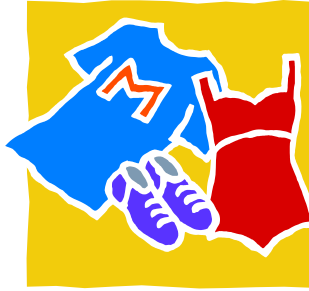


NANSEMOND-SUFFOLK
ACADEMY
EXTENDED DAY
PARENT HANDBOOK

Phone: 539-6073





ADMINISTRATORS AND STAFF

Colley Bell	Head of School
Nancy B. Webb	Lower School Headmaster
Jean Mauck	Lower School Assistant Headmaster

EXTENDED DAY STAFF

Ann Lovell Director

EXTENDED CARE

Debbie Chappell
Rose Rellona
Charlotte Bauer
Anita Holland
Cheryl Griffin
Marcia Cooper
Cheryl Jarvis
Ginger Medrano
Marilyn Peebles
Katie Beale
Marlene Neirman
Jeanette Baker
Patty Trivison
Bryan Nuckles
Neal Davis
Anne Higinbotham

Sign-Out Desk

SUPERVISED STUDY

Georgie Morgan Coordinator

Gayle Duplain

MORNING CARE

Paula Johnson Coordinator

Mary Johnson
Susan McConkey
Anne Higinbotham

Sign In Desk

Introduction

Nansemond-Suffolk Academy was founded in 1966 and has continued to fulfill its objective of educating young people. The Academy's programs place a strong emphasis on intellectual, social, and physical growth so that its students will take active and fulfilling roles in society. The administration and faculty, drawing on decades of experience as well as parental guidance and support, have defined the school's policies and expectations. It is through these efforts that NSA can provide an educational climate in which all students may achieve their best.

EXTENDED DAY POLICIES AND PROCEDURES PHILOSOPHY

The Extended Day Program of Nansemond-Suffolk Academy is a before and after school program that is committed to extending to the children enrolled the care and guidance normally found in the home. Extended Day provides careful supervision of children in a setting that fosters self-esteem and friendships and provides enjoyable social play and study activities. The primary objectives of the program are:

To assume the responsibility for the supervision, protection, and well-being of each child enrolled.

To meet the emotional, intellectual, and developmental, health and safety needs of all children enrolled.

To provide a comfortable environment for children of different ages to interact with each other in a community setting.

To insure that all activities and expectations of the program complement the philosophy of Nansemond-Suffolk Academy

General Policies

Admission

Only those students who have completed the regular admissions process and the Extended Day registration form entering grades Early School 4 through Grade 7 are eligible for participation in the NSA Extended Day program. Parents are encouraged to contract enrollment prior to the beginning of school. In addition to contracted services, drop in service is available. Children in grades 5-7 participate in Supervised Study each day from 3:00 p.m. until 4:30 p.m. at which time the students must report directly to Extended Care.

Fees and Charges

All billing is processed through the Business Office. Fees are payable in advance or may be added to the monthly payment plan. Late charges of \$10 will be assessed after 6:05 p.m., \$20 after 6:15 p.m., \$30 after 6:25 p.m. \$40 after 6:30p.m. The fee will increase \$10 for each 5-minute period after 6:30 p.m. Late charges are per family not per child. Charges are reported to the Business Office and billed.

Staffing

A director, 2 coordinators and 18 group leaders staff the NSA Extended Day program. The director reports directly to the Lower School Headmaster. All copies of tuberculosis tests, criminal records checks, and personal references are kept on file in the Headmaster's Office. Our staff also must report any suspected child abuse as required by #63.1-248.3 of the Code of Virginia.

There are seven age groupings with a caregiver supervising each group in Extended Care, two groups in Morning Care, and Supervised Study. While the children are permitted, with supervision, to enjoy the entire wooded campus setting, each group is provided a play area to insure appropriate social and play space. Groupings are determined by age and numbers.

Withdrawal

Parents are informed of behavioral concerns and conferences are requested when necessary. A child would be asked to withdraw if the child presented a serious problem and did not respond to normal disciplinary measures.

Discipline

Behavioral expectations and disciplinary policies are identical to those of the Lower School, however, due to the nature of the before and after-school activities and the time spent outside, additional rules and expectations are

formulated. These are discussed and posted for students. Any child whose behavior endangers the safety and well-being of another child or property will be disciplined. No physical punishment is ever permitted. If a child does not respond to the usual measures, he or she is taken to the Extended Day Director.

Supervision

All children must be within sight and sound of an adult at all times. Walkie-talkies are used to keep the groups in constant contact.

Arrival and Dismissal

Children are expected to report directly to their Extended Care room at the conclusion of the school day. Only those persons authorized by the parent may pick up a child at the end of the day. Personal contact and sign-out must be made either with the caregiver or at the sign-out desk before taking a child home each day. A written note must accompany any change in the normal procedure. Those children arriving from Supervised Study will be checked in. Parents must sign children into Morning Care each morning.

Daily Schedule

The daily schedule is largely dependent upon the age of the children but generally includes a time for sharing, story time, and indoor and outdoor games and activities. Craft activities and other planned programs are carefully balanced with free play. Children in 2nd grade and up have a mandatory 30 to 40 minute homework time in Extended Care and should finish their written work during that time. Completed work will be highlighted on their assignment pads.

Campus Activities

Sports or other school related activities are often an enjoyable opportunity for the Extended Care Group. Activities and their location will be listed in the newsletter and on the web page each month.

Food

A nutritious snack is provided daily and meets the requirements of the Department of Social Services. Students are not generally permitted to use the snack machines. On noon dismissal days, children are required to bring a bag lunch, as no cafeteria services are available.

Sign In and Out

In the school's continuing efforts to ensure the safety and well being of all students, parents must sign out any student at the sign out desk in the carpool lobby. After 5:40 p.m. students must be signed out in the multipurpose room of the Grades 5 – 7 Building.

Times of Operation

Extended Care begins as soon as school ends and closes at 6:00 p.m. Morning Care opens at 7:00 a.m. each morning.

Insect Repellent and Sun Screen

Parents desiring sunscreen and insect repellent for their child must send it to Extended Day in the original container labeled with the child's name. NSA Extended Day must have written parent authorization giving Extended Day staff permission to apply and noting any adverse reactions the child may have had to the product. Manufacturer's instructions for age, dosage, and duration will be followed. A record will be kept that includes the child's name, date of use, and frequency of application and any adverse reactions.

Health Services

Parents must pick up ill students promptly when notified. All Extended Day staff are prepared to handle first aid situations via First Aid and CPR certification. All injuries and illnesses are reported to the parent by the staff. All critical emergencies will be processed through 911 and transported to Sentara Obici Hospital. Parents will be notified immediately to dictate further medical care.

Medication Policy

Medication administration shall be consistent with the manufacturer's instructions for age, duration, and dosage. Expired medication needs to be picked up within 14 days. Medications not picked up will be disposed of. When needed, medication shall be refrigerated.

Registration and Health Forms

All parents are required to complete the prescribed registration form and return it to the director. Any special health needs should be reported to the Director.

Communication

Parents are encouraged to communicate with the staff on a daily basis. We welcome suggestions and volunteer assistance. Extended Day also has a link to the NSA web page at www.nsacademy.org. This page contains the monthly calendar and newsletter. A newsletter will be available at the sign out desk each month listing any special dates and activities taking place each month. Each Extended Day group has a column listing activities taking place during the previous month.

The Director may be reached by email at alovell@nsacademy.org.

Emergency Closings

In the event of an emergency closing or situation the following will be considered standard policy.

1. Announcements will be made on radio and TV stations immediately. (WTKR, WAVY, WVEC, WTAR). Announcements will also be posted on the NSA web site.
2. In the event of closing for bad weather, before school opens on the following day, an announcement will be made on the above stations by 6:45 a.m. Announcement will not be made if we are opened only if we're closed.
3. For bus students, it is important that an older sibling or friend (who rides the same bus/carpool) should be designated as "babysitter". A neighborhood house for shelter and safety should be designated if a parent is not home. It is also helpful for carpool parents to determine in advance who would pick up students.
4. NSA has a Crisis Plan in place for emergencies, which might occur. Up to date information will always be posted on NSA's website.

NANSEMOND-SUFFOLK ACADEMY EXTENDED CARE MEDICATION ADMINISTRATION POLICY

Extended Care at Nansemond-Suffolk Academy is licensed by the Virginia Department of Social Services and therefore has to meet and maintain the minimum standards set by their division of licensing. The following policy for the administration of over-the-counter and prescription medications to students enrolled in Extended Care is as follows:

- All over-the-counter medication requests require the completion of this form by the parent, (parts A and C) with the medication supplied by the parent in its original container and labeled with the child's name.
- All over-the-counter medication requests shall expire or be renewed after 10 school days.
- All short term, (10 days to 2 weeks), prescription medication requests require the completion of this form by the parent, (parts A and C) with the medication supplied by the parent in its original container with the prescription label attached.
- All medications must be delivered to Extended Care staff by the parent and shall be returned to the parent as soon as the medication is no longer being administered.

PLEASE CONTACT ANN LOVELL at NSA EXTENDED DAY, (757 539-6073) IF YOU HAVE QUESTIONS CONCERNING THIS POLICY OR FORM.

