

Table of Contents

- 1. Mission Statement**
- 2. Organization and School Requirements**
- 3. Board of Directors**
- 4. School Calendar**
- 5. Teacher Contracts**
- 6. Emergency Procedures**
- 7. LEAP Fundraising**
- 8. Minutes**

Mission Statement

Leeds Episcopal Activity Preschool (L.E.A.P) is an outreach and education ministry of Leeds Episcopal Church, Markham, Virginia. We are committed to providing a safe, caring and supportive atmosphere in which preschool children, regardless of race, gender or religious affiliation, can explore the ever-expanding world around them.

We believe that each child is a child of God, unique, special and part of our world community, to cherish and guide with compassion and respect.

Organization

As a non-profit ministry of Leeds Episcopal Church, LEAP operates under the supervision of the Rector and the vestry of Leeds Church. This supervision in no way affects the non-denominational character of the school.

As a church-affiliated preschool, LEAP is exempt from the State of Virginia licensing requirements for non-profit schools and day-care facilities. However, both programs meet certain one-time annual state requirements related to health, safety and general welfare of students. A description of these may be examined at the Leeds Church office. Both the LEAP Pre-Kindergarten and Play and Learn programs are in compliance with all relevant state regulations.

LEAP is managed by a Board of Directors, which is comprised of a member of the Vestry, members of the Church, the Rector, the two teachers and at least one parent. The Board may select new members as deemed necessary. The responsibilities of the Board include the following: Establishing policies and procedures for the programs; managing the budget; monitoring the curriculum; selecting the teachers as necessary; setting the school calendar each year; leading and supporting the fund raising efforts, and reviews scholarship requests and awards scholarships.

PUBLIC AND PRIVATE SCHOOLS REQUIREMENTS FOR ASBESTOS INSPECTIONS AND MANAGEMENT PLANS

The Department of Education has provided the Division of Licensing Programs with guidance on when licensed child day care centers and centers with a religious exemption to licensure must comply with the requirements of the Federal Asbestos Hazard Emergency Response Act (AHERA). AHERA applies to public and private, not-for-profit, schools. The Environmental Protection Agency enforces this law, but David Boddy with the Department of Education coordinates the program in Virginia.

Any public or private, not-for-profit, school in Virginia with children who have reached their fifth birthday on or before September 30 of the school year, will be considered as operating a school as defined under State law. These programs are subject to the AHERA regulation and must receive an asbestos inspection and management plan for the building occupied by the school. For-profit schools are not subject to the AHERA law. This means that a licensed or exempt child day care center (public or not-for-profit) providing care to children who turn five on or before September 30th of the school year must have an asbestos inspection and management plan following the AHERA guidelines. These reports must be submitted to Mr. Boddy at the Department of Education. If the building was first occupied after October 12, 1988, it may not need to be inspected if the building owner or center administrator has a letter from the architect of the building stating that no asbestos was specified or used in the building. That letter becomes part of the management plan and is also submitted to the Department of Education. The age of the child determines the subjectivity to AHERA. In addition, after school child care programs that serve children five years of age and older are not considered schools, and are not subject to AHERA.

Public or private, not-for-profit, child day care centers that have already had an asbestos inspection completed according to the Department of Social Services' asbestos law should determine if they are also subject to AHERA regulation for public and private schools. If you have questions regarding your subjectivity to this law, please call Mr. David Boddy at 804-225-2035. His address is:

Mr. David Boddy, Associate Director
Energy and Facilities Services
Department of Education
James Monroe Building
101 North 14th Street
Richmond, Virginia 23219
804-225-2035

Board of Directors

Rector, Leeds Episcopal Church Leedsrector@aol.com	540-364-2849
Mrs. LuAnn Huston – Chair Lh22639@aol.com	540-364-2494
Mrs. JoAnn McCullough – Teacher Chainsaw81@hotmail.com	540-636-7719
Mrs. Carolyn Grimsley – Teacher’s Assistant Grimfam4u@aol.com	540-364-1855
Mrs. Lorena Watkins – Administrator Leedssecretary@aol.com	540-662-2429
Mrs. LuAnn Huston – Treasurer LH22639@aol.com	540-364-2494
Mrs. Shelley Amirato – Secretary shelleyamirato@hotmail.com	540-364-4392
Mr. Don Neese – Vestry Representative Theeeseegroup@hughes.net	540-364-3918
Mrs. Nicole Hutt Nhutt4@yahoo.com	540-364-2146
Ms. Susan Wyatt	540-364-1536
Ms. Kathleen Marshall Go1acer@yahoo.com	540-219-7770
Karen Newlun newlun@starpower.net	540-364-1677
JoAnna Martin – parent representative jmccuemartin@yahoo.com	540-636-3619

PLAY & LEARN (3 - 4 years old) - SCHOOL CALENDAR 2010 - 2011

Tuesday	August 26	7:00 PM	Orientation Day
Friday	September 10		FIRST DAY
Monday	November 22	11:00 AM	Family Thanksgiving Luncheon
Friday	November 26		CLOSED - Thanksgiving
Mon - Fri	December 20 - 31		CLOSED - Christmas Holiday (Winter break)
Monday	January 3		Back to School
Monday	January 17		CLOSED - Martin Luther King, Jr. Day
Monday	February 21		CLOSED - President's Day
Mon - Fri	April 18 - 25		CLOSED - Easter Holiday (Spring break)
Friday	April 29		Back to School
Monday	May 23	11:00 AM	Family Luncheon
Friday	May 27		LAST DAY

2nd week November & March Conferences
(Please schedule with Teachers if you would like one)

*We follow Fauquier County for National Holiday closings. We are in session
Teacher Workdays (unless both Warren and Fauquier Counties are closed).*

Snow make-up days are determined on the number of days missed that winter.

DAILY SCHEDULE

9:15	Arrival
9:15 - 9:45	Free Play / Stretching
9:45 - 10:15	Circle and Story Time
Wednesday	Chapel
Friday	Sharing
10:15 - 11:00	Lesson / Art / Puzzles
11:00 - 11:30	Lunch (brought from home)
11:30 - 11:45	Centers
11:45 - 12:00	Music
12:00 - 12:15	Outside Play

ADDITIONAL ACTIVITIES

Mondays - Non-denominational "Chapel Time"
Fridays - Sharing Day
Monthly Field Trips to local places of interest
Cooking projects
Monthly Fire Drills
School Pictures

PRE - KINDERGARTEN (4 - 5 years old) SCHOOL CALENDAR 2010 - 2011

Tuesday	August 26	7:00 PM	Orientation Day
Tuesday	September 7		FIRST DAY
Tuesday	November 2		CLOSED - Election Day
Tuesday	November 23	11:30 AM	Family Thanksgiving Luncheon
Wed & Thu	November 24 & 25		CLOSED - Thanksgiving Holiday
Tuesday	December 21 - 30		CLOSED - Christmas Holiday (Winter break)
Tuesday	January 4		Back to School
Tue-Thu	April 19 - 21		CLOSED - Easter Holiday (Spring Break)
Tuesday	April 26		Back to School
Thursday	May 26	11:30 AM	LAST DAY and Family Luncheon

2nd week November & March Conferences
(please schedule with Teachers if you would like one)

We follow Fauquier County for National Holiday closings. We are in session Teacher Workdays (unless both Warren and Fauquier Counties are closed).

Snow make-up days are determined on the number of days missed that winter.

DAILY SCHEDULE

9:15	Arrival
9:15 - 9:45	Free Play
9:45 - 10:00	Clean-up / Stretching
10:00 - 10:30	Circle / Story Time
Thursday	Sharing
Wednesday	Chapel
10:30 - 11:15	Groups for Lesson and Art
11:15 - 12:00	Lunch (brought from home)
12:00 - 12:30	Centers
12:30 - 12:50	Music
12:50 - 1:15	Outside Play

ADDITIONAL ACTIVITIES

Wednesdays - Weekly, non-denominational "Chapel Time"
Thursdays - Sharing Day
Preschool Weekly Reader
Cooking Projects
Monthly visit from Fauquier County Librarian
Monthly field trip to local places of interest
Monthly Fire Drills
School Pictures

Teacher Contracts

Copies of teacher contracts are kept on file with the Board administrator.

LEAP PROCEDURES FOR EMERGENCY SITUATIONS

1. Following the guidelines of the LEAP board, the head teacher shall determine when a state of emergency exists. This decision is based on the local situation and influenced by the recommendations of law enforcement officials and the decision of the superintendent of public schools for Fauquier County.
2. Parents will be notified of the emergency situation using the existing phone tree system. In some situations, e.g. a tornado, it may be deemed safer to keep the children at school. The more common response will be to get children safely home.
3. Children will only be released to parents, guardians or adults officially designated to remove a child from school. Parents need to have a plan in place to pick up their children in case of emergency closings.
4. The head teacher has the authority to remove children not picked up to a place of safety or will keep the children at school.
5. If any parent hears of a terrorism alert or natural disaster, call the school to ensure the staff is aware of the problem.
6. Children with fevers should not be brought to school. The school reserves the right to send home any child who is sick and may pose a health hazard for others.

Fundraising

LEAP holds a primary annual fund raising event called "The Silent Auction". The silent auction is generally held in the spring. Donations are received from local businesses, student families, Leeds Church Parish families and others throughout the local community. Proceeds from the auction are used to help support/offset student scholarships and additionally school operating expenses as required.

On a smaller scale, beginning in February 2011, LEAP will hold the first "Spirit Night" or "Dining for Dollars" fundraising events through local restaurants such as Ledo Pizza, Foster's Grille and McAlister's Deli in the local Fauquier and Warren County area. These restaurants donate a small percentage (generally 10-20%) of the proceeds from sales during a set day/time period. If this type of fundraiser proves to be successful in 2011, it will be continued annually, as long as these local restaurants offer this type of donation.

MINUTES

Copies of the LEAP Board Meeting minutes are available upon request from the Board Secretary.