior with the child and alternative solutions are explored. When necessary, we work with parents to resolve behavioral issues. Corporal punishment is neither practiced nor tolerated under any circumstances.

A child may be placed in the “Thinking Chair” as a way for them to reflect on their actions. After a few minutes, the teacher will go back to the child and discuss with them what they have learned from this experience. The teacher will use positive reinforcement in talking to the child before rejoining their classmates.

If the child’s behavior continues after sitting in the “Thinking Chair,” the teacher will notify the director and further action will be taken. The director will try to engage the child in conversation to get to the root of the problem.

For behavioral concerns that cannot be resolved, we reserve the right to dismiss or suspend a child for unsatisfactory behavior. In the event that an incident or injury has occurred during class time, an injury/incident report will be prepared and the parent will be notified.

HEALTH AND SAFETY

The safety and well-being of the children is the highest priority at PAIDEIA. To help ensure their safety, the building is secured at all times and monitored by video cameras. Visitor access to the building is obtained by ringing the doorbell (the PAIDEIA Director will provide parents necessary access codes). The playground is fenced in and adequate staff remains with the children at all times.

Sick Policy

The purpose of our sick policy is to reduce the spread of illness among children and to encourage full recuperation of sick children before they return to school. We depend on parents to assist us in maintaining a safe and healthy environment for all of our children.

Children may not attend school with any illness that threatens the health of other children or staff, or that prevents their participation in their classroom’s routine. Virginia Health Department regulations governing periods of infection will be enforced and you agree to abide by all illness policies set forth in a written notice or in the Parents’ Handbook. Further, we reserve the right to send home any student who shows signs of illness at school. Any student who becomes ill at school will be made comfortable until his/her parent can be notified and the student is picked up from school. A parent must pick up the ill child within one hour of notification.

A sick child must stay home where he/she is most comfortable. Children may be sent home if they have any specific symptoms as listed below. In addition, a child must be free of all of these specified symptoms for at least 24 hours before he/she can be returned to school.

These symptoms are as follows:

- A fever of 100 degrees or more
- Vomiting within the previous 24-hour period
- Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at school)
- A heavy nasal discharge indicative of infection
- A constant cough or sore throat
- Fussy, cranky behavior and generally not himself/herself
- A skin rash, excluding diaper rash
- Head lice
- Symptoms of a communicable disease

Following an illness, a child may return to school once he/she has either been seen by a doctor or it has been determined that the illness is not contagious. (A doctor's clearance should always be requested and brought to school with the child.) Additionally, if a child is absent over a prolonged period of time due to an illness, please bring a doctor's note to the school stating the reason for his/her absence.

Chronic medical conditions

The parent of any child on a continuing regimen for a non-episodic condition shall inform the school Director and identify in writing the child's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

Lice

The school has a "NO NIT" policy for head lice. The child must be treated and free of nits for at least 24 hours before returning to school, at which time they must bring with them proof of treatment.

Reportable Communicable Disease

Parents must notify the school within 24 hours or the next business day after their child or any member of the immediate household has developed any reportable communicable disease as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Immunizations

All students are required by state law to have updated immunization and health forms on file. For new students, these health forms must be submitted by the start of the school year. For re-enrolled students, the forms must be updated yearly, typically on the student's birthday/annual doctor's visit.

Medical and Developmental Assessments

In order to better enable our staff to meet the needs of your child, parents **MUST** disclose any medical/developmental evaluation and also provide all healthcare provider reports and/or evaluations.

Medication/Allergies

PAIDEIA will make reasonable efforts to work with individual families regarding allergies, intolerance to food, and medications.

The school will maintain emergency medications (Epi-Pen) for severe allergic reactions if provided by the parent(s) to the director with written authorization from the family physician. Parents will be responsible for ensuring that all medications are current and will not expire during the course of the school year. Parents are responsible to provide a safe snack alternative for a child with food allergies.

Aside from the Epi-Pen, no medication, including over the counter medicine will be sent to school. The teachers are certified in first aid and CPR, but do not have the certification required to dispense medicine. Should your child need medicine, a family member must come to school to provide the needed medicine.

Sunscreen

Please apply the first dose of sunscreen before bringing your child to school. A second dose may be applied in the afternoon if parents agree to and adhere to the following criteria:

1. All sunscreen bottles must be clearly labeled with the child's name and kept with their teacher.
2. Parents provide written permission allowing any staff member to apply the sunscreen.

Diaper Rash Cream

If your child is still wearing diapers, please make sure that we have diaper rash cream on hand should the need arise to use it on your child. Any cream/lotion sent to school must be clearly labeled with your child's name.

Incidents

Staff members are trained in first aid and CPR and can tend to everyday bumps and bruises. If a child has an accident/incident during the day, parents will be provided an **incident report** at the time of pick-up. For any serious accident or incident, we will attempt to notify parents by telephone immediately.

In the event of an emergency, PAIDEIA staff is authorized to obtain immediate medical care for your child, based on the policy agreed upon in the registration packet.

Safety

Children will be released only to authorized individuals. No child will be released to someone whose name and ID documents are not on file. Only parents/guardians identified in the registration packet are authorized to pick up children unless additional names are provided in writing by parents.

In the event of serious emergency, the school will secure immediate medical attention. Every effort will be made to contact parents/guardians or authorized family members or friends as described in the “Student Illness/Emergency” section of the child’s Tuition Agreement.

Fire and Safety Drills

As required by law, the school holds regular fire and safety drills. Should these drills take place in inclement weather, all attempts will be made to assure that children are properly attired. Please take time to review and discuss the importance of such drills with your child and to be sure that he or she knows the routines.

NATURAL DISASTERS OR OTHER DANGERS

The school has developed an emergency plan that deals with different situations and emergency management. The plan is designed to protect students and staff while at school or work. It includes procedures to respond to regional or national alerts, fires, tornadoes, hurricanes, earthquakes and other situations. Emergency drills are practiced by the staff and students regularly during the year.

In the event of an emergency, the school will keep apprised of the situation via radio, television and the web. Depending on the threat, we might evacuate the school, lock down or initiate a shelter-in-place. Our main goal is to protect the students and staff members.

INCLEMENT WEATHER

Closing: We follow Arlington County Public School closing announcements in case of inclement weather. If Arlington County Schools are closed we are closed. For closings or updates listen to the news, TV, radio or go to the Arlington County website <http://www.apsva.us>. The director will also send an e-mail to this effect by 7AM.

Delays and Early Dismissal: If Arlington County Public Schools open two hours late; we will open at 11:00am. If Arlington County Public Schools announce early dismissal, we will dismiss at 1:30pm. No extended care will be offered.

Disclaimer: We reserve the right to make decisions in the best interest of the children, which may differ from the public schools' decision.

FOOD AND NUTRITION

Lunch and Snacks: Parents are responsible for packing a lunch and ample snacks for their child. If your child is staying for after care, please ensure you provide enough food to sustain them until 6:00pm.

Lunchboxes are kept in the classroom, so please make sure you provide ice packs to keep food cool. We have access to a microwave to heat the food if necessary.

We are a “NUT-FREE” facility (nuts in any form, individual or as ingredients to another dish.)

Sharing: Children are instructed not to share food because of allergies or special diets of other children. If another child in the same class has a severe food allergy, we will notify the class parents and ask that you do not send your child to school with that food.

BIRTHDAYS AND NAME DAYS

Parents are encouraged to celebrate their child's Birthday and Name Day. Please coordinate with your child's teacher. Children enjoy sharing special days with their friends at school. We prefer that you bring either mini cupcakes or fruit.

Kindly do not distribute party invitations at school unless they are for all the children. This will avoid hurt feelings among the uninvited and will prevent unnecessary conflict between parents.

CLOTHING AND PERSONAL BELONGINGS

While at school, children are asked to wear comfortable, washable clothing. They should also have outerwear and footwear that is suitable to the weather in order to allow for outdoor play.

All sweaters, hats, coats, mittens, boots, etc. must be labeled with the child's name.

Extra Clothes: We have a school supply of clean clothing that we can use in case a child does not have extras in his/her backpack. Should we send your child home with school items, please wash and return within a week. Also, should you have extra clothes at home, we will gladly accept donations.

For safety reasons, clogs, sandals, Crocs, open-toe, and slick-soled shoes may not be worn.

Candy, gum, war toys, toy weapons, jewelry and money are not allowed at school. This includes trading cards and pocket sized toys. While we encourage children to be creative and express their individuality, please refrain from sending your child to school in dress-up clothes. This includes any costume jewelry and toy shoes.

Toys should be sent only when *Show and Tell* is scheduled for the class. Toys are not allowed at school at any other times.

Quiet time: If your child is enrolled in the Full Day Program, you will need to pack a nap mat, blanket and a small pillow for quiet time. The Preschool provides the mats. Regardless of your child's schedule, their nap mat is required to go home at the end of the week. Please wash the nap mat and send back to school with your child upon their return the following week. A stuffed animal or soft toy may be brought in if it helps with napping.

Toys that make noise or light-up are not allowed.

PREVENTION OF CHILD ABUSE

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

The Saint Katherine Church Policy on the Prevention of Sexual Misconduct and/or Child Abuse applies to all clergy, all employees, and all volunteers involved in any of the ministries of the Church, including PAIDEIA Preschool.

Saint Katherine HEC



GREEK SCHOOL

POLICIES and PROCEDURES

2017-2018

VISION AND GOALS

Greek Schools have served a critical role in Greek Orthodox Church communities across America since the birth of this republic. With the first Greek School founded in 1776 in St. Augustine, Florida, Greek immigrants across this country have made heroic efforts to establish Greek Schools that teach our children the Greek language and culture as well as the traditions of the Greek Orthodox Church. Likewise, within the Saint Katherine community, the initial members of our Parish founded the Saint Katherine Greek School in 1962, initially holding classes in a local motel until our first community center was built. The successful operation of our Greek School over the last 50 years has been a proud achievement for our community; not only has the school played a critical role in teaching multiple generations of our community the Greek language, but it is also recognized as one of the leading Greek Schools in the DC-Baltimore region.

The Saint Katherine HEC seeks to build upon this strong foundation to evolve the Greek School into one of the leading Greek language institutions in the US. Recognizing the challenges that Greek Schools face due to the demands on children's' time and the need to teach Greek as a second language to 2nd and 3rd generation Greek-Americans, the Saint Katherine HEC is undergoing a process to update our curriculum, enhance our teaching methods, and institute technology into the classroom. By doing so, we will develop a strong academic curriculum that will provide your child the academic preparations necessary to pass the New York State Regents Exam upon completion of the 8th grade, which is recognized for college credit at several universities in the US. We appreciate your dedication to our Greek School and look forward to a rewarding experience for your child.

STAFF

Our teachers are dedicated to instilling a love for learning. They genuinely care about children, and have the knowledge and experience to understand a child's individual developmental needs and learning styles. Our teachers are native Greek speakers, have relevant degrees and certifications, and experience teaching Greek in the US and/or Greece. Our staff members are CPR and first aid certified. In addition, all staff members attend regular training sessions to enhance their teaching abilities.

CURRICULUM

Our HEC Greek School has moved from traditional grade levels to a proficiency-based level system. Therefore, students will be placed according to their knowledge of the Greek vocabulary and grammar. By the end of September, we will be able to assess if your child is in a level that is most conducive to their learning.

Students, ages 4-5, will begin with two years of instruction in our **Preparatory** class. From there, they will advance to **Beginners 1**. The students will remain in **Beginners 1** until they have successfully mastered the

concepts outlined by our program. The same will apply for all levels thereafter. An outline of the concepts will be given to you at the beginning of the school year. We currently offer classes up to **Advanced III**. Students new to the community will be given a placement test to assess their language proficiency prior to being assigned to a level.

Religious and Ethical Education

Our Greek School is a parochial school of the Greek Orthodox Church. Students are introduced to the fundamental religious beliefs and principles of the Christian Orthodox Faith (in Greek). The children recite a prayer at the beginning of class. They learn about the life of important saints and participate in the celebration of religious events. The children learn the rules of ethical conduct and behavior and are encouraged to do good deeds and help their fellow human beings by participating in clothing drives, etc.

ADMISSION AND REGISTRATION

The Saint Katherine Greek School accepts all children who are interested in learning the Greek Language, regardless of their Greek language proficiency (or that of their parents). We cater to the needs of all children—from those who have just arrived from Greece to those children who have yet to speak, hear, or read the Greek language.

To enroll a child, an Enrollment Form must be submitted. Enrollment for the following school year begins in the Spring and once registration opens, an e-mail will be sent to all parents whose children are currently enrolled. We ask that all current students submit their registration form by the last day of school. Early enrollment allows us to more effectively plan, hire staff and manage our budget.

Our staff is not trained to deal with severe learning or emotional disorders. We can provide individualized instruction to meet the developmental needs of most children. All new enrollments are provisional, subject to the student's reactions to the program during the first month. Once a child becomes a part of our program, the participation and support of the parents is essential. The parents' involvement helps us to be more effective.

Supplies and Materials

The school will provide the books and hand-outs for each Greek School grade while the parents will be given a list of school supplies required for the class by the individual teacher.

TUITION AND FINANCIAL RESPONSIBILITIES

Tuition: Payments are due upon registration and are due before services are rendered (non-payment of tuition will constitute grounds for dismissal). Two payment plans are available to stewards and must be made by

automatic credit card debit plan with the second payment due by November 30, without exception. All payments are applied to the oldest outstanding balance. Tuition payments are non-refundable and will not be pro-rated. Financial assistance is available on a case by case basis.

Returned Checks: All returned checks will be assessed a processing fee of \$50.

Refunds: There is no reduction or refund of tuition for **ANY** time (days/weeks/months) missed due to illness, snow, vacation, holidays, withdrawal, etc. within any tuition period. There are **NO** make-up days. Any weather related make-up days, will be announced by the director as they are announced by Arlington Public Schools.

Stewardship: HEC offers a discounted rate for stewards of St. Katherine. Your stewardship pledge is good for the calendar year (Jan-Dec). In order to receive this discount, you must be a steward in good standing (i.e. current for that year). If you participate in a two payment plan, your Stewardship pledge for the next year must be received before the November payment in order to maintain your discount.

WITHDRAWL FROM PROGRAM

Involuntary Withdrawal: While the majority of students adapt to our program, some children may have difficulties. Should a student display inappropriate behavior or an unwillingness/inability to participate in classroom activities, a conference will be scheduled with the parents, teacher(s), and the director to decide on an action plan. The action plan will be signed by all present at the conference. If there is no success two weeks after the plan is implemented, the child will be withdrawn from the program. Tuition is not refundable in such instances.

CLASS PLACEMENT AND ATTENDANCE

Student Class Placement Policy

Placement of students into Greek School academic grades will be based on multiple factors:

- The child's proficiency in Greek
- The child's current academic grade in their day school
- The child's previous year's grades and recommendations from the previous year's teacher

The placement of a child within a Greek School level is a balance between his/her knowledge of Greek, his/her overall academic level, and his/her maturity level. As a result, children will not necessarily be placed in the same grade level as their day school. The Director and staff will initially place children in the Greek School based on these factors. If after the first month of school the teacher notices that the child is advanced or behind the proficiency required for the class, he/she will make a recommendation to the Director and parents to place the child in a lower or higher grade.

Attendance

Attendance at the Greek School is critical—**if a child misses one class, they miss the equivalent of a week of classes at a normal day school.** As a result, children are **strongly** encouraged to attend every week of class. **Excessive absences or habitual tardiness will significantly hamper a student's academic progress.** We expect our students to apply the same dedication to Greek School as they do to their normal day schools. Attendance and tardiness will be reflected on report cards.

The HEC recognizes that some absences will occur due to illness or scheduling conflicts. Parents are strongly encouraged to inform their teacher as early as possible regarding an upcoming absence. In addition, parents and students should work with their teacher (through Blackboard, email, etc.) to understand which material to review during the week and avoid the student falling behind.

PARENT INVOLVEMENT & COMMUNICATION

Parent Involvement

The **purpose of the Greek School PTA** is to promote a cooperative effort at meeting the needs of our school and students. Our school has many opportunities for participation. Since tuition typically funds only 90% of school expenses, fundraisers are a VITAL source of revenue for the HEC and require everyone's active support and participation. Additionally, the PTA provides a platform for parents to respectfully articulate their values and expectations regarding the school.

Parent Communication

We encourage open lines of communication for parents or legal guardians to communicate with the school regarding their children. If a pressing issue arises, parents are encouraged to address it immediately with either the teacher or director. Parents are welcome to visit the school any time during the day to meet with the director. Please e-mail/contact the director in advance to ensure availability.

Parent-Teacher conferences are scheduled twice throughout the school year at which time teachers will share with parents/guardians their observations on individual child's progress. Please see the school calendar for the scheduled dates and talk with your child's teacher to schedule a mutually convenient meeting. If you are not satisfied with the results of your meeting with the teacher, you may also communicate with the director.

Newsletter

A newsletter is sent out quarterly (November, February, April, and June). Please read the newsletter as it contains important information about events and activities going during that month. You will also learn about themes, calendar changes, and projects your child will be working during the month.

Our newsletter also has a section featuring upcoming PTA events. If you have information you would like published in the newsletter, please contact us at elaxopoulou@stkh.com.

Blackboard

Please use Blackboard for homework and communication with your child's teacher.

CONTACT INFORMATION

For safety reasons, emergency contact information must be kept up to date. The Director and the teacher must be notified of any changes in your address and phone numbers, including the addresses and phone numbers of the people who should be called if you cannot be reached.

STUDENT ARRIVAL AND DEPARTURE

All children must be escorted to the classroom door. Please do not accompany your child into the classroom. Drop-off for Greek School is from 5:45 – 6:00 pm on Tuesday, 4:45 – 5:00pm on Friday, and from 09:15 – 09:30am on Saturday. Late drop-offs disrupt the classroom environment and greatly impede all students' learning. Please make every effort to be on time!

Children are picked up at 7:00pm on Friday and at 1:30pm on Saturday. Parents are asked to send an email to the Director and the teacher if they are going to be late picking up their child or if someone else will be picking up his/her child. The safety and well-being of the children is the highest priority at Greek school. To help ensure their safety, the building is secured at all times and monitored by video cameras. The playground is fenced in and adequate staff remains with the children at all times.

CODE OF CONDUCT AND DISCIPLINE

Each classroom should be viewed as a learning environment where everyone must contribute in order to succeed. As a result, from an academic perspective, students are expected to:

- Complete all class work and homework on time.
- Keep books neat and clean.
- Participate in class discussions and activities.

From a behavioral perspective, students are expected to:

- Respect their teachers
- Respect each other
- Respect the school and its procedures

Our approach to discipline is to solve behavior concerns using redirection and positive reinforcement. The children are made aware of the rules of their classroom and what is expected of them. We reinforce positive behavior through attention, praise and recognition. Corporal punishment is neither practiced nor tolerated under any circumstances.

We will escalate issues for Greek School students who choose not to follow the class expectations in the following order:

1. The student will first be given a warning by the teacher
2. If the behavior continues, the student will be asked to have a discussion with his/her teacher regarding class issues outside of the classroom
3. If the behavior cannot be corrected directly with the student, the teacher will arrange a meeting with the student, parents and director. At this meeting, a plan of action will be created and all parties must adhere to the plan.

We reserve the right to dismiss or suspend a child if the behavioral concern cannot be resolved after we have contacted and discussed the issues with you. We do not have the resources to teach students with special needs.

In the event that an incident or injury has occurred during class time, an injury/incident report will be prepared and the parent will be notified.

HEALTH AND SAFETY

The safety and well-being of our students is the highest priority of the HEC. To help ensure their safety, the building is secured at all times and monitored by video cameras. Visitor access to the building is restricted much of the time. The playground is fenced in and adequate staff remains with the children at all times.

Sick Policy

The purpose of our sick policy is to reduce the spread of illness among children and to encourage full recuperation of sick children before they return to school. We depend on parents to assist us in maintaining a safe and healthy environment for all of our children.

Children may not attend school with any illness that threatens the health of other children or staff, or that prevents their participation in their classroom's routine. Virginia Health Department regulations governing periods of infection will be enforced and you agree to abide by all illness policies set forth in a written notice or in the Parents' Handbook. Further, we reserve the right to send home any student who shows signs of illness at school. Any student who becomes ill at school will be made comfortable until his/her parent can be notified and the student is picked up from school. A parent must pick up the ill child within one hour of notification.

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- A skin rash, excluding diaper rash
- Head lice
- Symptoms of a communicable disease

Following an illness, a child may return to school once he/she has either been seen by a doctor or it has been determined that the illness is not contagious. (A doctor's clearance should always be requested and brought to school with the child.) Additionally, if a child is absent over a prolonged period of time due to an illness, please bring a doctor's note to the school stating the reason for his/her absence.

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Staff members are trained in first aid and CPR and can tend to everyday bumps and bruises. If a child has an accident/incident during the day, parents will be provided an **incident report** at the time of pick-up. For any serious accident or incident, we will attempt to notify parents by telephone immediately.

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INCLEMENT WEATHER

Closing: We follow Fairfax County Public School (FCPS) closing announcements in case of inclement weather. If Fairfax County Public Schools are closed, there will be no Greek School. For closings or updates listen to the news, TV, radio or go to the FCPS website <http://www.fcps.edu>. The director will also send an e-mail to this effect by 7AM.

Delays and Early Dismissal: If FCPS announces early dismissal or if they cancel afternoon activities, Tuesday Conversational and Friday Greek School classes will be cancelled.

Disclaimer: We reserve the right to make decisions in the best interest of the children, which may differ from the public schools' decision.

FOOD AND NUTRITION

Lunch and Snacks: Parents are responsible for packing a snack (Friday) and lunch (Saturday) for your child. Lunchboxes are kept in the classroom, so please make sure you provide ice packs to keep food cool. We have access to a microwave, but please try to pack food that does not need heating.

We are a “NUT-FREE” facility (nuts in any form, individual or as ingredients to another dish.)

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Lost & Found

There is a “lost & found” box outside the director’s office. Any items left in the classrooms or school building will be placed in this box. Periodically, any unclaimed items will be donated to local charities.

Playground

Weather permitting and for certain grades, outdoor activities will be provided. Specific times are set aside for each age group to insure safety and variety.

PREVENTION OF CHILD ABUSE

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

The Saint Katherine Church Policy on the Prevention of Sexual Misconduct and/or Child Abuse applies to all clergy, all employees, and all volunteers involved in any of the ministries of the Church, including the Greek School.

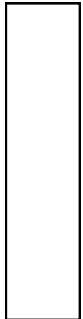
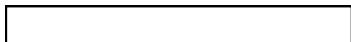
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Saint Katherine

Hellenic Education

Center





~ Ever to Excel ~

