

SCHOOL HANDBOOK

FAIRVILLE FRIENDS SCHOOL, INC.



Established 1973

General Information for Parents
2026-27

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

Please note that this handbook is for informational purposes only and does not create a binding contract. Policies may be updated by the school at any time at the discretion of the Board of Trustees and/or Head of School.

PART 1: CORE SCHOOL INFORMATION

Mission and Philosophy

Mission Statement: Fairville Friends School nurtures and creatively educates young children in the Friends tradition. We are committed to being a peaceful community of learners who seek spiritual and intellectual growth by fostering an appreciation of nature, celebrating diversity, and encouraging self-expression through the arts. The school embraces the Quaker vision of education through simplicity, kindness, respect for all living things, and a deep concern for the whole child. By allowing each child's Inner Light to shine, the school reflects the core belief of the Religious Society of Friends: that there is that of God in everyone.

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

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

History and Affiliation

Fairville Friends School was established in 1973 by a Quaker teacher, Barbara DesJardins, in her home on Fairville Road. The school grew, moving through a succession of buildings along Kennett Pike before settling into the Farmhouse at Woodward Farm in 1988. Fairville became a Friends School in 1991.

Fairville acquired the Barn and several other buildings in 2016, with restoration largely completed by the summer of 2025. A ranch house on campus serves as the home of our resident Groundskeeper and longtime Trustee and Friend, Kevin Arnold.

Fairville children are taught conflict resolution and peacekeeping in the manner of Friends. The school gathers in community each morning for Meeting for Worship. The school is in a care relationship with Kennett Friends Meeting in Kennett Square, Pennsylvania. Fairville is one of over 100 Friends schools affiliated with the Friends Council on Education based in Philadelphia and benefits from its guidance on matters pertinent to Friends education. In 2026, Fairville completed the Membership Renewal Process, and was granted membership in the Friends Council through 2036. The Membership Renewal team from Friends Council reflected that: *“This significant accomplishment reflects your school’s deep commitment to Quaker values, educational excellence, and ongoing institutional reflection and growth.”*

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

After more than 50 fifty years, Fairville remains true to the vision of our founder, Barbara: *“In a hurry-up world, Fairville would be a place where children could get off the ‘fast track,’ forget schedules, take time to smell the flowers and absorb the wonders of the world. Through endless imaginary play, each child could fulfill his or her dreams of the moment. Through truly appropriate childhood experiences, unconditional love and approval from the adults in their world, they could become anything and anyone they wished for a lifetime.”*

Nondiscrimination Policy

At Fairville Friends School, we are guided by the Quaker belief that there is that of God in everyone. We aspire to create a community that embraces and is strengthened by diversity, where all can feel a sense of belonging. Fairville does not discriminate on the basis of race, color, national or ethnic origin, citizenship status, religion, sex, disability, sexual orientation, gender identity, or any other status protected by applicable law in the development and administration of its policies, extracurricular activities, scholarships, personnel practices, and other school-administered programs.

Admissions

Children are admitted to Fairville Friends School with priority given to current families, past families, and Quaker families. Current families wishing to enroll siblings and new families are encouraged to pre-register for the waiting pool.

As part of the admissions process, new families must meet with the Head of School and tour the school with the prospective student, and/or bring the student for a classroom visit. A teacher recommendation form is also required for prospective pre-K and kindergarten students who have previously attended school. Any other information that would be helpful to the admission process should be provided.

Both parents or legal guardians must sign the Enrollment Agreement, which creates a binding commitment for the full school year. The school reserves the right to conclude a student's enrollment if it determines that continued enrollment is not in the best interest of the child or the school community.

Fees & Financial Aid

Our enrollment agreement creates a contract for the full school year, and families are responsible for the full year of tuition once the agreement is signed. A family's decision to withdraw after signing the enrollment agreement does not release the family from its tuition obligation for the remainder of the school year.

Tuition is invoiced in two installment payments due on June 15th and January 15th. Monthly payment plans are available upon request to the bookkeeper (bookkeeper@fairvillefriends.org). There are no tuition refunds or credits for absences, schedule adjustments, or school withdrawals. Deposits are also non-refundable but are applied to the second tuition payment.

If a family withdraws a child and the school is able to fill the vacated spot, a prorated refund of tuition paid will be issued. In the rare instance that the school determines it is best to conclude a child's enrollment, Fairville will provide a prorated refund of tuition already paid.

Payments not received within 15 days of the due date will be followed up with a reminder.

Payments more than 30 days overdue will incur a \$25 late fee. Payments 60 days overdue will incur an additional \$25 late fee, and so on. At any time, if extenuating circumstances prevent on-time payments, families need to make arrangements for an alternative plan for payments with the Head of School. In the absence of such an agreement, if payment is more than 60 days overdue, the child may not continue to attend until the account has been brought up to date. There will be a \$25 charge for returned checks.

Needs-based financial aid is available to families wishing to enroll a child at Fairville. The application process begins in January. Funds are limited each year, and families are encouraged

to apply as soon as the application is available. Those interested in financial aid should speak to the Head of School for more information and to receive an application. Financial aid awards are confidential and should not be discussed among Fairville community members.

Student Health and Other Information Forms

Children cannot attend/begin a new school year at Fairville Friends School until all student information forms are completed through Playground, the school's online information platform. This includes a completed medical form from a visit within a year of the school start date. This form must show immunization history, identifying any allergies and/or medical issues.

Code of Conduct

All members of the Fairville community—students, families, staff, and trustees—are expected to treat one another with respect, kindness, and honesty, reflecting our Quaker values. We commit to resolving conflicts thoughtfully, communicating respectfully, and fostering a safe and supportive environment where every child and adult can thrive.

PART 2: POLICIES AND PROCEDURES

Annual Giving and Fundraising

We are grateful to our families for their investment in a Fairville Friends School education. Tuition provides the foundation for our program and supports the people, resources, and experiences that make Fairville such a special place for children.

We are also grateful for the generous support of our Board of Trustees, the Quaker Board of Care and Concerns, parents, staff, alumni, and friends of the school. Gifts, grants, and fundraising support special programs, enrichment opportunities, and other initiatives that enhance the children's experience at Fairville and contribute to the continued growth and vitality of our school.

Fairville Friends School is a 501(c)(3) not-for-profit organization. Gifts are tax-deductible to the extent permitted by law. Gifts may be made as a one-time contribution or through a recurring payment. We invite every family to participate in Annual Giving at whatever level feels right for them. Every gift is appreciated, and broad participation reflects our community's shared commitment to Fairville and its mission.

Fundraising activities such as the Fairville Fun Fair, Silent Auction, Holiday Greens Sale, and other events provide wonderful opportunities for families to support Fairville while also coming together and participating in the life of the school.

Art Show

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

Birthdays

Children's birthdays are celebrated simply and with joy at Fairville. We ask that parents support our desire to treat all of the children equally by cooperating with the school's birthday guidelines. We will sing to the birthday child during Meeting and families are invited to join us. The birthday child will receive a bag of taxi cookies made with love by our Food Manager to be enjoyed at home. The birthday child also will be celebrated within his/her classroom. Please do not send in any treats, cakes, favors or gifts for the children. Some Fairville families follow the tradition of donating a book to the school library in honor of their child's birthday.

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

Class Placement

We recognize that class placement is an important part of your child's school experience, and we approach the process with care and thoughtful consideration of your child's needs. Class placement draws on teachers' direct experience with each child in the school setting and their professional judgment about the relationships, opportunities, and environments that will best support each child's learning and development. We consider many factors, including children's individual learning, social, and emotional needs and temperaments; relationships with peers; teachers' strengths, expertise, and classroom approach; opportunities to expand social and relational skills; and the overall balance and dynamics of each class.

If you have significant information relevant to your child's placement that is not already known to our staff, such as a significant change in family circumstances or a relationship that may affect your child's experience at school, please share it with your child's teacher or the Head of School before the end of the school year. Ultimately, class placement is a school decision, and we appreciate families' trust in our professional judgment and our commitment to providing the best possible learning experience for each Fairville student. Once class placements have been shared with families, no changes will be made.

Communication and Conferences

The school office is open from 8:15 am to 4:00 pm during the school year and from 8:45 am to 1:00 pm during the summer. Our office number is 610-388-1268. If you have questions or concerns at any time, please do not hesitate to contact your child's teacher or the Head of School.

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

Parents receive a weekly "Fairville Flash" via email as well as email newsletters from the classroom teachers. Fairville teachers and the administrative staff are eager to maintain close contact with families. Check-in phone calls and messages are made when needed and formal parent-teacher conferences are scheduled twice during the year. Additional conferences may be requested as the need arises. Do not hesitate to call the office if you have questions or concerns. We are here to help!

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

Custody and Child Release

Release to Parents: Fairville is committed to honoring family structures with sensitivity and care while ensuring the safety and well-being of every child. To do this, we follow clear legal guidelines regarding custody and release. Parents are responsible for providing the school with official court documentation of any custody restrictions or specific directions related to pick-up. In the absence of such documentation, Fairville will release children to their legal guardians upon request. Families must notify the school office immediately if custody arrangements or legal directives change, so that staff have the most up-to-date information.

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

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

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

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

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

Dismissal

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

Food Allergies and Dietary Needs

The Fairville food program is overseen by the Food and Garden Manager, who holds a Food Manager's Certificate. All food consumed by children at school is provided by our kitchen. In the absence of specific permission, families may not send food from home for their children to consume at school. Children may not bring snacks, lunches, beverages, or treats for classmates, including for birthdays or holidays.

A balanced vegetarian lunch is served daily to all children attending the morning session. Food choices draw from the Child and Adult Care Food Program Guidelines and Ellyn Satter Institute best practices. Meals are prepared using organic or local ingredients whenever practical. A lunch menu is provided to parents each month. Depending on the timing of their lunch, morning classes may receive a healthy snack, and all afternoon classes do as well. Raw fruits, vegetables, and whole-grain crackers are examples of Fairville snacks.

Our kitchen staff takes food allergies and dietary needs seriously and works closely with families to understand and appropriately accommodate the individual needs of each child. Food preparation and service are managed with attention to documented allergies and other dietary requirements.

Fairville Friends School is not a peanut-free or nut-free campus. Rather than maintaining a blanket prohibition on peanuts and tree nuts, we manage food allergies on an individual basis and take appropriate precautions based on each child's needs and the environments in which they participate.

In some circumstances, a child's significant food allergy, dietary need, or limited range of foods may make it necessary or appropriate for the child to bring a specific food or beverage from home. Such arrangements are considered on an individual basis and require prior approval from the kitchen and school administration. Any food brought from home for a child must be reviewed and approved by the kitchen before it is brought to school.

Families are expected to provide complete and current information about their child's food allergies and dietary needs during the enrollment process and to notify the school promptly of any changes. Our goal is to provide a safe, inclusive environment while also recognizing and accommodating the individual nutritional needs of every child.

Please consult with the Head of School and/or Food and Garden Manager with any questions regarding our food program.

Gifts

In keeping with the Quaker testimonies of simplicity and community, our favorite gestures of appreciation are pictures, hugs, and notes. If you do wish to make a special gift in honor of a staff member, we invite you to consider donating a favorite book to our library. We maintain a wish list for our library that can be shared upon request. If you or your child feel strongly about giving a gift to an individual staff member, please do so with discretion and sensitivity to others in the class who have chosen not to give in this manner (i.e., privately and quietly).

Home Visits and Orientation Sessions

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

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

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

Illness / Emergencies

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

- Children must be fever-free for 24 hours (without the aid of medication) before coming back to school after an illness. This means that if your child’s fever breaks in the afternoon, they will not be ready to return the next morning.
- If your child vomits or has diarrhea the evening before school or later, they should remain home the following day.
- If your child has significant nasal discharge, they should remain home. Runny noses are common in childhood, but unfortunately are an easy way to spread germs and infections.
- Any rash of unknown cause or a rash that is blistered or has discharge needs to be evaluated by a physician before return to school.
- Conjunctivitis, commonly known as “Pink Eye,” refers to the inflammation or infection of the thin layer of tissue that lines the inside of the eyelid. Several viruses and bacteria can cause conjunctivitis, some of which are very contagious. Conjunctivitis can also be caused by allergens or irritants and is not contagious unless a secondary infection develops. It may be difficult to determine the exact cause of infection because symptoms remain similar, and therefore it should be seen and treated by a physician. Children with discharge or crusty eyes will be sent home for medical follow-up and may return to school when symptoms have resolved or sooner with clearance from a physician.

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

If your child has *any* communicable disease, please inform the school. School attendance will be decided on a case-by-case basis. We may seek additional guidance from the Chester County Health Department.

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

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

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

Immunization Requirements

Fairville Friends School requires students to be immunized in accordance with Pennsylvania law. Families requesting an exemption from immunization requirements must provide the documentation required by Pennsylvania law and the School. Fairville will consider requests for medical, religious, or strong moral, ethical, or philosophical exemptions as permitted by Pennsylvania law; however, approval of an exemption is at the School's discretion.

Fairville seeks to maintain a highly vaccinated school community in order to reduce the risk of vaccine-preventable disease and protect students and staff, including those who cannot be vaccinated for medical reasons. Fairville strives to maintain vaccination coverage of at least 95%, a public-health target particularly important for reducing the spread of highly contagious diseases such as measles. If Fairville's overall student vaccination rate falls below this threshold, Fairville may limit or decline requests for non-medical exemptions or adopt additional vaccination requirements as necessary to protect the health of the school community.

Students who are not immunized may also be excluded from school attendance when required or permitted by Pennsylvania law, including during an outbreak of a vaccine-preventable disease.

Please submit all required health and immunization documentation promptly. Incomplete or missing documentation may delay a child's admission or attendance.

Inclement Weather

Fairville may close for inclement weather. Information concerning the closing, late opening, or early dismissal of school will also be emailed via the Fairville Flash and as an announcement via Playground. We generally follow the Kennett Consolidated School District's (KCSD) decision about weather-related school closings, late openings, or early dismissals, but at times may make a different decision.

- On days when the **KCSD closes** for snow or other severe weather, **Fairville likely will close but please watch for our specific announcement.**

- **On days when KCSD has a delayed opening, we will follow with a delayed opening at 10:00am.** Afternoon classes will begin at the normal time.
- **If the KCSD dismisses children early due to severe weather, Fairville may also dismiss early** to help ensure the safety of children, staff and parents. If severe weather begins while school is in session, please stay tuned to the radio and keep in contact with the school office if you cannot be reached at your home or cell phone number.

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

Learning Support Team and Outside Consultants

Fairville Friends School may engage outside professionals and consultants to support our teachers and Learning Support Team in meeting the needs of individual students and the classroom community. As part of this work, consultants may observe children in the classroom and may share observations, recommendations, and other relevant information with members of the school staff. These professionals work in collaboration with the school and are expected to maintain the confidentiality of information they receive through their work with Fairville.

Local/National Emergencies

In the event of a local or national emergency that compromises the safety of the children and staff at Fairville, procedures are in place to lock-down or evacuate the school building, or vacate the building and premises if necessary. A copy of the school's emergency plan is available in the Head of School's office.

Mandatory Abuse Reporters

The safety and well-being of every child is our highest priority. As required by Pennsylvania law, all of our educators are mandated reporters, which means they are legally obligated to report any reasonable suspicion of child abuse or neglect. Reports are made directly to the state's ChildLine, and educators also notify the Head of School when a report has been filed. The school does not notify parents prior to making a report, as this could compromise child safety or investigations. While these responsibilities are serious, they reflect our deep commitment to keeping children safe and ensuring that our school is a place of care, trust, and protection for every family.

Medication Policy

Fairville Friends School may administer medication to students during the school day when medication is necessary for a student to safely attend school. Families must complete and submit the Parental Consent for Administration of Medication form for any medication to be administered at school. The form requires written authorization from a parent/guardian and

instructions from a licensed prescriber. All medication must be provided to Fairville in accordance with the requirements outlined on the form.

Medication may be administered by appropriately trained Fairville staff and in accordance with this policy. Fairville Friends School and its employees are not medical professionals and do not diagnose medical conditions or prescribe treatment. Fairville reserves the right to decline to administer any medication.

Medication authorizations and prescriber instructions must be renewed each school year. Families are responsible for providing complete and current information about their child's medication needs and for notifying Fairville of any changes.

The Parental Consent for Administration of Medication form is available through the office.

Meeting for Worship

Our classes gather in community each morning from 9:00-9:20 a.m. for Meeting for Worship. Meeting may be held in the Barn, Farmhouse Meeting Room, or in a classroom. During Meeting for Worship, children and staff share stories, songs and a brief period of silence. **Please do not enter the Meeting area if you arrive after Meeting has started. We also ask that you avoid hurrying children into Meeting and leaving without allowing them the opportunity to say good-bye.**

Next Schools

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

Outreach

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

During the school year, social outreach projects are conducted on an ongoing basis. In the past the school community has collected food to distribute through the local food banks, child care essentials to support families at Tick Tock Early Learning Center, and socks for the homeless. The children have made holiday ornaments and love notes, while families gathered blankets and

books to create baskets of cheer for seniors and other homebound individuals. If you have an idea for a community outreach project, please call the school office.

Parent / Family Activities

Fairville families have the opportunity to enjoy the fun and friendship of a wide variety of family and parent group activities, many of which are made possible by our dedicated parents. Parents run favorite annual events like the Fun Fair, Silent Auction, Ice Cream Social, potluck dinners and more. **Our Fun Fair in particular depends on the support of our families, and we expect every family to give two hours of their time to support the Fair.** There will be opportunities to help with Fair preparations, so if you are unable to attend or give the time on the day of the Fair, please look for another opportunity to be involved.

We also encourage families to connect with their child's teacher to share special cultural traditions, skills, or talents with the class. Please contact your Class Parent if you have questions about school activities or an idea you would like to share. The gifts of parents' time and talent provide enriching experiences for the children, the adults involved, and the school itself. We very much appreciate the gift of volunteering.

Parking and Car Safety

To ensure the safety of all children, we appreciate your compliance with the following important safety rules:

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

Personal Belongings

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

In the interest of peacekeeping and safety, please do not allow your child to bring to school personal items such as toys, jewelry, money, food and snacks. Weapons, toy weapons, or items resembling weapons are never permitted. Parents please let your children know that these items need to stay at home. We appreciate your help and support in this matter. Also, check your

child's pockets to make sure that small items that could pose a choking hazard are not inadvertently finding their way to school.

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

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

Photography Policy

Families are welcome to take photos or videos of their own child at school events, but may not post or share images of other children without explicit permission from their parents or guardians. The school may photograph or record students for internal and promotional purposes. Families who do not wish their child to be included in photographs shared outside of the school community may notify the school in writing using the "Permission to Publish" form.

Potty-Training

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

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

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

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

Privacy Policy

Fairville Friends takes the privacy and confidentiality of our students and families seriously. Personal information about children enrolled in our programs is not shared outside of the school community except as necessary to support the educational program, with professionals or consultants working with the school, with written consent from parents or guardians, or when dissemination of the information is required by law.

Families are asked not to share confidential information about staff, students, or school matters on social media or in public forums. Concerns should be directed to teachers or the Head of School.

Schedules

Parents have several options in choosing children's school schedules. Children may attend Fairville from 8:30am-12:15pm **Monday through Friday (not available for 2s)**; on **Monday, Wednesday, and Friday**; or **Tuesday and Thursday (2s and 3s only)**. Afternoon enrichment classes are offered each day, extending the day to 3:15pm. The **Kindergarten** program runs **Monday through Friday** from 8:30am-3:15pm. Friday afternoons are optional for kindergarten, and students may be picked up at 12:15pm, or stay the full afternoon until 3:15pm.

School Dress

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

For safety, please send your child to school each day in **boots, sneakers, or sturdy shoes that cover children's toes and can get wet and muddy**. Open-toed sandals, clogs, slides, footwear with high heels, or shoes that easily slip off children's feet should not be worn. You will also be asked to send in a pair of shoes to be worn while inside; these shoes will remain at school each day. Please also avoid sending children in glitter or scented products like perfume or cologne, as these can be messy, get into eyes, or trigger sensory or allergic reactions in other children.

Toys and special objects must be left at home as these items are not needed and tend to get lost. Teachers might ask for a special item—such as a stuffie or other lovie—to come to school to help with transitions or for a special classroom activity. If your child would benefit from having a special item from home, please discuss this with your child's teacher.

An important component of the Fairville program is daily outside play, except in severely inclement weather. When it is cold, all children should wear warm pants and shirts, a heavy coat,

a hat, **mittens (no gloves for younger children, please)**, and boots. Snow pants should be sent to school whenever there is snow on the ground, and rain pants are great when it is rainy or muddy. **Please clearly label all apparel.**

Fairville maintains a supply of dry clothes in all sizes for those occasions when a change of clothes becomes necessary. Please help us maintain our supply by returning them to school as soon as possible. If your child uses diapers, please send in one large pack (as plain as possible) with your child's name clearly marked. You will be notified when the supply is running low.

Special Note: Fairville's dress policy is one way we try to live out the Quaker testimonies of simplicity and peace. We find that children engage more readily in open-ended, imaginative play when they come to school in simple, comfortable clothing free of commercial characters and storylines. Please send children to school in clothing without superhero motifs or logos (e.g., Superman, Spider-Man, other Marvel heroes) or commercial movie and television characters (e.g., Disney, Paw Patrol, Peppa Pig, Thomas the Tank Engine). In keeping with the peace testimony, we also ask that children not wear camouflage prints, military fatigues, or military insignia. Please ask your child's teacher if you have questions about a specific item. Thank you for helping us support these values at Fairville.

School Events

Periodically, special events like the Ice Cream Social, the Art Show, the Fun Fair, and other fundraisers are held at the school. When parents bring children to school for special events where the staff is also present, there is sometimes confusion about who is in charge of the children.

Please note that in these instances the school staff considers parents in charge of their children. Parents are asked to abide by school rules (for example, children are not permitted to climb on top of the plane or taxi for safety reasons) so as not to send mixed messages. We appreciate your cooperation and support in upholding school rules.

Sexual Misconduct Policy

Fairville Friends School expects all employees and volunteers to conduct themselves in ways that protect the well-being and dignity of children and are consistent with the school's values and the law. Sexual misconduct of any kind is prohibited. Sexual misconduct includes, but is not limited to, sexual contact or behavior that is inappropriate, exploitative, coercive, or non-consensual.

All employees and volunteers who are required to obtain clearances complete the required background checks and child abuse clearances before working with children. Fairville Friends School takes any allegation of sexual misconduct seriously and will take appropriate steps to protect children while the matter is investigated. Any allegation involving a minor will be

handled in accordance with Pennsylvania law, including applicable mandatory reporting requirements.

Staff and Family Relationships

Fairville endeavors to maintain a strong and knowledgeable staff of professional early childhood educators. Regarding relationships with school families, staff members are expected to be mindful of the boundary between the friendly yet professional setting of the school and a more casual and personal relationship with children and parents. For this reason, staff members are strongly discouraged from babysitting or nannying for families that have a child in their class. Please support this policy by not asking staff members to do childcare in violation of this policy. If families choose to employ a staff member privately, Fairville assumes no responsibility or liability for any arrangements made outside of school.

Student Concerns

If a child's behavior, development, or circumstances raise concerns, the classroom teacher will communicate with the parents as a first step toward understanding and supporting the child's individual needs. Parents, teachers, and the Head of School will work together to consider those needs in the context of our program. The Learning Support Team (LST) is a resource for all children and teachers and may be engaged when additional support or consultation would be helpful. The LST is led by the Assistant Head of School and includes the Head of School, classroom teachers and assistants, and a pediatric psychologist.

On rare occasions, a child's needs may indicate that a different school setting would be more appropriate. This may include circumstances in which:

- a child's behavior presents a significant risk to themselves or others;
- Fairville is unable to appropriately meet the child's needs within the resources and structure of our program; or
- continued enrollment is determined not to be in the best interest of the child.

The Head of School, in consultation with the appropriate members of the school community, has final authority regarding disciplinary and enrollment decisions.

Summer Camp (Camp Aka Maka)

Fairville children, along with children from outside of the school, are welcome in our old-fashioned "down-on-the-farm" summer day camp. Outside and new Fairville students must be three years old to join camp, and all campers must be fully independent with the toilet. Registration for camp begins in the spring. The children enjoy themed outdoor activities such as water play, obstacle courses, bike riding, scavenger hunts, and more!