

Fairfax Presbyterian Preschool



Celebrating 54 Years of Friendship 1957-2011

Parent Handbook 2011-2012

www.fairfaxpresby.com/preschool

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Name, Sponsorship, Purpose, and Goals

Name of Organization

The name of this organization shall be **Fairfax Presbyterian Preschool**, hereinafter, the School.

Sponsorship

This organization is a nonprofit, nonsectarian, interracial, and nonpolitical institution established by and under the Session of the Fairfax Presbyterian Church in 1958. We proudly serve families from any and all cultures and socioeconomic backgrounds.

Purpose

The purpose of this program shall be to provide a half-day preschool program for children ages three years through five years of age that will further their Christian growth and through a developmentally appropriate program provide for their social, emotional, intellectual, and creative needs.

School Philosophy

The purpose of this program shall be to provide a half-day preschool program for children ages three years through five years. We believe that each day of a child's life should lead toward the growth and development of a healthy and contributing member of society. To accomplish this, our program provides rich and varied learning opportunities which contribute to a child's social, emotional, physical, creative, intellectual, and spiritual growth, and also foster an appreciation and understanding of diversity. Our program is based on the understanding that a child learns naturally through play; we believe that play is the most developmentally appropriate means for young children to learn.

Goals

A. For the child

1. To develop a positive self-image.
2. To develop a sense of independence and self-confidence and become increasingly autonomous.
3. To provide opportunities for being with other children in an atmosphere conducive to the development of wholesome social relationships.
4. To provide appropriate play experiences that contribute to the developmental needs of the whole child.
5. To provide opportunities for meaningful play that are based on the individual needs, interests, challenges, and abilities, and that will build important

foundations for future reading skills and other academic pursuits.

6. To develop self-control and the ability to accept limits.
7. To develop the ability to make self regulated choices, complete activities, and increase the level of attention and involvement in activities.
8. To help children become aware of God as a reality in their own lives and to help them value themselves as well as others and the world in which we live.

B. For the parents

1. To provide opportunities to meet with and work with other parents and teachers who have as their common concern the interests and needs of the preschool age child.
2. To provide opportunities to grow in the understanding of child development through an educational program and by working, under direct supervision, as a classroom assistant.
3. To provide a clean, safe environment and developmentally appropriate program for their child's preschool education.

C. For the community

1. To help meet the needs of the community for an early childhood education facility.
2. To contribute to the wholesome growth and development of the future citizens of the community.

Enrollment Policy

1. Enrollment shall be open to any child, provided the school can meet the needs of the child.
2. Enrollment in the school shall be granted without discrimination in regard to sex, race, color, creed, or political belief.
3. The child must be at least 2 years 6 months of age when enrolled, and not older than 5 and 1/2 years of age at enrollment.
4. The child must be toilet trained when classes start.
5. Enrollment shall be accepted on a first-come, first-served basis beginning in January for the classes starting the following September.
6. The opening of enrollment will be announced first to members of Fairfax Presbyterian Church, then to parents of current students and alumni families, and finally to the general public.

Preschool Operations Committee of Fairfax Presbyterian Church

1. **Chairperson**

The Session of Fairfax Presbyterian Church shall be responsible for appointing an active member of the church to serve as Chairperson of the Preschool Operations Committee.

2. **Members**

The Committee shall consist of at least two additional members of the church who have, or have had, children enrolled in the school or who otherwise have an interest in the school age child; no more than three custodial caregivers who have a currently enrolled student in the program; and one teacher who attends meetings on a rotational basis and acts as a staff representative.

The Director of the Preschool and a representative from the church's Christian Education Ministry (CEM) shall sit as ex-officio members of the Committee.

3. **Officers**

A Treasurer and Secretary shall be elected from members of the Committee.

4. **Responsibilities**

- A. To review and approve the planning and operating budget for the school year.
- B. To establish the rate of compensation, hire and terminate all members of the school staff, except that the Director shall submit for Session approval with respect to the foregoing determinations.
- C. The Director and Committee shall consider all applications for school positions. The Committee shall interview selected candidates and determine position acceptability and conditions of employment.
- D. When the school has a problem that cannot be handled by the staff, the Director will make a report to the Committee. If the Committee cannot agree on a solution, the Chairperson of the Committee shall take the matter to Christian Education Ministry.
- E. The Committee shall at all times recognize that its primary function is to provide support to the Director in the overall administration of the School.

Subcommittees

- **Fundraising Committee.** This committee is responsible for determining and completing the fundraising activities to benefit the school.
- **Teacher Appreciation Support Committee (TASC).** This committee organizes and implements activities throughout the year to show our appreciation for the teaching and administrative staff.

Staff

Classroom teachers meet the standard requirements for licensing by the Commonwealth of Virginia. All staff will complete 16 hours of training during the 2009-10 school year in Early Childhood Education and Childhood Development.

Classroom Parent Helpers

Parent helpers in the classroom are counted in our student to teacher ratios during the 2011-12 school year. Our Commonwealth of Virginia license requires that all parents and/or other caregivers participating in the classroom attend **4 hours** of training provided by Preschool staff during the school year. Each parent helper ***must*** attend our Preschool Orientation/Parent Participation Training class for 2 hours ***prior to working in the classroom***. The Preschool will provide evening and daytime opportunities to attend the Parent Orientation/Participation Training class. Parent helpers can receive the other training hours through evening training sessions, Director Coffees, Back-to-School night, and approved Internet training courses.

Health & Safety Requirements

Students:

- A certificate of good health, signed by a physician, is required at the time each child is admitted to the school and upon their birthday thereafter. A physician's statement may also be required before reentrance by a child after any lengthy or serious communicable disease or illness.
- All newly enrolled students are required to have current immunizations, to include the varicella vaccine (chicken pox) and a tuberculin test, within six weeks of entering the program. ****Each student must resubmit a current tabulation of vaccines administered annually, and within six weeks of their birthday.*** Failure to do so will require a signed document from their pediatrician's office stating that the student has an appointment within eight weeks of their birthday. If a document cannot be provided, the student will not be allowed to attend school until a current record of vaccines is received by the school administration.
- Each child is to be inspected every morning upon entering the school. If good health is in doubt, the child shall not be admitted. Should a child seem ill during the day, the child shall be isolated immediately and the parents contacted.
- Parents are required to notify the school whenever a child contracts a contagious disease.
- The only exemptions to the above practices are in the event that families' beliefs do not allow for childhood immunizations. In this case, parents must produce a signed Commonwealth of Virginia Certificate of Religious Exemption. Should a vaccine preventable disease, to which children are susceptible, be discovered, the child in question shall be removed from the school immediately.

Staff: All staff members shall present certificates of good health and negative tuberculin tests.

Participating Parent/Caregiver: A negative chest X-Ray or tuberculin test (P.P.D.) is required before anyone can work in the classroom with the children. We cannot accept "read-it-yourself" tests. Written test results should be on file in the School office prior to the first day of school for every member of your family that will be participating in the classroom. These tests are valid for two years. We enjoy having not only "Mommy Helpers", but Daddies and Grandmas and Grandpas, too. **Please remember that the TB test requirement is for anyone who will be in**

the classroom. Adults who arrive to help who do not have a current TB test on file in our office will not be permitted to remain and a paid parent helper will be used.

The school requires all adults who work in the classroom as a parent helper to submit a payment of \$23.00 for two background checks (two per adult). Virginia licensing requires the School to perform these background checks on all adults counted in our classroom ratios. The two background checks are Virginia Department of Social Services/Child Protective Services *Central Registry Release of Information Form* (\$7.00/form) and Virginia State Police *Criminal History Record/Sex Offender and Crimes Against Minors Registry Search Form* (\$16.00/form). The Director will provide the forms to parent helpers and submit the completed paper work for processing.

The school requires the parent/guardian to fill out an Emergency Treatment form that gives the school authorization to seek medical treatment for the child in the event of a medical emergency and the parent/guardian cannot be reached. This form also lists two emergency contacts, other than the parent/guardian, who we may call in case the child becomes ill at school and the school cannot reach the parent/guardian.

***In conjunction with the Commonwealth of Virginia, parents have the right to claim religious exemption for their child's immunizations. Such children shall be admitted into the program with the submission of the Certificate of Religious Exemption; however, if a vaccine-preventable disease, to which children are susceptible, occurs in the program, said children will be immediately removed from the school, and not readmitted, until the Director deems the child is safe.**

Classroom Safety Procedures

Head Count:

Teachers or Parent Helpers will conduct a visual count of all students several times during the day, including before and after movement to Specials Programs and the playground or Big Room. After counting students as they enter the Big Room, the teacher or Parent Helper will close the door.

Water Play:

When water play is being offered at the media tub, be sure to visually inspect interested children for sores on their hands. Any person with sores should not be permitted to engage in communal water play. Inform the children that they are not to drink the water or splash at one another. As there is only one group of children per classroom, the water is changed at the end of each school day only.

Operating Hours

Office Hours	8:30 am – 1:30 pm
Class Instructional Time	9:15 am – 12:00 pm (noon)
Nursery Worker Arrival	8:55 am
Parent Helper Arrival	9:00 am
Student Arrival	9:10 am – 9:20 am
Student Dismissal	12:00 pm – 12:15 pm

Parental Access to the School:

- During school operating hours parents are permitted access to all areas of the facility, provided the parent has completed and passed the proper background checks. Parents may be chaperoned by a staff member, if deemed appropriate by the Director.
- Parents are not permitted access to school files, administrative offices, and teacher or student files and/or portfolios.

Financial Arrangements

1. The Director or the Administrative Assistant collects all fees and tuition. The Administrative Assistant and/or the Director handle banking and bookkeeping procedures. Either the Preschool Director or the Treasurer of the Preschool Operations Committee may sign checks.
2. Fees and tuition are set by the Preschool Committee in accordance with the provisions of the annual budget.
3. The proposed budget is formulated by the Director and/or the Preschool Operations Committee Chair for each new fiscal year and is submitted to the Committee by June of each year.
4. Total enrollment is not to exceed that which is allowed by the licensing agency.
5. Students are enrolled for not less than one full school term or the balance of the current school term if enrolled after the start of the term. A school term is from September until May.

The school reserves the right to drop a student from enrollment for reasons of non-cooperation, delinquency in payment of fees, inability of child or parent to adjust to the school program, or inability to meet the needs of the child or family.

6. Registration Fee
 - A. A \$90.00 non-refundable registration fee shall be paid upon the enrollment of each child, and upon re-enrollment each year.
 - B. A full registration fee is paid for each child in the family enrolled.

Tuition Payment Procedure

Tuition may be paid upfront or in monthly installments. A deposit of one month's tuition is due at the time of registration. Such payment will be applied to the final month's tuition of said school year. Thereafter, monthly installment payments must be received by the 15th of each

month beginning in September. After the 15th of the month, if payment has not been received, a reminder will be given and a late fee of \$20.00 will be imposed.

In the event of non-payment, or checks returned for insufficient funds for two consecutive months, a family's child will be withdrawn from the school automatically. The Preschool Operations Committee will then have the option to take legal action for non-payment.

Tuition Assistance

Tuition assistance is available through Fairfax Presbyterian Church. An application (available in the school office) must be completed and submitted to the Director, who will present it for approval by the Preschool Operations Committee.

Registration Procedure

Registration for the following school year will occur between January and February with the specific dates announced in the school calendar. Registrations will occur in three phases. First registration will be open to members of Fairfax Presbyterian Church; second to families that currently have, or have had, children in the school; and third to the community at large (i.e., open registration).

In the case of a school cancellation or delay on the day registration begins, the preschool will postpone the registration process until the preschool opens on a regular schedule. An FPP representative will place the current sign-up sheet outside the preschool entrance door prior to the start of the registration processing for the rescheduled day.

If there is a space for your child in the program, you will need to fill out all applicable forms for the school. In addition, you must pay the \$90 non-refundable registration fees, the deposit of one month's tuition, and all applicable background check fees. Doing so secures a place for your child in a particular class. Your child will not be considered enrolled in the program without the necessary forms and fees being submitted. If the class is full, we will place your child's name on a waiting list for that class and notify you if and when a place opens up for your child. At that time, we will need the registration application, non-refundable registration fee and an original birth certificate. In August, you will receive information concerning the opening of school in September and a reminder of tuition payments. Shortly before school opens, your child will receive a note from his/her teacher.

Classroom Placements

In accordance with NAEYC and FPP policy, Fairfax Presbyterian Preschool will consider parent requests for classroom placement. However, it may not be possible to honor all parental requests. There are many factors which are considered when placing children in classrooms. These factors include but are not limited to the following:

- Student's birth date
- Personality of the student
- Student's interactions with peers
- Developmental level of the student
- Boy/girl ratios in the classroom

Parent Request for Classroom Placement

When making requests, the parents must use the following guidelines:

- All requests need to be submitted to the Director in writing.
- The Director must receive the request no later than August 15th of the school year.
- Requests to place two students in the same classroom must be submitted by the parents of both students.
- It is the parent's responsibility to confirm that the request has been received by the Director.

Class Make Up and Population

The following are the classes offered at Fairfax Presbyterian Preschool:

- Pre-Kindergarten class
 - One classroom of approximately 12 students
- 4 year old class, meeting 4 times per week
 - Two classrooms of approximately 12 students in each class
- 4 year old class, meeting 3 times per week
 - One classroom of approximately 10 students
- 3 year old class, meeting 3 times per week
 - Two classrooms of approximately 10 students in each class
- Young 3 year old class, meeting 2 times per week
 - One classroom of approximately 10 students

Student Assessments

In an attempt to give your children the very best opportunities for development and learning, FPP performs informal assessments on each child continuously throughout the school year. Having a solid picture of individual children's progress makes it easier to focus your observations and to consider the whole child. Conducting informal tests to find out your child's strengths and needs, such as cutting and writing abilities, small and large motor skills, letter, number, color, and shape recognition, will be important for your child throughout the education process.

Your child's teacher will conduct informal assessments that help gather information about your child's development. Findings may compare his behavior against developmental guidelines for when a child is expected to do a specific task such as, skipping, or recognizing his/her name out of a group of names in print. Teachers use them to chart your child's development over time and to compare his progress from one quarter to the next. When considering the results of any developmental assessments, it's important to remember that they only provide guidelines for a range of typical development, not hard-and-fast rules, and that every child's development is different.

Assessment can provide four types of information for and about children and their parents, teachers, and programs. Child assessment can:

1. Identify children who may be in need of specialized services.

Screening children to determine whether they would benefit from specific interventions is appropriate when parents, teachers or other professionals suspect a problem. When screening indicates a problem, further assessments in several related domains are then usually administered to the child (per the parent's permission). In addition, data from parents and other adults involved with the child are considered in determining a diagnosis and course of treatment.

2. Plan instruction for individuals and groups of children.

Assessment data can be used by our teachers to support the development of individual children, as well as to plan instructional activities for the class as a whole. In addition, information on developmental progress will be shared with each child's parents to help you understand what and how your children are learning in the classroom and how you can extend this learning at home.

3. Identify program improvement and staff development needs.

Child assessments can provide formative evaluation data that benefit program and staff development. Findings can point to areas of the curriculum that need further articulation or resources or areas where our staff needs professional development. If children in the classroom as a whole are not making progress in certain developmental domains, it is possible that the curriculum needs revision or that our teachers need some additional training.

4. Evaluate how well a program is meeting goals for children.

Note that it is the program, not the individual child, who should be held accountable through assessment. Although data may be collected on individual children, data should be assessed to determine whether our program is achieving the desired goals and benchmarks. These goals and benchmarks are defined in the curriculum for each class, and can be accessed through your teacher.

All children are assessed within the classroom setting and by their designated teacher. FPP staff has been trained on the basics of assessment through in-service training presented yearly. Samples of each child's work are placed in their personal portfolios to be accessed by the director, teacher, or child's parents only. Should further, more formal, testing be recommended, the staff at FPP will request permission to share the portfolio with the testing organization, such as Child Find. All informal testing rubrics used are available for viewing by parents at any time.

Parent Participation Buy-Out Option

The Preschool offers families a "buy-out" from their parent participation obligation. Currently, each class is limited to one family buy-out per class. This limitation is intended to ensure that families wanting to attend a parent participation program will experience the full benefits of such a program. When a family decides to take the "buy-out" option, it is for the entire school year. The cost of the "buy-out" depends on the number of days per week the child's class meets. Families interested in the "buy-out" option should contact the Director for availability and cost.

Withdrawal and Absences

In all cases of withdrawal, thirty days written notice shall be required, *except in cases of serious illness, accident or death of the enrolled child or immediate family member or legal guardian.*

As stated on your registration agreement, a student may be withdrawn from the school according to the following terms:

If a student is withdrawing from FPP, the family must take the following steps:

- 1. Provide the FPP office with a 30-day written notice of withdrawal. This notice must contain the last date of attendance for the student. If FPP receives the written notice of withdrawal after January 1st, there is **no waiver** of tuition for the remainder of the school term.*
- 2. Pay the remainder of their account balance no later than the last day of school. If the last date of attendance is after January 31st, there is **no waiver** of tuition for the remainder of the school term.*
- 3. Inform the FPP Committee of their situation (i.e., proof of hardship or permanent change of residence that removes them from the Fairfax commuting area) to determine if FPP can grant a waiver of tuition.*

The school reserves the right to request the withdrawal of any child for any cause deemed sufficient by the Director, with approval of the Preschool Operations Committee. Parents/Guardian will receive at least one week written notice when possible. However, Fairfax Presbyterian Preschool reserves the right to request the immediate withdrawal of a child who poses a health or safety threat to himself or the other children enrolled in the program. If the school is closed temporarily as a health precaution, because of weather conditions or for any other reason beyond the control of the school, tuition will continue to be charged.

Tuition Adjustments

Fees	
Nursery Care	\$15.00 per child paid in cash or by check on the day of nursery use. This fee is paid when your child is in the nursery while you work in the classroom. This fee is also imposed if you have a nursery space reserved for your child and fail to give two days cancellation notice; the failure-to-cancel fee is imposed after your first warning. In case of sudden illness, call the Preschool by 8:55 am.
Paid Parent Helper	\$20.00. This is paid when you are unable to switch with another parent in your child's classroom, and you are giving up your parent participation day.
Parent Helper Late Arrival Fee	\$15.00. This is paid when you are the scheduled Parent Helper and you arrive in the classroom after

Fees	
	9:00 a.m. This fee is imposed after your first warning. There is a 10 minute grace period.
Parent Helper No Show Fee	\$30.00 (paid <i>in addition</i> to Paid Parent Helper fee of \$20.00). This is paid when you have <u>not</u> made any arrangements for another parent to switch helper days or for another parent to act as the paid parent helper on your participation day.
Late Pick Up	\$10.00 for the first 15 minutes or part thereof. \$1.00 for every minute thereafter. This is paid when you have not arrived by 12:15 p.m. to pick up your child at the end of the day (or by 1:15 p.m. following “Lunch Bunch”). This fee is imposed after your first warning. Contact the Preschool if your delay is due to an emergency.
Late Tuition Payment	\$20.00. This is paid when you make your tuition payment after the 15 th of the month.

Credits	
Substitute Teacher	\$30.00. This is received when you are the substitute lead teacher for a preschool classroom. This is normally handled as a tuition credit.
Paid Parent Helper	\$20.00. This is received when you volunteer to act as the paid parent helper in one of the preschool classrooms. This is handled as a tuition credit.

Snow Day Policy

In the event that there are enough school closings due to inclement weather that Fairfax County Public Schools decides that make-up days are necessary, we may, also, have make-up days. The ONLY three days we will consider using are Martin Luther King, Jr. Day, President’s Day, and the April quarter break. These days will ONLY be used if FCPS schools are, also, open for make-up days AND if the day(s) FPP was closed were Mondays and/or Tuesdays.

Attendance

Arrival

Attendance is taken in each classroom by 9:30 am and absences are reported to the Director by means of the attendance cards placed outside each classroom door. **Please notify the school office by 9:30 am if your child will not be in attendance that day.** If your child arrives after

9:30 am, please sign in on the sheet located at the Parent Information Center (bulletin board) located outside the Director's office. After signing in, you must accompany your child to his/her classroom or other location for the class. *Please remove your child's attendance card from the clip by the classroom door and hand it to the teacher. We must be able to account for each child at all times during school hours.*

Late Arrival

Upon arrival, if after 9:15 A.M., parent or caregiver must check student in at the main office, and sign the late arrival form. Parent will escort the child to his or her class and release the student to the teacher.

Attendance Check During School Day

Teachers or Parent Helpers will conduct a visual count of all students several times during the school day, including before and after movement to Special Programs and the playground or Big Room. After counting students as they enter the Big Room, the teacher or Parent Helper will close the door.

Dismissal

If you arrive at the school before dismissal to pick your child up early, please sign your child out on the sheet located outside the Director's office. **When you go to the classroom to get your child, please make sure the teacher is aware that you are leaving with your child.** Most teachers end their morning with a circle time, which is a favorite time for the children, so please try to keep these interruptions to a minimum. Dismissal takes place between 12:00 and 12:15 pm.

The school realizes that emergencies do arise. If you experience a problem and cannot be on time to pick up your child, please call the office and leave a message. Only emergency situations will not result in a late fee. The Director will ensure that there is appropriate supervision for the children until they are picked up.

Parking Lot

The parking lot is a shared facility. The reserved school parking spaces are for use by the participating parents for the day and the nursery worker. Drivers may use any of the unmarked parking spaces. Please refer to the parking lot diagram found in Appendix B. Under no circumstances are parents to use the reserved parking for the Fairfax Nursing Center.

Safety Rules

- Speed limit in the parking lot is 10 miles per hour.
- Speed limit in the carpool circle is 5 miles per hour.
- At no time is a vehicle to be parked and left unattended in the carpool circle.
- Do not leave a child unattended in a parked vehicle at any time.
- Under no circumstances should a child ever be dropped off outside the building when there is no adult outside to greet him. If this does occur, you will be asked to withdraw you child from the School immediately.

- *Always drive cautiously and be aware of your surroundings. Expect very young children and their parents to be walking through the parking area to the school entrance.*

Curb Service

Curb service is a privilege provided for parents in the morning and at dismissal. In order to participate in curb service, parents/caregivers must request a carpool number from the Director or Administrative Assistant. Carpool numbers are initially offered during Parent Orientation/Parent Participation Training, but parents can request this number at any time within the school year. Use of curb service is always optional.

To provide the safest environment for the children during curb service, the following rules apply to curb service use.

Arrival Procedures

- Curb service begins at 9:10 am and ends at 9:30 am.
- In the Preschool driveway circle, between 8:30 am and 1:30 pm, **drivers must remain inside their vehicles at all times** while waiting in the line. If your child needs help unbuckling the seat belt, a staff member will do so. If you know your child will need assistance unbuckling, place your child's car seat so that it is reasonably accessible by a staff member (not in a third row seat).
- Once in the Preschool driveway circle, drivers must remain in line throughout the process. **Do not pass cars in the driveway circle for any reason between 8:30 am and 1:30 pm.**
- Children must remain inside their vehicle until a staff member opens the door of the vehicle to escort them into the Preschool building. Under no circumstances may you drop off your child(ren) in the care of any adult other than a staff member or allow your child(ren) to exit your vehicle unattended by a staff member.
- Children must unload from the curbside only.

Dismissal Procedures

- Dismissal begins at 12:00 pm (noon) and ends at 12:15 pm.
- Drivers are to remain in their vehicles at all times while waiting for their child to be brought to their vehicle and until the entry way has been cleared by at least two vehicle lengths.
- Drivers must remain in line throughout the process. Do not pass cars in the driveway circle for any reason between the hours of 8:30 am and 1:30 pm.
- Carpool number must be visible at all times until the child(ren) is in your vehicle.
- Children are loaded from the curbside only.

Safety Rules

- Speed limit in the parking lot is 10 miles per hour.

- Speed limit in the curb service driveway circle is 5 miles per hour.
- At no time is a vehicle to be parked and left unattended in the driveway circle.
- **Do not leave a child unattended in a parked vehicle at any time.**
- Under no circumstances is a child to be dropped off outside the building if there is no staff member present to meet the child at your vehicle. If this does occur, the Preschool reserves the right to immediately expel your child(ren) from the Preschool without further notice and no tuition reimbursement will be made.
- The windsock indicates that curb service is underway. If the windsock is not visible, pull into the parking lot and escort your child(ren) to their class or come into the building to pick up your child.

The Director and/or Administrative Assistant will give warnings to drivers who violate the curb service rules. Three warnings noted in your family's file will result in the suspension of your curb service privileges for the remainder of the school year. If you use curb service during your suspension, the Preschool reserves the right to immediately expel your child(ren) from the Preschool without further cause or notice and no tuition reimbursement will be made.

It is your responsibility to ensure that all persons who pick up or drop off your child(ren) are aware of these rules. Curb service begins after the first few weeks of school. Please remember that there is no curb service at "Lunch Bunch" dismissal. Again, this is a privilege, and you jeopardize your right to use it if you violate the established rules.

Authorization to Pick Up Child

Children will be released only to those persons authorized on the pick-up form or as notified by either a telephone call or written notice from the parent/guardian to the school. All parties not known to the school will be asked to present photo identification at the school office.

Potty Training Policy

All students must be fully potty trained before they are able to attend FPP. However, we do recognize that children can sometimes have accidents. If this should occur, we will change the child with the change of clothes provided by the parent. If the child has frequent accidents (4 or more urinary accidents or 2 stool accidents), the parents will be notified and asked to keep their child home until the problem is corrected. Once the child returns to school, if the problem persists, the family will be asked to withdraw the child from the school.

Clothing/Protective Wear

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. (Simple clothing also makes self-toileting an easier accomplishment.)

- For your child's safety, do not send him to school with clothing that has drawstrings which could become caught on play equipment.
- Clothing should be washable. We let children experience easel painting, gluing, and other similar activities daily.
- Clothing should be sturdy for playground activities. The weather is unpredictable - the playground may be cool at 9:30 am, but warm two hours later. Provide sweaters and jackets. Extra clothing can always be removed.
- Please be aware that the children are outdoors every day, as weather permits, and as such sunscreen, protective clothing and DEET containing bug repellent is recommended. Please apply prior to releasing your children to our care. Per licensing restrictions, we are unable to administer such products to your children.
- For our female students who prefer to wear dresses to school, provide her long pants (leggings) or warm tights on cool days - although dresses are appropriate preschool wear all the time.
- Clothing should include suitable head covering and mittens when needed.
- A lightweight sweater should be worn under raincoats.
- Label all clothing with your child's name. Our lost and found can be found in the blue bench in the main hallway. All unclaimed items will be donated to charity at the end of each school year.
- *No open-toed shoes (i.e., sandals) or slippery soles.* Sneakers are preferable.

Toys from Home

Except for toys that are needed in the first few days of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in the car. It is sometimes hard for a child to share a toy brought from home, which can create classroom problems, and these toys also have a way of getting lost in the shuffle of preschool toys. Security blankets and/or stuffed animals are allowed if your child needs them to feel secure at school. If your child has a security item that is absolutely irreplaceable, think twice about allowing it to come to school.

Field Trips

Field trips of a local nature by private vehicles will be taken throughout the school year. Teachers plan field trips based on units of study and arrange for parent drivers and chaperones. All families are required to give written permission for their student to attend field trips. This form is issued with the Registration forms packet for the upcoming school year. If you do not wish your child to attend any field trips, your child must stay home on scheduled field trip days.

Only students from the class taking the field trip may go on the field trip. *Siblings of students may not attend the field trip.* Chaperones with younger siblings may pay to use the nursery, only if space is available. Contact the office to reserve a space. Also, when the chaperone family uses the nursery, the family must complete an Emergency Treatment Form for their nursery child and

pay the nursery fee.

Fairfax Presbyterian Preschool will comply with all Virginia state laws regarding child safety restraints. As of July 1, 2007, Virginia law requires that children under the age of eight be properly restrained in a child safety seat or booster seat. On all field trips a parent or designated adult must install the child's car seat or booster seat in the car in which the child will ride so that we may ensure that it is installed properly. Fairfax Presbyterian Preschool staff members will not install car seats or booster seats.

All field trips begin from the school. No driver will be permitted to meet at the field trip location. No driver will be permitted to leave the field trip location to return home at the conclusion of the field trip. *All drivers and students must report to the school and be dismissed from the classroom, even if the driver only has their carpool children with them.* This is necessary for accountability and insurance purposes.

Classroom Pets and Visiting Animals

A class pet can be an invaluable experience for preschool children. The pet can teach responsibility, build a connection to the classroom, serve as a motivator, and be something for the children to love. If the teacher is willing to take on the added responsibility of caring for an animal in addition to all of the children in the classroom, a class pet can be a wonderful addition to a class.

Teachers are welcome to add a pet to the classroom; however, certain measures must be taken. No pets larger than a bird shall be kept in the classroom. Any animal requiring immunizations shall have a clean bill of health from a licensed veterinarian with all vaccinations listed. Reptiles of any kind (turtles, lizards, snakes) will not be allowed due to the threat of salmonella. Acceptable pets would be hermit crabs, fish, birds and newts.

All classroom pets shall be examined daily for good health. Teachers are responsible for educating the children about any classroom pets. Education should include feeding, caring for, and safe behavior around their new friend. No child shall be left unattended with any animal or pet at any time. Before and after touching or feeding any pet, children and adults must wash their hands. Care must be taken to ensure that any classroom pets are properly looked after on weekends, holidays, and over summer break. Any visiting animals shall adhere to the same rules listed for classroom pets. Lastly, parents must be made aware of any pets, visiting or regular, in the event a child is allergic.

Parent Participation

Parents are required to work in their child's classroom on a rotational basis. The number of times per year you are required to work depends on the number of children in the classroom and the number of days per week that the class meets. For example, if your child is enrolled in a class of ten children that meets two days per week, you will participate in the classroom once every ten

class meeting days. This is a very important day for your child and one he/she will look forward to and remember for a long time. This is an optimal way for you to watch your child, and other children of the same age, in action and get a first hand look at all the exciting things we do at school. This also provides us with a wonderful opportunity to get to know our families and have you become part of the FPP family.

Our Commonwealth of Virginia license requires all parents and other caregivers participating in the classroom to attend **four (4) hours** of training provided by Preschool staff during the school year. Each parent helper must attend our Preschool Orientation/Parent Participation Training class for 2 hours prior to working in the classroom. In addition, each parent or caregiver working in the classroom must complete online child abuse training at:

www.vcu.edu/vissta/training/va_teachers/ Lastly, one representative from each family is required to attend our Back-to-School night indicated on the school calendar. Attendance at, and completion of, these three sessions is mandatory and will complete the required training hours. All sessions must be complete by 15 October of the school year.

Parents are also required to volunteer for **two (2) hours** at the preschool. Service hours would include projects such as helping with playground cleanup, the consignment sale, NAEYC accreditation, etc.

The following is a list of guidelines and suggestions, which we hope will be helpful. In addition you will receive specific guidelines during the Parent Participation Training scheduled during the first week of school. Don't hesitate to ask the Director or anyone on the staff for help at any time.

1. Arrive at 9:00 am to help the teacher meet and greet all the students.
2. Wash hands upon entering the building and assist/observe each child washing their hands upon arrival.
3. The safety and physical welfare of the children comes first.
4. Avoid situations you are not sure you fully understand. Call the teacher.
5. Learn the children's names as soon as possible.
6. See the whole group without seeming to see just one. Children dislike the feeling that they are being watched.
7. Be sure that the children are appropriately dressed before going outside, especially in cold or wet weather. Extra clothing is available if needed.
8. Perform a visual head count of the children several times throughout the school day.
9. Keep the total group under observation when helping one child.
10. Children need to exercise their creativity in play situations. It is preferable that adults not direct or become actively involved in their play.
11. Prolonged conversations with other adults should be kept to a minimum so your attention is with the children.
12. When water play is being offered at the media tub, be sure to visually inspect interested children for sores on their hands and arms. Any person with sores should not be permitted to engage in communal water play. Inform the children that they are not to drink the water or splash at one another. As there is only one

- group of children per classroom, the water is changed at the end of each school day only.
13. Parent helpers are to remain with the children during “Specials” such as KinderCorner and Movement and Music.
 14. Giving directions:
 - a. The adult gets the child's attention before speaking to him and states the request or direction as simply and directly as possible. Use short, simple sentences.
 - b. Give positive directions when no choice is possible. Avoid "no" and "don't".
 - c. Use actions with words. Help a child pick up as you are saying, "Let's put the blocks on this shelf."
 - d. Give the child a choice whenever possible - a limited choice of two acceptable alternatives when needed.
 - e. Give warnings of change of activity ahead of time.
 - f. Never plead, threaten, or strike any child, including your own.
 - g. Invite, but don't force, participation in creative activities, music and dramatic play.
 15. Handling difficult situations:
 - a. The teacher will handle all cases of “discipline”.
 - b. The best help is help that foresees and forestalls trouble rather than help which is limited to straightening out difficulties.
 - c. The adult strives constantly to remain alert to the total situation on the playground or in the building.
 - d. When in doubt it is often best to do nothing unless the child's physical safety is involved.
 - e. Redirect a non-cooperative child to another activity.
 - f. In a dispute, the teacher will help both children use words to work out a solution to their problem.
 - g. Treat toilet accidents casually. Offer verbal encouragement while the child changes into dry clothes.
 - h. Ignore improper language to an extent.
 - i. Remove the child who, after due warning, continues to use a piece of equipment unsafely. "When you can be more careful, you may come back."
 - j. **Never** discuss a child, including your own, with anyone other than the Teacher or the Director.
 16. Encourage Independence:
 - a. Give help when help is needed, but only when it is needed. We encourage the children to do things for themselves. Young children are surprisingly capable if given the chance to try things.
 - b. Praise a good effort, always.

Nursery

A nursery is provided, several days each week, for siblings of enrolled children when a parent is participating in the classroom. There is a \$15.00 per day per child fee for the use of this service. Please notify the School office at least **2 days** in advance if you will *not* require a nursery spot that has been scheduled for you. Otherwise, the school reserves the right to assess the fee for the spot.

Please be sure to sign your child in on the clipboard in the nursery. Snacks of juice and crackers will be provided by the school. If your child has a life threatening food allergy, please notify the school office. In such cases, you will be responsible for providing your child's snacks and any necessary medications while that child is in the nursery. Parents are responsible for providing diapers, wipes, a change of clothing, and bottles for infants. If you have a nursing infant, please contact the school office to make arrangements so you can nurse during school hours as needed.

Please note: Occasionally there will be room in the nursery for you to leave a younger child if you are accompanying your child's class on a field trip. In this case, call the school office to reserve a spot as soon as possible. Space is limited. You will also need to complete an Emergency Treatment Form for your nursery child and pay the nursery fee. Forms are kept in the school office and on the website.

Extended Day

Extended Day (aka "Lunch Bunch") will be offered once a week beginning the third or fourth week of school. For a fee payable directly to the teacher, your child may bring a lunch and a drink and stay in his classroom with his teacher until 1:15 pm. The fee for 2011-12 will be \$7 for single use or the discounted price of \$6 for a card of 5 uses (i.e., a total of \$30 for the whole card). Checks should be made out to the teacher, not to the school. **Please do not include this fee with tuition payments.**

Each class participating in Extended Day is limited to 10 students per class during lunch bunch. The student limit is to ensure that each class stays within Virginia student to teacher ratios during this hour. (Only the teacher stays with the children. Parent helpers do not stay during the "Lunch Bunch" hour.) Please send your child's lunch in a lunch box or bag labeled with your child's name. **No nut products** of any kind are allowed for lunch.

Extended Day is an optional activity. For some children, a 4-hour program is too long. Please make sure your child is ready before he/she starts staying for Extended Day.

Please pick your child up at his classroom promptly by 1:15 pm. There is no curb service after Extended Day.

Snack Information and Guidelines

Parents are expected to provide snack for the entire class on their day of participation or, if using a Paid Parent Helper, on the day they are scheduled to participate. The preschool will provide a starch and water each day. A snack calendar is posted in each classroom and is updated daily by the parent helper to indicate the snack that offered to your child. A short grace is said in each class before snack.

Snack time is a very important part of the day. Much learning and skill development takes place at this time of relaxation and refreshment. The children enjoy conversation, which provides another opportunity for development of language skills as well as practicing good table manners.

We are committed to providing healthy snacks in order to help your child establish good eating habits to last a lifetime. We require that food provided by the parents be either dairy, fresh fruit or fresh vegetables. Any foods needing preparation should be assembled in the classroom just prior to consumption. The following is a list from which you might obtain ideas for snack when it is your turn to provide for the class.

- Cut vegetables with or without dip
- Fruit cut into slices or strips (must be cut on the preschool premises)
- Apples sauces, yogurts (preferably in a cup)
- Cheeses
- Dried fruits
- See Appendix F

If snack items are home baked, you must bring the list of ingredients. All store bought items must come in the original containers. Parents of children with severe food allergies need to review the ingredient list to ensure their child's safety. There is no need to make the snacks elaborate or costly.

Those parents providing snack for the day must list the items brought, and the family name, on the monthly snack calendar outside each classroom door.

Food that is cooked on the premises will remain in the kitchen until served. Any food over 110 degrees will not be served to the students until it is completely cooled.

No food shall be prepared in the classroom hand washing sinks. Any snack necessitating sink preparation shall be done in the kitchen sink, and only after the sink has been cleaned and disinfected.

Parents and teachers are not to assist student in eating their snack (i.e. feeding the student), unless the student has a known disability and requires assistance. The classroom teacher will discuss this with the parent volunteer ahead of time.

Unacceptable Snacks: Foods that contain nuts of any kind, including peanut butter, and

candy are unacceptable.

Food Allergies/Food-Related Conditions

Each teacher has been provided with a list of children in their care and any food allergies they might have. The teacher will make this information available to parents when planning snack for the class. *If your child has a life-threatening food allergy, you are required to provide an acceptable daily snack for your child or give written permission to give your child the provided snack after checking the ingredients. Snack provided by parent must be labeled with student's name and date.*

Birthdays

Birthdays are special, and we do allow small celebrations. We permit cupcakes *without icing*, Rice Krispie Treats, brownies, doughnuts or cookies *only* for these special times. Please do not send candy even for a birthday treat. Birthday napkins help create a festive atmosphere, but certainly are optional. We do not allow favors or "goodie bags." Please save these for your child's birthday party at home. Birthday celebrations at school should be viewed as a special snack, not as a birthday party. Invitations to birthday parties are not to be delivered through the school.

Illness Policy

If your child becomes ill at school, you will be contacted and we expect that you will come to school and take your child home immediately. In the event that you, or your emergency contacts, cannot be reached, your child will be kept isolated in the school office until you arrive.

Help us limit the spread of illness. Keep your child home under the following conditions:

- While running a fever and for 24 hours afterward
- The first few days of a cold and whenever there is a deep cough
- If there is vomiting and/or diarrhea and for 24 hours afterward
- If he/she has impetigo, "pink eye", or strep throat until he/she has been seen by a physician and has been on the necessary antibiotics for a period of 24 hours.

Please notify the school if your child or a person in your family has a contagious disease, such as but not limited to head lice, pink eye, strep throat, or ringworm. Through letters, the preschool will notify families of potential exposure to a communicable disease. Proper hand washing techniques can reduce the risk of spreading and /or contracting infectious diseases.

If a child is kept home temporarily because of illness, family vacation, or other reasons, tuition charges will continue.

See Appendix G for "Cover Your Cough" policies.

Hand Washing Policy

Before:

- Touching any surfaces upon entering the school/classroom.
- Touching your hand to your mouth including eating and drinking,
- Assisting a child in toileting.
- Helping a sick child.

After:

- Going to, or assisting a child in the bathroom
- Changing soiled clothing
- Touching high-hand contact surfaces, such as:
 - Door knobs
 - Railings
- Returning to your classroom from any outdoor area
- Helping a sick person
- Blowing your nose

How to wash your hands:

1. Wet your hands with warm water.
2. Apply a generous amount of soap.
3. Rub your hands together for 20 seconds.
4. Rinse your hands.
5. Dry your hands with a paper towel.
6. Use the paper towel to turn off the faucet and open the door.

Medications

It is helpful to let us know if your child is taking temporary medications as sometimes certain medications can affect a child's behavior.

No medications, other than Epi-pens, will be given at school. In cases where an Epi-pen is

prescribed, a Medication Authorization Form is required. Blank forms are kept in the school office and on the website. Children are not allowed to carry any medications, including inhalers, on their person or in their book bags. Any parents of a child requiring the use of an inhaler or other medications must make arrangements with the school Director to administer necessary medications themselves.

School Calendar, Delays, and Closings

The school will attempt to follow the same calendar as Fairfax County Public Schools with the exception of some teacher workdays and the end of the school year. The school year will end on the last Friday in May prior to Memorial Day. In the case of inclement weather, the school will follow Fairfax County Public Schools as to school closing or delayed opening.

- If Fairfax County has a two-hour delayed opening, the School will open at 11:15 am and dismiss at 1:15 pm. If this occurs on a Thursday, Extended Day (“Lunch Bunch”) will not be offered.
- If Fairfax County schools are closed, the school will be closed.
- **See page 11 for snow day policy.**

The school’s answering machine will carry a message as to school closings by 8:30 am. Days missed due to snow or other inclement weather will not be made up.

Discipline

The entire staff encourages children to be responsible for themselves and to begin to see how their actions affect others. Teachers use positive reinforcement methods, redirection, and discussion to lead to self-discipline. If a child is out of control or simply needs a "time out" from the group situation, it may be necessary to remove him from the immediate situation for a few minutes before bringing him back together with his peers for problem solving with the teacher's help and guidance. The teacher's guidance and support will help children explore alternatives for a solution to their problem. This particular method of discipline leads to self-discipline, taking responsibility for one’s actions, healthy self-assertion, careful listening skills, and healthy problem solving skills. In addition to that mentioned above:

- A child will never be left alone or unsupervised.
- A child will never be humiliated or subjected to verbal abuse.
- A child will never be shamed or frightened.
- A child will never be denied food or rest.

Physical Incidents

If your child is injured during the school day, you will be notified through a written report. Please note that in an effort to maintain the children’s privacy, names of parties involved in child disputes will be kept confidential. Should your child become injured in a capacity that warrants

taking them out of the classroom, you will be notified immediately and expected to come pick up your child. If it becomes apparent that the child is in need of medical attention, staff will contact Rescue immediately and call the family directly after. If we are unable to reach a family member or guardian, we will begin calling the emergency contacts.

If your child receives an injury, in or outside of the school, and there is an open wound, said wound must be covered with an appropriate bandage until it is healed to the point where it is no longer oozing or bleeding. Appropriate bandages are capable of containing any bodily fluids, thereby reducing the risk of infectious spread

Should there be any materials contaminated with things such as blood, excrement, or vomit, all items are placed in a sealed plastic bag and disposed of in an outside container.

As a parent helper, or staff member, you are required to wear protective gloves when handling blood or body fluids that may contain blood. This could include, but is not limited to, the handling of used or bloodied tissues, bandages, or toileting items. Gloves are always available within the school and classrooms should a person wish to use them in any other situation where one may come in contact with bodily fluids, or in the absence of proper hand washing facilities. For instance, when outdoors or on a field trip.

If your child injures (bites, hits, scratches, etc.) another person, you will be contacted and expected to pick up your child immediately. School staff will discuss the problem with your child, and you will be asked to keep your child home from school for the next school day. We have found this to be very effective in controlling these incidents at school. If the problem should become persistent, you may be asked to withdraw your child.

Child Abuse

Suspected incidents of child abuse, which may include physical abuse, verbal abuse, emotional abuse and/or sexual abuse, will be reported by the staff to the Director of the Preschool. The Director is bound by law and will immediately file a report with Fairfax County Child Protective Services or other appropriate authorities.

Special Needs or Concerns

If you are concerned that your child may have a significant behavioral, emotional, or physical problem:

- Any possible problem should be discussed with your child's teacher.
- A team consisting of your child's teacher, the Director and one other professional within the school who has regular contact with your child will observe your child over a specified period of time.

- The team will schedule a conference with you to discuss their observations and recommendations.

If your child's teacher thinks your child may have a significant behavioral, emotional, or physical problem, the following steps will be taken:

- The teacher will consult with the Director and one other preschool professional who has regular contact with your child in order to make a determination as to whether a problem exists.
- The team will schedule a conference with you to discuss their observations and recommendations.

If you suspect a vision or hearing problem, you should contact your pediatrician as well as the teacher. Additionally, if the child has an Individual Education Plan (IEP) from Child Find or any other such agency, we will use that plan to guide the curriculum and accommodate the student's needs.

Feedback/Complaints

If you feel there is a problem in your child's classroom, please discuss the problem with the teacher first. If you are not satisfied with the outcome of the discussion, please bring the problem to the attention of the Director. If necessary, the Director will consult with the Preschool Operations Committee about the situation.

At no time should you discuss a problem in the classroom with another parent. Every family deserves to have respect and privacy regarding behavior and problems in the classroom. Please see #11j. on page 14 under tips for parent participation.

If you feel a problem exists with the administration of the school, please discuss the problem with the school Director first. If you are not satisfied with the outcome of the discussion, contact the Chairperson or any member of the Preschool Operations Committee by calling the church office at 703-273-5300.

Playground and Playroom Safety

The following guidelines for playground and playroom safety are also posted in your child's classroom. Please read them over carefully before your day of participation. The safety of your child is very important to all of us. It is imperative that adult supervision on the playground and in the playroom help the children adhere to these safety rules.

Teacher and parents should be located in strategic areas in order that all play areas are viewed by adult supervision.

Slides:

- One child must slide down at a time. That child must clear the landing area before the next child may go down the slide.
- Children must slide down feet first.
- Children may not walk up the slide.
- Children may not put rocks or sand on the slide.

Sandbox:

- Sand must be kept in the sandbox.
- Water may be used in the sandbox.
- Children are not permitted to throw sand or gravel.
- Last class of the morning play period will help put the toys away.

Climbing apparatus in the playroom:

- Allow no more than four children on the climber at one time.

Facility Safety

The safety of your child is very important to all of us when the child is arriving or leaving the preschool. It is imperative that adult supervision help the children adhere to these safety rules.

- Children are not permitted to walk or play on the retaining wall beside the walkway to the preschool entrance.
- Children are not permitted to enter or play in the church garbage dumpster area at anytime.
- All outside doors leading into the preschool shall remain locked while school is in session, except when a staff member is present at the doorway during drop-off and pick-up.

Facility Cleanliness

Ventilation and sanitation are used to control odors throughout the facility. Each day, after the children have left, all surfaces are sprayed with a bleach/water solution to help sanitize and control odors. No freshening chemicals or deodorizers are used in the facility.

Emergencies

In the event of a medical emergency, the numbers for emergency care and transportation are posted next to each of the telephones in the school wing as well as the telephone in the kitchen off the playroom downstairs. In addition, non-emergency police and poison control numbers are posted.

We require permission for emergency treatment for each child. This authorizes any physician member of the Department of Emergency Medicine at Fair Oaks Hospital, Fairfax Hospital, Access and/or any member of the medical staff of the above mentioned hospitals, as requested by the Department of Emergency Medicine physician, to render medical treatment which is deemed necessary.

This Emergency Treatment Form grants permission for the school to take whatever steps may be necessary to obtain emergency care for your child. Every effort will be made to contact a child's parents or legal guardian before seeking medical treatment.

Emergency Procedures

Emergency Procedures are posted by each exit in each classroom.

Evacuation Procedure:

- In the event of a fire drill, a fire emergency, or other emergency that requires evacuation, the buildings fire alarm system will sound.
- The classroom teacher, or adult in charge at the time, will immediately assemble the children at the door of the primary fire exit (or alternate if necessary).
- The parent helper will check all bathrooms, corners, and cubbies where a child might be found.
- The classroom teacher, or adult in charge at the time, will lead the class outside to the assigned location and take a head count.
- The parent helper will follow the class outside, taking the attendance cards and classroom "go" bags and confirm the teacher's head count.
- The Director will contact each teacher immediately to ascertain that all children are out of the building and accounted for.
- The Administrative Assistant will, upon sound of the alarm, proceed directly to the nursery and assist the nursery attendant in getting all nursery children out of the building using the outside door located in the play area of the nursery. Infants and crawlers will be placed in one crib and that crib pushed through the door.

Sheltering-in-Place Procedure:

In the event of a severe weather warning or other situation that requires the school to "lock down" and shelter the children in place, the School will use the following procedure:

- The Director will notify the staff via the walkie-talkies.
- The classroom teacher, or adult in charge at the time, will immediately assemble the children at the interior classroom door.
- The parent helper will check all bathrooms, corners, and cubbies where a child might be found.
- The classroom teacher, or adult in charge at the time, will lead the class to the interior lower level hallways and will remain there until notified by the Director, or other

- adult in charge, that it is safe to return to the school wing of the building.
- The parent helper will follow the class downstairs, taking the attendance cards and classroom “go” bags and confirming the teacher's head count.
 - The Administrative Assistant will, upon notification, proceed directly to the nursery and assist the nursery attendant in getting all nursery children to the secure area.
 - The Director will coordinate with the church and government agencies to determine need for providing shelter. Information will be provided on the telephone message of the school as soon as possible and will be updated at least hourly or as needed.
 - Parents or other caregivers will not be permitted into the building until the all-clear is given.

Appendix A

School Calendar

Fairfax Presbyterian Preschool Calendar 2011-2012

Month

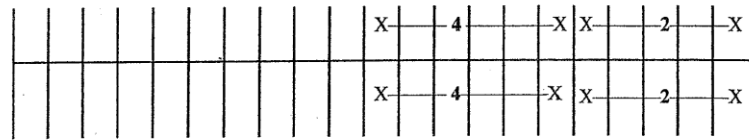
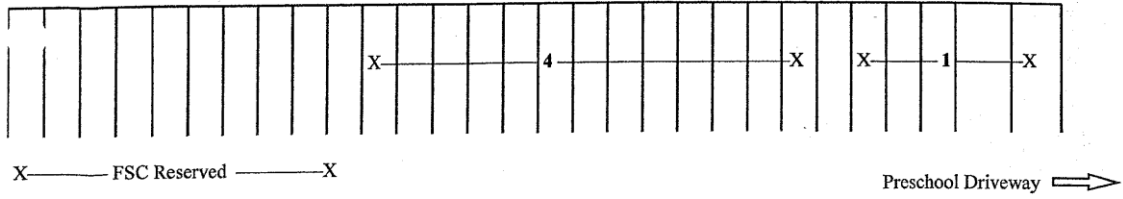
September	1st-15th	September Tuition due	All	
	7th	Orientation/Parent Participation Training 7 - 9:00 p.m. Multi-Purpose Room	All	
	8th	Student Orientation Day	2 day	
	9th	Student Orientation Day	3, 4, & 5 day	
	12th-16th	Classes meet from 9:15 - 11:15	All	
	13th	Orientation/Parent Participation Training 9:15 -11:15 a.m. Multi-Purpose Room		
	13th	Orientation/Parent Participation Training 7:00 -9:00 p.m. Multi-Purpose Room		
	14th	Orientation/Parent Participation Training 9:15 - 11:15 a.m. Multi-Purpose Room		
	20th	Red Day	2 Day	
	23rd	Red Day	All	
	24th	Playground Clean up Day (Rain day - 02 Oct.) Picnic- Kutner Park 9:30 - 11:30 *Wear your school t-shirt*	2 day	
	30th	shirt* <i>If raining- regular school day</i>	All	
	October	1st-15th	October Tuition Due	All
		4th	Back-to-school Night 7:00 p.m.	All
10th		No School--Columbus Day Holiday	All	
18th		Optional Speech and Hearing Screenings	2 day, 5 day and Mrs. Taylor's	
19th		Optional Speech and Hearing Screenings	3 day and Mrs. Nalls' class	
TBD		Fire Fighter Puppet Show	2 day & 5 day	
TBD		Fire Fighter Puppet Show	3 & 4 day	
25th		Orange Day/Chapel- Patience	2 day	
28th	Orange Day/Chapel- Patience	3, 4, & 5 day		
November	1st-15th	November tuition due	All	
	7th	<i>Parent Teacher conferences</i> No School for children- child care provided	3, 4, & 5 day	
	8th	<i>Parent Teacher conferences</i> No School for children- child care provided	2 day & Mrs. Taylor	
	14th	Yellow Day/Chapel- Goodness **Monday**	2 day	
	15th	Picture Day (class & individual)	2 & 5 day Mrs. Nalls' class	
	16th	Picture Day (class & individual)	3 day & Mrs. Taylor's class	

	18th 24-25th	Yellow Day/Chapel- Goodness No School- Thanksgiving Holiday	3, 4, & 5 day All
December	1st-15th 13th 16th 21st - 2nd	December tuition due Chapel- Gentleness Chapel- Gentleness Holiday Sing Along No School- Winter Break	All 2 day 3, 4, & 5 day All
January	1st-15th 3rd 9th 10th 13th 16th 23rd 24th 25th 30th 31st	January tuition due Classes resume FPC Church Members Registration Blue Day/Chapel Self Control Blue Day/Chapel - Self Control No School- Martin Luther King, Jr. birthday FPP/Alumni Registration Open House Open House No School- Student Holiday Optional Parent Teacher Conferences No school for children, child care provided	All All 2 day 3, 4, & 5 day All All All
February	1st-15th 6th 7th 10th 20th 28th	February tuition due Open Registration Chapel- Love Chapel- Love No School- George Washington's Birthday Pajama Day	All 2 day 3, 4, & 5 day All 2 day
March	1st-15th 2nd 6th 9th 13th 16th 27th 30th	March tuition due Pajama Day Chapel-Peace Chapel-Peace Green Day/St. Patrick's Day celebration Green Day/St. Patrick's Day celebration Egg Hunt Egg Hunt	All 3, 4, & 5 day 2 Day 3,4, & 5 Day 2 Day 3, 4 & 5 Day 2 day 3, 4, & 5 day
April	1st-15th 2nd-6th 9th 17th 20th 23rd-27th	April tuition due Spring Break--NO SCHOOL FCPS Student Holiday, SCHOOL CLOSED Purple Day/Chapel- Joy Purple/Chapel- Joy Week of the Young Child	All All All 2 day 3, 4, & 5 day All
May	TBA TBA 8th 11th 17th 21st	Progress Reports distributed Progress Reports distributed Chapel- Faithfulness Chapel- Faithfulness Last Lunch Bunch Last day of class	2 day 3, 4, & 5 day 2 day 3, 4, & 5 day 3, 4, & 5 day 2 day

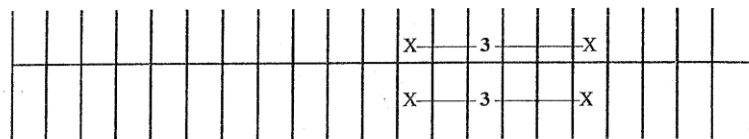
22nd	Family Sing-along, 9:30 - Multipurpose room	2 day
24th	Last day of class (No Lunch Bunch)	3, 4, & 5 day
25th	Family Sing-along, 9:30 - Fellowship Hall	3, 4, & 5 day

Appendix B

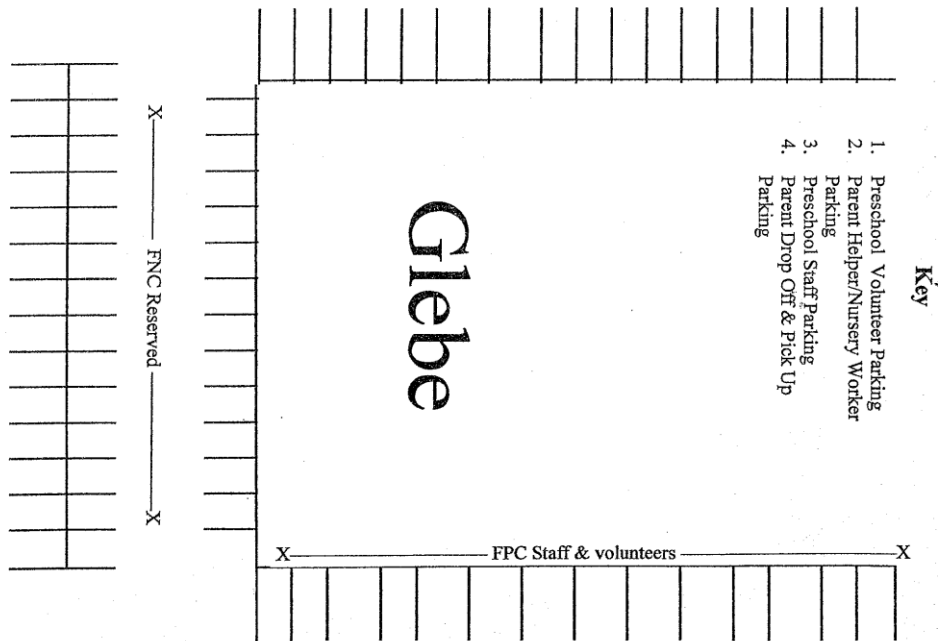
Parking Lot Diagram



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X — FSC Reserved — X



Appendix C

Bylaws of Fairfax Presbyterian Preschool

**Bylaws of the Fairfax Presbyterian Preschool
At Fairfax Presbyterian Church**

Article I

The name of the organization shall be Fairfax Presbyterian Preschool (hereinafter referred to as the “School”).

Article II

The purpose of the School is to provide a half day program for the preschool aged child that does the following: (1) nurtures his/her mind, body, heart, and spirit; (2) introduces him/her to Christian values, theology, and ideas; (3) engages his/her natural curiosity about the world; (4) teaches him/her methods of healthy self-expression and social interaction; and (5) invites him/her to participate in the life-long process of learning.

Article III

The School is established by and under the authority of the Session of Fairfax Presbyterian Church (hereinafter referred to as the “Church”).

Article IV

The School is governed by a subcommittee of the Christian Education Ministry (hereinafter referred to as “CEM”) of the Church called the Preschool Committee (hereinafter referred to as the “Preschool Operations Committee” or “Committee”). The CEM shall be the ministry through which the Committee conveys all information regarding the School (as proscribed in the Bylaws) to the Session. Programmatic issues shall be brought to the CEM. Personnel issues shall be brought to the Staff Personnel and Administration Ministry (hereinafter referred to as the “SPAM”).

Article V

As the governing body of the School, the Committee shall oversee all the School operations and activities. It shall make certain that all persons involved in any way with the School follow the established goals and philosophies, policies and procedures, Bylaws and other printed guidelines, of the School. The committee shall foster a healthy working relationship between the Church and the School. The Committee shall assist the Director in carrying out the goals and philosophies of the School. The Committee shall also act as a resource to teachers, parents, and others caregivers of the School to further enhance the working relationships between all parties.

Article VI

The Preschool Committee must consist of three (3) Church members, two (2) custodial caregivers, one (1) rotating teacher representative, one (1) CEM representative (i.e., Associate Pastor responsible for Christian Education Spiritual Formation or CE Elder), and one (1) Preschool Director. The Committee should not exceed 10 members. No more than three (3) may be nonmembers of the Church.

1. One (1) church member will be appointed as Chairperson by the CEM and approved by the Session. This church member shall have at least one child attending the Preschool. The Chairperson shall serve a two (2) year term beginning on the first day of July and will report to the CEM monthly regarding School matters.
2. Two (2) other Church members appointed by the chairperson and approved by the CEM.
3. Two (2) custodial caregivers appointed by the chairperson and approved by the CEM. A custodial caregiver is any person who has part-time or full-time care of a currently enrolled student and regularly participates in the School program as a classroom helper, carpool driver, nursery worker, or in other capacities. This would include a parent, nanny, neighbor, or grandparent. (NOTE: A Committee member may be both a church member and a custodial caregiver.)
4. One (1) School Staff Member. A staff member shall be present at every Committee meeting. The staff member shall attend the meeting on a rotating basis according to the schedule made by the Director in September. They will be considered to have one vote as a body. The staff representative at each meeting will be considered the voting member and shall vote only on issues addressed at that meeting. The staff member shall, however, not vote on issues related to the staffing of the School. These include, but are not limited to, interviewing job applicants, reviewing salary and benefits packages, and evaluating staff members. The Chairperson and/or CEM may ask a teacher, to abstain from voting on other issues which might represent a conflict of interest.

The CEM representative on the Church and the Director of the School shall be ex-officio members of the Committee.

Each member of the Committee shall be appointed for a two (2) year term and shall serve no more than two consecutive terms. Members shall be appointed so that no more than three (3) terms expire per year. Vacancies occurring midterm on the Committee shall be filled by persons appointed by the Chairperson and approved by the CEM. The interim members shall serve until the vacated terms expire.

All members of the Committee, appointed and ex-officio shall have full voting privileges. An absentee member may vote on a specific item on the current Agenda if that vote is forwarded to the Chairperson, in writing, within three (3) working days after the meeting.

A Treasurer and Secretary shall be appointed by the Chairperson from the members of the Committee to serve a one-year term subject to renewal.

Article VII

The Director of the School shall be hired and terminated by the Session of the Church in accordance with policies established through the SPAM. The Committee Chairperson, the Pastor of Fairfax Presbyterian Church (Head of Staff) and a Member of SPAM shall complete an annual performance evaluation of the Director in June following completion of the school year. This evaluation shall include input from Committee members, staff members and parents of children enrolled in the School. In the event a dismissal of the current Director is sought, or the Director gives notice of resignation, SPAM will take the necessary action according to the established policies. All teachers and other School staff shall be hired and terminated by the Committee in cooperation with the Director. The Committee shall establish rates of compensation for all School staff and shall consider compensation packages based on individual staff performance evaluations and the recommendations of the Director.

Article VIII

The Director of the School shall submit a planning and operating budget for the upcoming year to the Committee for review and approval in June. Upon review, the Committee shall submit the budget to the CEM for final approval by the Session of the Church. A yearly audit of the School budget shall be done in conjunction with the Church audit.

Article IX

In June and July prior to the upcoming school year, the Director shall review and update the curriculum and program. Any changes to the existing format shall be submitted to the Committee in July. The proposed changes shall then be presented to the Session for approval in August.

Article X

The Bylaws may be amended by a majority of the Committee subject to the approval of the Session of the Church. They must be approved and sent to all the caregivers of students enrolled in the School prior to the beginning of the upcoming school year.

Article XI

These Bylaws are intended to provide an organizational and institutional framework of the School. For information on the policies and procedure, goals and philosophies, of the School see the Policies and Procedures Manual.

Revision Dated September 19, 2005

For clarification purposes, alternate name "Preschool Operations Committee" approved in 2007

Appendix D

Licensing Information



<http://www.dss.virginia.gov>

July 30, 2007

Licensing Offices

Licensing Information Line

For information on training or filing complaints, call
(800) KIDS-LIL (800) 543-7545 **Richmond area only** (804) 692-2394

Home Office

Virginia Department of Social Services
Division of Licensing Programs
7 North Eighth Street
Richmond, VA 23219-3301
(804) 726-7143

Abingdon

190 Patton Street
Abingdon, VA 24210
(276) 676-5490
Counties Served: Bland, Buchanan, Carroll,
Dickenson, Grayson, Lee, Patrick, Russell,
Scott, Smyth, Tazewell, Washington, Wise,
Wythe
Cities Served: Bristol, Galax, Norton

Henrico

1604 Santa Rosa Road
Wythe Building, Suite 130
Richmond, VA 23229-5008
(804) 662-9743
Counties Served: Amelia, Brunswick,
Buckingham, Charles City, Charlotte,
Chesterfield, Cumberland, Dinwiddie, Essex,
Fluvanna, Goochland, Halifax, Hanover,
Henrico, King and Queen, King William,
Lancaster, Louisa, Lunenburg, Mecklenburg,
New Kent, Northumberland, Nottoway,
Powhatan, Prince Edward, Prince George,
Richmond, Westmoreland
Cities: Colonial Heights, Hopewell,
Petersburg, Richmond, South Boston

Fairfax

Verona

68 Dick Huff Lane
Verona, VA 24482
(540) 332-2330
Counties Served: Albemarle, Augusta,
Clarke, Frederick, Greene, Highland,
Madison, Orange, Page, Rockingham,
Shenandoah, Warren
Cities Served: Charlottesville, Harrisonburg,
Staunton, Waynesboro, Winchester

Virginia Beach

Pembroke Office Park
Pembroke IV Office Building, Suite 300
(Second Street at Virginia Beach Boulevard)
Virginia Beach, VA 23462-5496
(757) 491-3990
Counties Served: Accomack, Northampton,
Southampton, Greensville
Cities served: Chesapeake, Norfolk,
Portsmouth, Suffolk, Virginia Beach

Warrenton

170 West Shirley Ave., Suite 200
Warrenton, VA 20186
(540) 347-6345
Counties Served: Caroline, Culpeper,
Fauquier, King George, Prince William,

11320 Random Hills Rd., Suite 200
Fairfax, VA 22030
(703) 934-1505
Counties Served: Arlington, Loudoun,
Fairfax
Cities Served: Alexandria, Fairfax, Falls
Church, Leesburg

Rappahannock, Spotsylvania, Stafford
Cities Served: Fredericksburg, Manassas,
Manassas Park, Woodbridge

Peninsula

2600 Washington Avenue, Suite 202
Newport News, VA 23607
(757) 247-8020
Counties Served: Gloucester, Isle of Wight,
James City, Mathews, Middlesex, Surry,
Sussex, York
Cities Served: Emporia, Franklin, Hampton,
Newport News, Poquoson, Williamsburg

Piedmont

Commonwealth of Virginia Building
210 Church Avenue, Southwest, Suite 100
Roanoke, VA 24011-1779
(540) 857-7920
Counties Served: Alleghany, Amherst,
Appomattox, Bath, Bedford, Botetourt,
Campbell, Craig, Floyd, Franklin, Giles,
Henry, Montgomery, Nelson, Pittsylvania,
Pulaski, Roanoke, Rockbridge
Cities Served: Bedford, Buena Vista, Clifton
Forge, Covington, Danville, Lexington,
Lynchburg, Martinsville, Radford, Roanoke,
Salem

Find this content at:

<http://www.dss.virginia.gov/division/license/district.html>

Appendix E
Office for Children

Fairfax County Department of

FAMILY SERVICES

Adult and Aging • Children, Youth and Family • Office for Children • Self-Sufficiency

The Department of Family Services offers a wide range of community programs and services for residents of Fairfax County and the cities of Fairfax and Falls Church. Offices are conveniently located in Fairfax, Falls Church, Reston and the Richmond Highway/Alexandria area.

OUR SERVICES INCLUDE

- Protecting the vulnerable – children, seniors and adults with disabilities.
- Providing affordable, quality child care and resources for early child education.
- Helping seniors and adults with disabilities maintain their independence.
- Helping individuals and families become self-sufficient.
- Supporting and strengthening families.

OUR DIVISIONS

Adult and Aging • 703-324-7500; TTY 703-449-1186

The Adult and Aging Division provides services targeted to senior adults age 60 and over, their family caregivers and adults with disabilities. This includes case management, home-care, senior nutrition programs, adult protective services, volunteer services, senior employment, senior insurance counseling and community education.

Children, Youth and Family • 703-324-7500; TTY 703-222-9452

The Children, Youth and Family Division includes foster care and adoption, child protective services, intensive support services for families and children, and programs to help prevent child abuse and neglect.

Self-Sufficiency • 703-324-7500; TTY 703-222-9452

The Self-Sufficiency Division provides employment and training services and public assistance programs, such as Food Stamps, Medicaid and Temporary Assistance for Needy Families (TANF).

Office for Children • 703-324-8000; 711 Virginia Relay

The Office for Children supports the child care and early education of its citizens by subsidizing child care of low-income families, administering the Head Start program, regulating family child care, administering the School Age Child Care program and offering professional training and education for child-care professionals.

OUR LOCATIONS

Fairfax

Pennino Building
12011 Government Center Parkway
Fairfax, VA 22035
703-324-7500; TTY 703-222-9452

Falls Church

6245 Leesburg Pike
Falls Church, VA 22044
703-533-5300; TTY 703-433-5316

Reston

1850 Cameron Glen Drive
Reston, VA 20190
703-481-4025; TTY 703-742-0350

Reston (Lake Anne Office Building)

11484 Washington Plaza West
Reston, VA 20190
703-787-4900; TTY 703-707-9346

South County

(Richmond Highway/Alexandria)
8350 Richmond Highway
Alexandria, VA 22309
703-704-6353; TTY 703-799-3435



Fairfax County Department of Family Services
12011 Government Center Parkway
Fairfax, Virginia 22035
703-324-7500; TTY 703-222-9452
www.fairfaxcounty.gov/service/dfs



Fairfax County is committed to a policy of nondiscrimination in all county programs, services and activities and will provide reasonable accommodations upon request. To request this information in an alternate format, please call 703-324-5870; TTY 703-222-9452.

CHILD AND ADULT CARE FOOD PROGRAM MEAL PATTERN FOR CHILDREN

Supplement (Snack)

Ages Ages Ages

1 year 3 years 6 years

through through through

2 years 5 years 12 years

Select 2 of the 4 components shown. If you select milk as one of the components, you may not serve fruit juice as the other component.

MILK

Must be fluid milk 1/2 cup 1/2 cup 1 cup

MEAT or MEAT ALTERNATE

Meat, poultry, or fish (cooked, lean meat without bone) 1/2 oz 1/2 oz 1 oz

Cheese 1/2 oz 1/2 oz 1 oz

Egg (large) 1/2 1/2 1/2

Cooked dry beans or peas 1/8 cup 1/8 cup 1/4 cup

Peanut butter or other nut or seed butters 1 Tbsp 1 Tbsp 2 Tbsp

Nuts and/or seeds¹ 1/2 oz 1/2 oz 1 oz

Yogurt, plain or sweetened² 2 oz 2 oz 4 oz

VEGETABLE or FRUIT or JUICE³

1/2 cup 1/2 cup 3/4 cup

(continued on next page)

CHAPTER 2

CHILD AND ADULT CARE FOOD PROGRAM MEAL PATTERN FOR CHILDREN

Supplement (Snack) continued

Ages Ages Ages

1 year 3 years 6 years

through through through

2 years 5 years 12 years

GRAINS/BREADS

A serving is a bread or bread alternate and/or cereal:

Bread, enriched or whole-grain 1/2 slice 1/2 slice 1 slice

Cereal, enriched or whole-grain

Cold dry cereal⁴ 1/4 cup* 1/3 cup** 3/4 cup***

or

Hot cooked cereal 1/4 cup 1/4 cup 1/2 cup

Cooked pasta or noodle products 1/4 cup 1/4 cup 1/2 cup

¹ If you are serving nuts and seeds for a supplement (snack):

For determining combinations:

1 oz of nuts or seeds = 1 oz of cooked lean meat, poultry, or fish.

Tree nuts and seeds that may be used as meat alternates are listed on page 34.

CAUTION: Children under 4 years of age are at the highest risk of choking. For this age group, USDA recommends that nuts and/or seeds be ground or finely chopped and served to children in prepared food. (See Appendix A for information on how to prevent choking.)

2 Commercially prepared yogurt is now permitted as a meat/meat alternate.

You may serve 4 oz (weight) or 1/2 cup (volume) of plain, sweetened, or flavored yogurt to fulfill the equivalent of 1 oz of the meat/meat alternate component. For younger children, 2 oz (weight) or 1/4 cup (volume) fulfills the equivalent of 1/2 oz of the meat/meat alternate requirement.

3 If you are serving juice: Try not to serve juice to meet the fruit/vegetable requirement too many times throughout the day. It may fill up the children and take the place of other needed nutrients.

4 If you are serving cold dry cereal for a supplement (snack):

* For ages 1 and 2 years, serve: 1/4 cup (volume) or 1/3 oz (weight), whichever is less.

** For ages 3 through 5 years, serve: 1/3 cup (volume) or 1/2 oz (weight), whichever is less.

*** For ages 6 through 12 years, serve: 3/4 cup (volume) or 1 oz (weight), whichever is less.