

## RELIGIOUSLY EXEMPT CHILD DAY CENTERS PUBLIC DISCLOSURE STATEMENT

St. Stephen's and St. Agnes School manages several programs that fall under the Code of Virginia, Section 22.1-289.031, which allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. These programs are Junior Kindergarten, Junior Day Camp, Early Learning Center, Extended Day Program and the Early Saints Program. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

### RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, the following programs ("Centers") are religiously exempt from licensure and are classified as a "religiously exempt child day center":

Junior Kindergarten  
Junior Day Camp  
Early Learning Center  
Extended Day Program  
Early Saints Program

### QUALIFICATIONS OF PERSONNEL

Attached are position descriptions of staff employed with these Centers.

### DESCRIPTION OF FACILITIES

These centers are located at St. Stephen's and St. Agnes School's Lower School Campus, located at 400 Fontaine Street, Alexandria, VA 22302.

- Junior Kindergarten: The Junior Kindergarten classrooms are located in the Sinclair Building.
- Junior Day Camp: The Junior Day Camp classrooms are located in the Mackinnon Building on the first floor.
- Early Learning Center: The Early Learning Center classrooms are located in the Daniel Building.
- Extended Day: The Extended Day classrooms are located in the Daniel Building, the Sinclair Building and in the Mackinnon Building multipurpose room.
- Early Saints Program: The Early Saints Program classroom is located in the Sinclair Building.

The kitchen facilities are available for use by these programs when necessary. Play equipment consist(s) of several age-appropriate outdoor playgrounds located across the campus.

### ENROLLMENT/CAPACITY

- Junior Kindergarten: The maximum number of children that the Center will enroll is 28.
- Junior Day Camp: The maximum number of children that the Center will enroll is 48.
- Early Learning Center: The maximum number of children that the Center will enroll is 20.
- Extended Day: The maximum number of children that the Center will enroll is 150.
- Early Saints Program: The maximum number of children that the Center will enroll is 20.

### FOOD SERVICE

The following food service is provided:

Junior Kindergarten: Lunch.

Junior Day Camp: No food service.

Early Learning Center: Mid-morning snack and Afternoon snack.

Extended Day Program: Afternoon snack.

Early Saints Program: Lunch.

#### HEALTH REQUIREMENTS FOR STAFF

Staff employed at these centers must be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the school.

#### PUBLIC LIABILITY INSURANCE

The school is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of these centers as a result of negligence.

## **Addendum: Staff Position Descriptions**

### **DIRECTOR OF JUNIOR DAY CAMP**

Reporting to the Director of Summer Programs, the Director of the Junior Day Camp is responsible for managing the day-to-day activities and curriculum of the Junior Day Camp, whose campers range in age from 3 to 4.

#### **PRIMARY RESPONSIBILITIES**

The responsibilities of this position include, but are not limited to:

- Hire and lead 1 or 2 Junior Day Camp instructors
- Develop and execute a range of age-appropriate activities, including outdoor play, creative play, and arts and crafts
- Communicate with parents of campers regarding the week's activities
- Ensure camp classroom is maintained, safe, orderly and sufficiently stocked with any necessary supplies and equipment
- Interact with, engage, and supervise Junior Day campers
- Ensure the safety and well-being of the campers
- Regularly communicate with Director of Summer Programs regarding Junior Day Camp content, activities, and concerns related to Junior Day campers and camp facilities

#### **QUALIFICATIONS**

The successful candidate finds joy in working with children and possesses the vision, creativity, and organizational skills to lead a growing program. Specific skill sets and qualifications required are:

- Excellent written and oral communication skills
- Positive attitude, strong interpersonal skills, and collaborative spirit
- A creative mindset that lends itself to planning and implementing programming activities that develop and excite children
- Familiarity with applicable local and federal regulations
- Experience in a related field with at least three years of experience
- A bachelor's degree
- Strong references who confirm the applicant's ability to exercise sound professional judgment.
- Ability to pass a criminal background check

### **SUMMERTIMES JUNIOR DAY CAMP INSTRUCTOR**

Reporting to the Director of the Junior Day Camp, a Junior Day Camp instructor is responsible for helping to lead and engage in the day-to-day activities and curriculum of the Junior Day Camp, whose campers range in age from 3 to 4.

#### **PRIMARY RESPONSIBILITIES**

The responsibilities of this position include, but are not limited to:

- Work with the Junior Day Camp Director to execute a range of age-appropriate activities, including outdoor play, creative play, and arts and crafts
- Interact with, engage, and supervise Junior Day campers
- Help to ensure the camp classroom is maintained, safe, and orderly
- Ensure the safety and well-being of the campers

#### **QUALIFICATIONS**

The successful candidate finds joy in working with children and possesses the vision, creativity, and organizational skills to work with young children. Specific skill sets and qualifications required are:

- Excellent written and oral communication skills
- Positive attitude, strong interpersonal skills, and collaborative spirit
- A creative mindset that lends itself to planning and implementing programming activities that develop and excite children
- Familiarity with applicable local and federal regulations
- Experience in a related field with at least one year experience
- A bachelor's degree preferred
- Strong references who confirm the applicant's ability to exercise sound professional judgment.
- Ability to pass a criminal background check

### **DIRECTOR OF EXTENDED DAY PROGRAMS**

Reporting to the Director of Auxiliary Programs, the Director of Extended Day Programs is responsible for managing the day-to-day operations of Before and After School Programs for almost 200 students in Junior Kindergarten to 8th Grade. In addition to providing care and supervision for students before and after school, the Director of Extended Day Programs is also responsible for managing After School Clubs, "Vacation Clubs" that occur during the school year when school is not in session (e.g. faculty work days), and extended day programming while summer camps are in session. The Director of Extended Day Programs will play a pivotal role in not only managing ongoing program operations, but also developing and implementing a strategic vision that will move the program forward.

#### **PRIMARY RESPONSIBILITIES**

The responsibilities of this position include, but are not limited to:

- Recruit, hire, train and lead an experienced team of 14 faculty members
- Manage registration, enrollment, and billing for the Extended Day, After School Clubs, and Vacation Clubs
- Coordinate with the Business Office to prepare budgets, allocate program funds, submit payroll, and manage accounts payable and receivable
- Develop and execute a range of age-appropriate programs, including enrichment activities, homework supervision, and recreational activities
- Review, establish, and enforce policies and communicate them to students, staff, and parents
- Ensure facilities are maintained, safe, orderly and sufficiently stocked with any necessary supplies and equipment
- Ensure the safety and well-being of the students and ensure compliance with local and federal regulations, specifically the guidelines outlined by Virginia Department of Social Services
- Serve as a liaison between the school day faculty and Extended Day programs and stay informed of school day priorities and events
- Regularly communicate with parents about program operations and student development
- Source and contract school staff and/or vendors to provide a rich selection of enrichment activities and offerings for the clubs and program
- Develop and implement a strategic plan to enhance and expand the Extended Day programs

#### **QUALIFICATIONS**

The successful candidate will be a proven manager and leader who finds joy in working with children and possesses the vision, creativity, and organizational skills to lead a growing program. Specific skill sets and qualifications required are:

- Excellent written and oral communication skills
- Positive attitude, strong interpersonal skills, and collaborative
- Propensity to take initiative and entrepreneurial spirit
- Excellent project management and organizational skills and ability to multitask
- A creative mindset that lends itself to planning and implementing programming activities that develop and excite children
- Familiarity with applicable local and federal regulations
- Experience in a related field with at least three years in a supervisory capacity
- A bachelor's degree
- Strong references who confirm the applicant's ability to exercise sound professional judgment.
- Ability to pass a criminal background check

### **EXTENDED DAY PROGRAMS FACULTY MEMBER**

Reporting to the Director of Extended Programs, team members are responsible for providing care and interactive supervision to both students and summer campers, before and after school, and camp.

#### **PRIMARY RESPONSIBILITIES**

The responsibilities of this position include, but are not limited to:

- Work in concert with Director to execute daily plan of age appropriate activities.
- Ensure the safety and well-being of the students and campers to ensure compliance with local and federal regulations, specifically the guidelines outlined by Virginia Department of Social Services
- Ensure facilities are maintained, safe, orderly and sufficiently stocked with any necessary supplies and equipment
- Regularly communicate with parents about program operations and student /camper development

- Enrich and implement a plan to continually enhance and expand activities

#### **QUALIFICATIONS**

Successful candidates will find joy in working with children.

Specific skill sets and qualifications required are:

- Positive attitude, strong interpersonal skills, and collaborative mindset
- Must be a pro-active forward thinker
- Exude a fun-loving personality
- A bachelor's degree-preferred or experience working with school age children in a group setting
- Ability to pass a criminal background check

#### **EARLY LEARNING CENTER FACULTY MEMBER**

The SSSAS Early Learning Center is seeking an experienced, loving, and creative staff member for the 2019-2020 school year to work with children ages 3 months to 4 years. The ideal candidate will have a demonstrated capacity to create, manage, and participate in a variety of learning environments and activities that provide opportunities for children to develop to their fullest potential and achieve their learning objectives. The hours for this part time position are from 11:30 am - 4:30 pm on school days. This is an hourly position and there is the potential for additional hours when needed.

#### **PRIMARY RESPONSIBILITIES**

- Successfully engage with children and foster physical, emotional, cognitive, and social development
- Provide responsive care to all children and adapt daily routines and lesson plans to meet the needs and interests of individual students as well as the whole group
- Maintain ongoing communication with parents and families
- Work collaboratively with the other caregivers
- Diaper changing and feeding

#### **QUALIFICATIONS**

- Experience in early childhood education (higher education degree is a plus)
- Strong interpersonal skills
- Strong desire to work with children ages 3 months to 5 years
- Strong references who confirm the applicant's ability to exercise sound professional judgment
- Ability to pass a criminal background check

#### **TEACHER IN LOWER ELEMENTARY GRADE**

The Lead Teacher will assume primary responsibility for instruction in language arts, social studies, and mathematics, and ultimate responsibility for student assessment and parent communication. Candidates should be flexible, patient, nurturing, and collaborative. The successful candidate will possess facility and capacity with teaching whole group, small group, and individual instruction in phonics, the reading and writing workshop model and mathematical exploration and problem-solving. The ideal candidate will also have experience with technology integration, the Responsive Classroom approach, and the Investigations and/or Math in Focus curriculum. All members of the faculty instill our school's mission by helping their students to become responsible, honest, compassionate, respectful citizens. The successful candidate will be required to exercise professional judgment and responsibility in keeping with the expectations of the School's faculty.

#### **PRIMARY RESPONSIBILITIES**

- Provide a safe and stimulating environment that facilitates learning.
- Maintain a palpably strong commitment to educating a diverse student body within a caring and creative environment through equitable and inclusive teaching practices, curricula, and programming.
- Collaborate with Assistant Teacher, Specials Teacher, and Learning Resources Specialists on instruction and differentiation for individual students and small groups.
- Develop, plan, and implement the curriculum through daily lessons in Reading and Writing Workshop, Math in Focus, and Social Studies.
- Differentiate for individual students based on their unique learning needs.
- Ensure all students are appropriately engaged and challenged.
- Manage classroom behavior through the Responsive Classroom approach.
- Actively supervise students inside and outside of the classroom, including recess and lunch.

- Design purposeful play opportunities to stimulate children's natural curiosity, reinforce curricular ideas, and promote social emotional learning.
- Initiate and maintain timely communication regarding student progress, events and activities, and home-school connections with parents through online newsletter and email.
- Respond promptly to communication from colleagues and parents.
- Maintain records of each student's academic and social and emotional growth.
- Report student progress to parents through a trimester narrative report card and conferences.
- Collaborate with grade-level team to enhance teaching and learning.
- Attend and participate in meetings of all committees joined.
- Attend and participate in regular faculty meetings.

#### **QUALIFICATIONS**

- Bachelor's degree in Early Childhood Education, Elementary Education or another relevant field; advanced degrees are strongly encouraged; state certification is not required
- A strong commitment to educating a diverse student body within a caring and creative environment.
- Excellent verbal and written communication skills.
- Previous teaching experience in an early elementary classroom.
- Strong references who confirm the applicant's ability to exercise sound professional judgment.
- Ability to pass a criminal background check

#### **EARLY SAINTS TEACHER: PROGRAM FOR THREE YEAR OLDS**

St. Stephen's and St. Agnes School is seeking a dynamic educator to assume the position of Teacher in our new Early Saints program for three-year-old students beginning in late August 2020. The Teacher will assume responsibility for instruction in language arts, social studies, and mathematics, and ultimate responsibility for student assessment and parent communication. Candidates should be flexible, patient, nurturing, and collaborative. The successful candidate will possess facility and capacity with teaching whole group, small group, and individual instruction in phonics, early literacy, and mathematical exploration and problem-solving. The ideal candidate will also have experience with technology integration, movement activities, and the Responsive Classroom and Reggio Emilia approach. All members of the faculty instill our school's mission by helping their students to become responsible, honest, compassionate, respectful citizens. The successful candidate will be required to exercise professional judgment and responsibility in keeping with the expectations of the School's faculty.

#### **PRIMARY RESPONSIBILITIES**

- Provide a safe and stimulating environment that facilitates learning.
- Maintain a palpably strong commitment to educating a diverse student body within a caring and creative environment through equitable and inclusive teaching practices, curricula, and programming.
- Develop, plan, and implement the curriculum through daily lessons in early literacy and mathematics.
- Differentiate for individual students based on their unique learning needs.
- Ensure all students are appropriately engaged and challenged.
- Actively supervise students inside and outside of the classroom, including outdoor play and exploration.
- Design purposeful play opportunities to stimulate children's natural curiosity, reinforce curricular ideas, and promote social emotional learning.
- Initiate and maintain timely communication regarding student progress, events and activities, and home-school connections with parents through online newsletter and email.
- Respond promptly to communication from colleagues and parents.
- Maintain a portfolio of each student's academic and social and emotional growth.
- Report student progress to parents through portfolios and conferences.
- Collaborate with grade-level colleagues and other LS early childhood teachers.
- Partner with key SSSAS Administrators to ensure compliance with Virginia State Department of Education licensing requirements including employee and student documentation.
- Order necessary materials within the parameters of the program budget.
- Initiate and maintain timely communication regarding student progress, events and activities, and home-school connections with parents.
- Respond promptly to communication from colleagues and parents.

- Collaborate with teaching team and specials teachers to enhance teaching and learning.
- Attend and participate in meetings of all committees joined.
- Attend and participate in Lower School faculty meetings.

**QUALIFICATIONS**

- Bachelor's degree in Early Childhood Education, Elementary Education or another relevant field; advanced degrees are strongly encouraged; state certification is not required.
- A strong commitment to educating a diverse student body within a caring and creative environment.
- Excellent verbal and written communication skills.
- At least three years' experience working in an early-childhood setting.
- Strong references who confirm the applicant's ability to exercise sound professional judgment.