



## **FALCON CLUB**

### **Policies and Procedures**

### **2023-2024**

Falcon Club Director Melissa Schwartz  
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Our Fredericksburg Academy Falcon Club team members are eager to welcome Lower and Middle School students for another year of fun and friendship. We place a priority on developing such qualities as self-esteem, self-discipline, integrity, compassion, and respect for others. Knowing what to expect from Falcon Club is important to our FAmilies. The Falcon Club pages on the school website includes additional information. You may also receive important information through direct emails (using the email you provided on the Student Emergency Card).

### **Fredericksburg Academy**

**Mission:** We inspire and empower our students to discover, to engage, and to imagine the limitless nature of themselves and the world.

#### **Beliefs**

- A safe and compassionate community is our foundation.
- Teaching must be thoughtful, persistent, respectful, and passionate.
- Diversity of thought and people inspires critical thinking and self-knowledge.
- Each student's intellectual, ethical, emotional, social, and physical development is essential.
- Strength and resilience are cultivated through achievements and mistakes, joy and disappointment.
- Mastery requires mentorship, application, and reflection.
- Through opportunities in academics, the arts, athletics, leadership, and citizenship, students define their paths.

### **Falcon Club**

Falcon Club is a welcoming place for prekindergarten through eighth-grade students and consists of Before-school Care, After-school Care, Early Dismissal Care, and School Closed Care. For additional information, visit: [Falcon Club](#).

Before-school Care is offered daily from 6:45 to 8:15 a.m., during which students have supervised free-time.

After-school Care is offered daily from 3:30 to 6:00 p.m., during which students have indoor and outdoor supervised free-time and are provided a place for continued learning, including a quiet space to do homework.

Early Dismissal Care is offered on days the school dismissal is at 11:55 a.m. These days require a separate registration and fee.

School Closed Care is offered on Faculty Professional Days, Teacher Work Days, and Conference Days. These days require a separate registration and fee.

## Hours of Operation

- Before-school Care operates from 6:45 - 8:15 a.m.
- After-school Care operates from 3:30 - 6:00 p.m.
- Early Dismissal Childcare operates from dismissal at 11:55 a.m. until 6 p.m.
- School Closed Childcare operates from 7 a.m. until 6 p.m.

Before-school Care does not operate on days when the Academy opens late due to inclement weather. Should inclement weather cause school to close early during the day, After-school Care will also be closed.

As a Department of Education licensed program, Falcon Club does not allow students into the facility until 6:45 a.m. and must have all students picked up by 6:00 p.m. daily.

## Registration Requirements

Students must register online by the posted deadlines in order to attend Falcon Club.

- [Registration Options](#)

The FA Student Emergency Card, Proof of Identity, and School Health and Medical Authorization forms obtained during the admission process are required documentation for Falcon Club. Students will not be allowed to attend Falcon Club unless all relevant documentation has been submitted on, or prior to their first day of school.

## Fee Structure

Before-school Care and After-school Care must be purchased online by the posted deadlines. Parents may either prepay for a Full or Half Year option, or prepay by Month or by Week. Parents may use their FACTS account as a payment option ONLY when paying for a Full or Half Year option. All rates for Falcon Club are [posted online](#).

Early Dismissal Care is not included in the After-school Care prepaid fees for the year. Separate online registration is required.

School Closed Care is not included in the Before-school and After-school Care prepaid fees for the year. Separate online registration is required.

Late Pick Up Fees: A late fee of \$10 per ten-minute interval is charged after 6:00 p.m. for the first three occurrences. After the third late occurrence, fees are doubled. After six late occurrences, Falcon Club privileges will be suspended and parents must seek other childcare arrangements.

Late Registration / Drop-Ins: Drop Ins are now only allowed for extenuating, last minute circumstances. A same day payment must be made online. Any unpaid balances for drop-in fees not paid online or via check or cash by the end of the month, will be automatically added to your next FACTS payment. If you are not enrolled in FACTS, you will then be billed late fees by the business office.

Refunds: Falcon Club purchases are non-refundable, non-transferable except between siblings, and apply only to the school year for which they are purchased. There are no refunds for days that school and/or Falcon Club are closed due to inclement weather or extenuating or unforeseen circumstances. Fees will be refunded for Early Dismissal and School

Closed Care days cancelled by FA. Refunds are provided by the same method as payment. If an individual cancellation for Early Dismissal or School Closed Care days occurs, at the sole discretion of Falcon Club, a refund might be made, but the maximum refund would be half of the fees paid.

## **Arrival and Departure**

Students must register online by the posted deadlines in order to attend Falcon Club.

Falcon Club drop off and pick up will take place in the Breezeway. For afternoon pickup from December through February, after 5:15 p.m., Falcon Club pick up will transition to the Lower School side parking lot (to avoid increased traffic congestion with Middle School sports pick up).

Parents/guardians should remain in their vehicle until a Falcon Club staff member approaches. If a staff member is not outside, please text your student's name to: 540-300-5165

For morning drop off, an adult must sign all JK and PK students in. The Falcon Club staff member will then escort them from the vehicle to the appropriate room.

For afternoon pick up, parents/guardians should remain in their vehicle until a Falcon Club staff member approaches. If a staff member is not outside, please text your students name to: 540-300-5165. An adult must sign all JK and PK students out.

Any Lower School or Middle School students dropped off at FA before their classrooms / home bases are open must be pre-registered online for Falcon Club and will be escorted to Before-school Care in the appropriate location.

Any Lower School or Middle School students remaining on campus after carpool and not participating in a supervised afternoon activity must be pre-registered online for Falcon Club and will be escorted to After-school Care in the appropriate location.

Only adults authorized on the Student Emergency Card will be able to sign students out of After-school Care. Siblings may be authorized to sign a student out as long as they are at least 16 years old and are listed on the Student Emergency Card.

If special plans or an emergency require that someone else picks up a student, the Director of Falcon Club must receive instructions including the name of the adult and his or her relationship to the student. *Emergency contacts must be local to the Fredericksburg area, which allows for prompt pickup in the event that a parent is unavailable.* All adults should be prepared to present identification (driver's license) to Falcon Club staff members upon request.

## **Parental Admittance**

We encourage Lower School parents to take an interest in the after school education of their children, and there are numerous ways that parents can volunteer to help with the Academy's programs. Parents are permitted admittance to their students while attending Falcon Club as long as they are listed on the student's Emergency Card, or have prior authorization from the custodial parent sent directly to the Director: [falconclub@fredericksburgacademy.org](mailto:falconclub@fredericksburgacademy.org). Any family that has court documentation for custody, must present the most recent copy (to be kept on file) to the Director prior to the child attending Falcon Club.

## Health and Emergencies

**Medication:** If a student requires daily or emergency medications, the appropriate forms must be completed and delivered to the school nurse before the students first day in the Falcon Club program. All medication will be stored in the nurse's office or in a locked box if the student participates in a trip off-campus.

Medication, prescription or non-prescription, must be provided by the parents in their original containers. The containers should be clearly marked with the child's name, dosage, and the time(s) to be administered. Authorization given by parents to give medication is valid for ten days. If medication must be administered longer, a doctor's note must be present.

If medication is to be administered as an as-needed basis (such as medication for allergies or Tylenol for headaches), or long-term for a chronic condition, the authorization form must be signed by both the child's parent and physician.

Without proper written authorization, we are prevented by the Virginia Department of Education from administering any medication, including allergy medication or Tylenol. All forms can be found in your Veracross Parent Portal under Magnus Health. Submit forms online to the school nurse to be kept on file.

- Allergy Action Form
- Asthma Action Form
- Diabetes Management Plan
- Seizure Action Plan
- Medication Administration Form

**Sunscreen and Insect Repellent:** Students should arrive to school each day with sunscreen and/or insect repellent applied. If parents require a second application of product for the afternoon, the Authorization Form and clearly-labeled bottles with first and last name must be submitted to the school nurse. Sunscreen and insect repellent will not be applied to children by Falcon Club staff during the school year, it must be applied by the school nurse prior to arrival at Falcon Club.

- Sunscreen and Insect Repellent Authorization Form – found in Parent Portal

**Food:** Students are allowed to bring a light, healthy breakfast snack to Before-school Care. An afternoon snack will be provided daily for students attending After-school Care and will comply with U.S. Department of Agriculture recommendations for school-aged children. The menu will be posted online and will include healthy options.

**Food Allergies:** If a student has dietary restrictions, parents are asked to inform the Director of Falcon Club and specific accommodations will be made. The afternoon snack program will take into consideration the allergies and intolerances of the students in care. Students with food allergies must have documentation with the nurse along with appropriate emergency medications and procedures.

**Policy for Reporting Suspected Child Abuse:** If child abuse is suspected, staff will report to Falcon Club Director, who will report to Head of School Karen Moschetto. The Department of Social Services (Child Protective Services) or the statewide Child Abuse Hotline (1.800.522.7096) will be notified. Documentation must be kept on file with the child's records after completing the appropriate child abuse/neglect report.

**Illness:** Students who are ill may not attend Falcon Club. Please notify the Director if your child is sick and will not be attending the program on a particular day.

If a student becomes ill while in the program, the parents or the emergency contact will be notified to pick up the student immediately. If parents are unable to pick up the student within 45 minutes of contact, a local backup caregiver must be available to pick up and care for the student.

A parent or emergency contact will be called to pick up any child who is ill or displays any of the following symptoms:

- A temperature of 100.4°F or higher
- Unexplained rash or skin disorder
- Heavy nasal discharge
- Conjunctivitis (Pink Eye) - tears, redness of the eyelid lining, followed by swelling and discharge
- Vomiting or diarrhea
- A [communicable disease](#)
- COVID Update: Falcon Club will follow all health and wellness policies found in the Parent-Student Handbook along with guidance from the School Nurse and the Rappahannock Area Health District.

To attend Falcon Club after an illness:

- Students must follow the latest version of FA's Health Mitigation Plan which can be found in the Student-Parent Handbook.
- For specific questions, please contact the school Nurse.

Parents will be called to advise the staff regarding how to treat complaints of malaise, headache, and stomach or sinus pain.

For children with potentially life-threatening illnesses, such as asthma, we can administer inhalers or nebulizer treatments with **written permission** from both the parent and doctor. For a child's shortness of breath and/or anxiety attack, parents will be called for immediate pick-up. If parents cannot be reached, we will call 911.

**Injured Child:** In the event of an injury, a trained staff member will assess the severity of the injury.

- **Minor:** If the injury is considered minor (bumps, scrapes, etc.), first aid shall be given to the child and the parent informed both verbally and with an Accident Report Form.
- **Severe:** If the injury is considered severe (broken bones, excessive bleeding, unconsciousness, etc.) a parent will be notified and instructed to report to school immediately. All medical consent forms, medical information, and accident insurance information will be made accessible for paramedics. If the parents are not in attendance at the time the child is transported to the hospital, a staff member will accompany the child and bring pertinent medical information and release forms. The remaining staff at the school will inform the parents upon their arrival as to the location of the hospital where the child was taken. An Accident Form will be completed by the attending staff member and kept on file for at least one year.

**Missing Child:** If a child is discovered to be missing, it will be reported to the Director or the staff person in charge in her absence, who will immediately begin the Missing Student Procedures as outlined in FA's Crisis Guide.

- a. Conduct a reasonably thorough but quick search of the immediate area; interview students for information about the person who is missing.
- b. Follow all reasonable leads.
- c. Maintain control of students in area. Do not involve them in search without direct adult supervision.
- d. If student is not located, contact administration.

Available faculty and staff will help in the search for the child. Another staff member will stay in the program space supervising the other children in the event the missing child returns.

If the child is not found after thoroughly searching the building and grounds, the police will be called and the parents will be notified. A missing child report shall be completed and kept on file for one year. In the event that local authorities need to be contacted, the Virginia Department of Social Services will also be notified.

**Child Not Picked Up:** A child not picked up by closing time will stay with a designated adult while every effort is made to contact the child's parent or emergency contacts. Arrangements will need to be made to pick up the child immediately.

If no one is available to pick up the child, responsibility for the child will lie with, Mrs. Melissa Schwartz, Falcon Club Director; Mr. Christopher Stec, Director of Auxiliary Programs; Mrs. Patty Estes, Head of Lower School; Mr. David Fischer, Head of Middle School; or Ms. Karen Moschetto, Head of Fredericksburg Academy, until the parents or persons designated by the parents can pick up the child. This may mean that the child will be transported to a location other than the school.

All reasonable efforts will be made to contact the parents or emergency contact before this takes place. Calls will continue until contact is made. The Department of Social Services will be notified if the parents or designated adults have not been in contact with the school after 24 hours from the time the child should have been picked up.

**Fire:** If a fire-related emergency occurs, the students and staff will evacuate the building in an orderly fashion and reconvene on the Activities Field. All student belongings will be left in the buildings during the evacuation. Once on the field, attendance will be taken. No person will be allowed re-entry until the 'all clear' has been given from emergency responders. Parents will be contacted through Administrator communications. In the event we are relocated, parents will be contacted as to the new location.

**Weather-related Emergency:** If a weather-related emergency occurs (tornado, flood, severe storms, etc.), the children and staff will assemble in a hallway or centrally located room, away from windows and/or the presence of dripping or standing water. They will re-enter the program space when the weather conditions stabilize and conditions within the classroom appear safe. An Administrator will authorize when these conditions exist. Parents should listen to the local radio/emergency stations for notifications.

**Shelter-In Place/Lock-Down:** If a shelter-in place- or lock-down-related emergency occurs, the students will be secured in a location by staff and not permitted to leave until the 'all clear' is given by the emergency responders. Parents will not be authorized to enter the building during this time. Parents will be contacted through Administrator communications. In the event we are relocated, parents will be contacted as to the new location.

## **Dress and Weather**

Students should dress appropriately for active play and consider the expected weather forecast. Activities will occur outside daily unless it is actively raining, less than 20°, more than 100°, or a Code Red Air Quality rating as determined by the Department of Environmental Quality. Frequent opportunities for hydration and shade coverage will be provided.

## **Personal Belongings**

Parents are encouraged to have all student's belongings labeled with first and last names. Students will be reminded to take all possessions with them before leaving Falcon Club. *All items remaining in the LS or MS rooms will be placed in the Lost and Found area of school each Friday.*

## Falcon Club Rules

1. Respect yourself
  2. Respect others
  3. Respect our school
  4. Be safe
- Playgrounds, LS MPR, MS MPR

## Guidance, Discipline, and Termination

The guidance and discipline used within Falcon Club and Enrichment is preventative and includes shadowing, redirection, and positive reinforcement. Students may be removed from the group for serious disciplinary infractions, but they will never be shamed or isolated from the group.

Specific policies exist for biting and physically aggressive behaviors, which will be discussed with parents as necessary. In the event that a student does not adapt to the Falcon Club and Enrichment programs, parents will be asked to withdraw the student from the program.

**Biting:** Each incident will be documented and reviewed with the parents and Director. After a fourth incident, the child may be asked to leave the program entirely.

- **First Incident:** The student will be spoken to and placed in a time out for the appropriate length of time (one minute for each year of age). Parents/guardians will be notified by phone by the staff member and again at pick up with an Incident/Accident Reporting Form.
- **Second Incident:** The student will be removed from the rest of the group while a parent/guardian is called and asked to pick the child up at that time. An Incident/Accident form will be completed.
- **Third Incident:** The student will be removed from the rest of the group while a parent/guardian is called and asked to pick up the child at that time. The student will not be allowed to attend the program for one week. Upon the student's return, one parent/guardian must be available for two weeks to take the child home if a fourth incident occurs.
- **Fourth Incident:** As above, the student will be removed from the rest of the group and a parent/guardian will pick up the child from school. The child will not be allowed to attend the program until a conference between parents/guardians, teacher and Director or Administrator has taken place, discussing relevant individual circumstances and determining whether the child will remain in the program. A recommendation will be made by the teacher and final determination of termination will be made by an Administrator.

**Three Strikes Program:** The three strikes program will be instituted for children who are repeatedly unresponsive to the guidance and discipline methods used.

Children earning 'three strikes' may not attend Falcon Club or Enrichment programs for a period of one week. Parents/guardians will be notified each time a strike is earned and must sign documentation to indicate they have received notification. After careful review, a child receiving a second set of three strikes will not be able to attend either program for a period of time determined by the Director or Administrator.

Strikes are earned in three ways:

- Physical altercations (harming self or another child by pushing, hitting, kicking or biting)
- Blatant disrespect (disrespect in tone, gesture or actions of another person)
- Other serious events (as determined by the Falcon Club Director)

## Transportation

Falcon Club does not transport students off campus.

## Enrichment

Enrichment is an after-school program where students build skills and confidence through engaging activities that are an extension of Fredericksburg Academy's top-rated learning program. This program is built upon a rotating schedule of classes offered throughout the school year. These classes are led by experienced FA Faculty or outside professionals. Classes will be offered on various days of the week and have different start times and pricing. For additional information, visit <https://www.fredericksburgacademy.org/school-life/before-and-after-school-opportunities/enrichment>

## Camp FA

At Fredericksburg Academy, you can expect fun activities for your kids all year round, with our Summer, Holiday, Winter, and Spring Break camps. For ages 4 through grade 12, our camps are supervised with days that are full of fun and age-appropriate activities.

Camps are offered for the following breaks:

- Holiday Break (December 20-22, 26-29, 2023 and January 2, 2024)
- Winter Break (February 26 – March 1, 2024)
- Spring Break (April 1-5, 2024)
- Summer Camp (June 3 - August ??, 2024)

For additional information, visit <https://www.fredericksburgacademy.org/camp-fa/our-camps>.

## Relevant School Personnel and Contact Information

Fredericksburg Academy school phone: **540-898-0020**

Melissa Schwartz	Falcon Club Director	ext. 1211
	Drop Off and Pick Up	540-300-5165
Karen Moschetto	Head of School	ext. 1226
Brian Skinner	Director of Facilities	ext. 1227
Patty Estes	Head of Lower School	ext. 1203
David Fischer	Head of Middle School	ext. 1221
Christopher Stec	Director of Auxiliary Programs	ext. 1234
	School Receptionist	ext. 1201

Please contact the Falcon Club Director in all circumstances. If there is an emergency and the director is not available, please utilize the above contact information.