St. Paul's Episcopal

Preschool

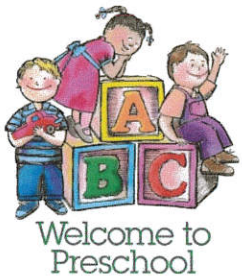
PARENT HANDBOOK

2016-2017



ST. PAUL'S PRESCHOOL OF BAILEY'S CROSSROADS 3439 PAYNE STREET, FALLS CHURCH, VA. 22041 703-820-1134
WEBSITE: HTTP://STPAULSBXR.ORG/PRESCHOOL/.

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PRESCHOOL MISSION STATEMENT



Saint Paul's Episcopal School (SPES) also known as Preschool and Kindergarten strives to provide a loving environment in which children can grow and mature spiritually, socially, emotionally, intellectually, and physically. The school knows that a child's early years provide a critical foundation for growth and development for the rest of the child's life.

The school's programs are all based on a belief that the seeds for creativity, tolerance, neighborliness, and acceptance are all planted early and must be nurtured through a program that continually models these values. All the staff of the school recognizes that they are not just teachers, they are models.

PHILOSOPHY STATEMENT

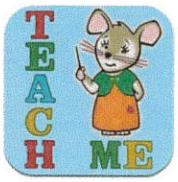
As an outreach ministry of Saint Paul's Episcopal Church, we believe that early childhood programs involve a community of learners with a commitment to the education of young children. We are dedicated to providing the best possible environment for the education and development of young children.

The guiding principles that underscore our commitment to all young children are:

- Young children learn and construct knowledge as a result of meaningful and purposeful experiences.
- Young children reach different levels of learning and development at different times.
- Learning in the early childhood years develops on a continuum.
- Learning is both individual and social and takes place within a social/cultural context.
- Play is an integral part of quality programs serving young children.
- Skills and concepts are developed and enhanced through child-initiated and teacher-initiated activities.
- Programs for young children must provide opportunities for individual activities and flexible groupings.
- There must be exposure to a print-rich environment which facilitates literacy development.
- The dignity of young children and their personal circumstances and diversity must be respected and affirmed.
- Families of young children are essential partners in the educational process.
- Children are best served in a safe, nurturing, and inclusive environment.
- Developmentally appropriate assessment of young children's learning is essential for planning and implementing appropriate curriculum and celebrating children's learning.
- Program practices for young children must reflect sound research and findings about young children and learning.

The early childhood years are very special, during which children make such great developmental strides and become increasingly independent. Improvements are continually evident in emotional growth, social skills, verbal communication, intellectual awareness and physical capabilities. In recognition of the crucial importance of these early years, we strive to create a program that is tailored to meet the needs of the whole child. The lesson plans developed by each teacher cover all areas of importance to the children's growth. The program is designed to provide children with ample opportunity to learn about, enjoy, and become comfortable in their expanding world.

CURRICULUM



St. Paul's Preschool follows Fairfax County Early Learning Guidelines. Our curriculum is focused on bringing out the best in each child. We follow Thematic Units to teach:

- Language and Literacy
- Logic, Mathematics, Science
- Creative Representation
- Creative Arts/UGOT Kids
- Social Relations
- Moral Guidance and Emotional Problem Resolution
- Health and Physical Development

Goals of Curriculum

1. To inspire delight, curiosity, celebration and inquiry in the learning environment.
2. To build intrinsic motivation and a long-term love of learning in children.
3. To help children craft an internal compass to guide them as a learner.
4. To inspire children to be authors, inventors, illustrators, dancers, singers etc. and to celebrate their unique talents and abilities.
5. To encourage consistent self-reflection and professional growth among teachers, so they may always improve the quality of learning experience.
6. To maintain a teaching staff well-versed in the fundamentals of how and what children learn, so they can support and guide learning as it emerges naturally inside the school, in the natural world, and in our community as a whole.
7. To allow the natural pace of individual and group learning to emerge.
8. To create cooperation, partnership, resource-sharing and amiability between staff, students, parents and the community.
9. To give children an organized environment in which to use all of their senses and faculties to learn.
10. To recognize that critical learning takes place during conflict, negotiation, brainstorming and resolution in a safe environment.
11. To provide adequate outside time daily.
12. To support the varied learning styles (visual, auditory, sensory, and verbal, etc.) in ways that are also aware of gender differences.
13. To carry out assessment in the form of student portfolios and documentation of learning.
14. To honor and welcome children with special needs into our school community.
15. To practice supportive social learning rather than punishment.

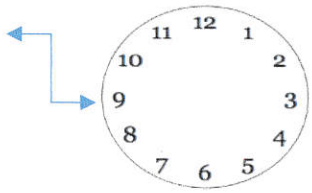
This is how we make it happen...

- Weekly classroom documentation displayed
- Weekly folders, progress reports and observation
- Child-led expeditions, inquiries and investigations
- Activities in our dramatic play, block, science, sensory, literacy and manipulative areas in school, as well as on the playground.
- Parent-teacher conferences



St. Paul's Episcopal School is open Monday through Friday, from 7:00 a.m. to 6:00 p.m. with flexible program schedules to meet the needs of the parents.

- Regular school program hours 8:45 a.m. to 2:45 p.m.
- Before care program hours 7:00 a.m. to 2:45 p.m.
- Before care and extended care 7:00 a.m. to 6:00 p.m.



PRESCHOOL ORIENTATION/OPEN

- Parent Orientation September 6, 2016 (Morning 9:00 a.m.)
- Preschool Begins September 6, 2016 (Full Day for Students)
- Summer Camp Begins July 5, 2017

PRESCHOOL CLOSINGS/HOLIDAYS OBSERVED *(We follow Fairfax County School Holiday Closings)*

MARK YOUR CALENDARS!

- Labor Day September 5, 2016
- Columbus Day October 10, 2016
- Early Release Day @ 4p November 23, 2016
- Thanksgiving Day November 24, 2016
- The Day after Thanksgiving November 25, 2016
- Christmas/Winter Break December 19, 2016 – January 2, 2017
- Martin L. King. Jr. Birthday January 16, 2017
- Inauguration Day January 20,2017
- Presidents' Day February 20, 2017
- Spring Break/Easter Monday April 10,2017 – April 17,2017
- Memorial Day May 29, 2017
- Last Day of School June 23, 2017 (Early Release @12)
- School Closed for Students June 26 – July 4, 2017
- Summer Camp 2017 July 5, 2017

SPECIAL EVENTS

- Preschool Fundraisers T.B.A. Parent Volunteers
- Burke Farm Field Trip October 21, 2016 (Tentative)
- Halloween Party October 31, 2016, 10:00 am
- Thanksgiving Food Baskets November 21, 2016 (deliver baskets to families)
- Picture Day November 4, 2016 (Teddy Bear Portraits)
- Christmas Program/Party December 16, 2016 (Time T.B.A.) parent volunteers
- Parents/Teachers Conference January 27, 2017 (scheduled 1:00 – 6:00pm)
- Valentine's Party February 14, 2017, 10:00 a.m. parent volunteers
- Easter Party April 7, 2017, 10:00 a.m. parent volunteers
- Mother's Day Breakfast May 12, 2017, 8:00 – 10:00 a.m.
- Parents/Teachers Conference June 2, 2017 (scheduled 1:00 – 6:00 pm) Early Release
- Year-End Program June 23, 2017 Last Day (close at 12 Noon)

ADMISSION POLICY

We enroll children on a first-come first-served basis due to limited class size and space. The ages range from 2½ years to 5 years old. **All students must be registered to their appropriate age group** and **program hours**. **All** preschool applications forms must be filled out completely. Applications not completely filled out and signed will be placed on hold and possibly delay your child's enrollment.

The Preschool/Child Care Agreement, Registration Enrollment Forms, School Entrance Health Form and Medical Forms may be picked up from the office and are available at the link to the preschool through the church's website.

- http://stpaulsbxr.org/Preschool/



POLICIES FOR ARRIVAL AND DEPARTURE OF CHILDREN

Pick-Up and Drop-Off Policies

All registered families will receive an access code to enter the building. Your code must not be shared with any unauthorized person to gain entry into the building. All other visitors must press the intercom button to announce the nature of their visit.

At drop-off/pick-up the parent/guardian or designated authorized adult must sign the child In/Out using the daily attendance book located on the lower level at the end of the hall.

Please do not allow your child to write in the attendance book.

The school places great importance on communication between the staff and families, however, they should keep in mind that the pick-up and drop-off times may not be the best times for conferences. Families should always feel free to schedule a meeting with the child's teacher and/or the Director.

Absence

The preschool requires all families to notify the school by 9:00 a.m. if a child will be absent for the day by phone or email.

Late Arrival

Should a child arrive after an off-site scheduled activity or field trip has begun, the child will join the classroom nearest to his/her age with available space until the class returns. If the school is on an off-site activity the child will not be left at the school.



Late Pick-Up

If a child is not picked-up at the designated time. A **late fee** of **$20 will be charged** for the **first 10-minutes** and **$1.00 for each minute thereafter.** Habitual tardiness is unacceptable could result in termination of agreement.

Authorized Pick-Up

The registration form includes space for the parent or guardian to add additional individuals authorized to pick up their child. If other individuals, other than those listed are requested to do pick up, a written permission clearly stating their name from the parent must be presented to the office (a form of ID will be requested at that time).

Discipline Policy

Children are not expected to immediately understand or fully comply with all of the rules; rather they are to be gently taught, reminded, and when necessary, redirected. The school's staff members are responsible for setting up an environment that encourages cooperation and sharing, rather than aggressive behavior.

There are times when children may actually endanger themselves or others by their actions. Due to these possibilities, specific behavior guidance steps have been set up. Logical consequences will be established for problematic behavior. For example, a child who throws or damages a toy may be prohibited from the use of that toy for the rest of the play period in question. Staff will speak with the child regarding unacceptable and acceptable behavior. At times, a child may just require a little time away from the other children to calm down.

The SPES believes families, teachers and the director must work together to address persistent behavioral issues such as biting, unusual or dangerous aggression, or other health/safety issues. Families will be contacted for a conference when a child appears to be unusually stressed, anxious, or otherwise motivated to engage in inappropriate behaviors. Children, who cannot adjust to the group environment or endanger the safety and well-being of others, may be dismissed from the program at the Director's sole discretion after the Directors and teachers have made an effort to work with the child and the family.

Termination Policy

If a family desires to terminate their contract with SPES, they must give the school a two weeks written notice prior to the date of termination.

The preschool's staff will make every effort to work with the family to prevent situations in which the school must initiate termination of a child from the program. However, the Director has the right to immediately terminate a student for aggressive or violent behavior towards an instructor or another student.

FAMILY DISPUTE RESOLUTION PROGRAM

Purpose: The Family Dispute Resolution Program seeks to provide a means by which families may present and seek prompt resolutions to childcare-related problems and disputes, without fear of restraint, interference, coercion, discrimination, retaliation, or reprisal.

Procedures:

Step 1: Discuss the problem with the Director.

Step 2: If the issue cannot be resolved through discussion or, if the issue specifically concerns the Director, the complaint in writing to the SPES Board of Directors. The complaint must be made within 20 calendar days after the occurrence giving rise to the complaint. The SPES Board of Directors will respond within ten working days after receipt of the complaint. The decision made by the Board of Directors is final.

TUITION POLICY

Tuition shall be paid on a monthly basis and is due by the 5th day of each month. If tuition is not Received by the 5th day of the month a late payment fee of $30 will be charged to your account. A child can be terminated from the program for nonpayment of tuition.

Monthly Tuition Fees:

Five Day Program (Monday – Friday)

8:45 a.m. to 2:45 p.m.	$720.00
8:45 a.m. to 6:00 p.m.	$1030.00
7:00 a.m. to 6:00 p.m.	$1155.00

Three Day Program (Monday, Wednesday, Friday)

8:45 a.m. to 2:45 p.m.	$510.00
8:45 a.m. to 6:00 p.m.	$680.00
7:00 a.m. to 6:00 p.m.	$780.00

Additional Fees and Charges:

Registration Fee:	$75.00 must be paid with application (non-refundable) $25.00 for additional child in the family
Yearly School Fee:	$280.00 per child (supplies, activities, snacks) paid in Sept.
Monthly Lunch Fee:	$66.00 per month (due by 5th day of month with tuition)
Late Payment Fee:	$30.00 (tuition received after the 5th day of the month)
Returned Check Fee:	$35.00 (NSF)
Late Pick up Fee:	**$20.00 for first 10 minutes late** and **$1.00 per minute**, thereafter.

**Special activities and field trips are announced in advance and will carry an additional charge.*



INCLEMENT WEATHER

St. Paul's Preschool will follow the Fairfax County Public School System for school closings and delays. For 2-hour delay openings there will be **no before care** at 7:00 a.m. **School will open at 9 a.m.**

MEDICAL CONCERNS

It is important that all health concerns are communicated to the preschool so that the staff can work to prevent further illness in the classrooms through enhanced sanitation procedures.

SICK CHILDREN

Sick children should remain home. Please **do not** bring a child to the preschool who is showing any signs or symptoms of illness. Some clearly unacceptable signs and symptoms include but are not limited to:

- Temperature of over 100° within the last 24 hours.
- Unusual spots or rashes on the skin
- Continuous mucus from the nose accompanied by upper respiratory symptoms
- Diarrhea
- Vomiting
- Unusual behavior
- Child is lethargic
- More crying than normal
- General discomfort



A child with two diarrhea movements must be picked up within an hour of parent or guardian notification.

If a child is sent home for any of the following reasons, they may not return to the center until **symptom free** for 24 hours.

- Diarrhea
- Conjunctivitis (pink eye)
- Fever

Please Note:

- **Some communicable diseases must be reported to the Public Health Authorities.**
- **If a child has a life threatening problem, emergency care will be provided even if the preschool cannot reach the parents or guardians.**

MEDICATIONS

The preschool will only administer medications that are prescribed by a physician and required more than twice per day.

All medications will be administered by a staff member who has received Medication Administration Training (MAT).

*If a child is to receive any type of medication while at the Center, an **"Authorization for Dispensing Medication" form must be completed and signed by a parent or legal guardian and the child's physician. All medical forms can be downloaded on the church/preschool website:** http://stpaulsbxr.org/Preschool/ and are available in the preschool office, and once completed it needs to be returned to the preschool office, along with the medication to be administered. A separate form needs to be completed for each type of medication that is to be administered.

***All medications must be in the original containers and must be clearly marked with the child's name and dosage to be given.**



TOPICAL MEDICATIONS (Sunscreens, Diaper Ointment, etc.)

Non-prescription, topical medications do not require a MAT certified staff member. The procedure for the application of sunscreen, diaper cream, moisturizer, or insect repellant is:

a. The parent of each child must have a completed **"Over the Counter (O.T.C.) Topical Medication Form"** on file.
b. The teacher will match the Topical Medication form to the type of medication provided.
c. The teacher will apply (or assist in the application of, for school-aged children) the medication.
d. The teacher will check the children after application to ensure that there is no reaction to the medication.

Food Allergy Action Plan

A Food Allergy Action Plan Form must be filled out completely if your child has a food allergy. Forms must be returned to the preschool office along with the Epi-Pen and dosage to be given. *We are a "peanut butter" and "pork" free school.*

Asthma Action Plan

An Asthma Action Plan Form for your child must be filled out and returned to the preschool office with the prescribed medication and dosage.

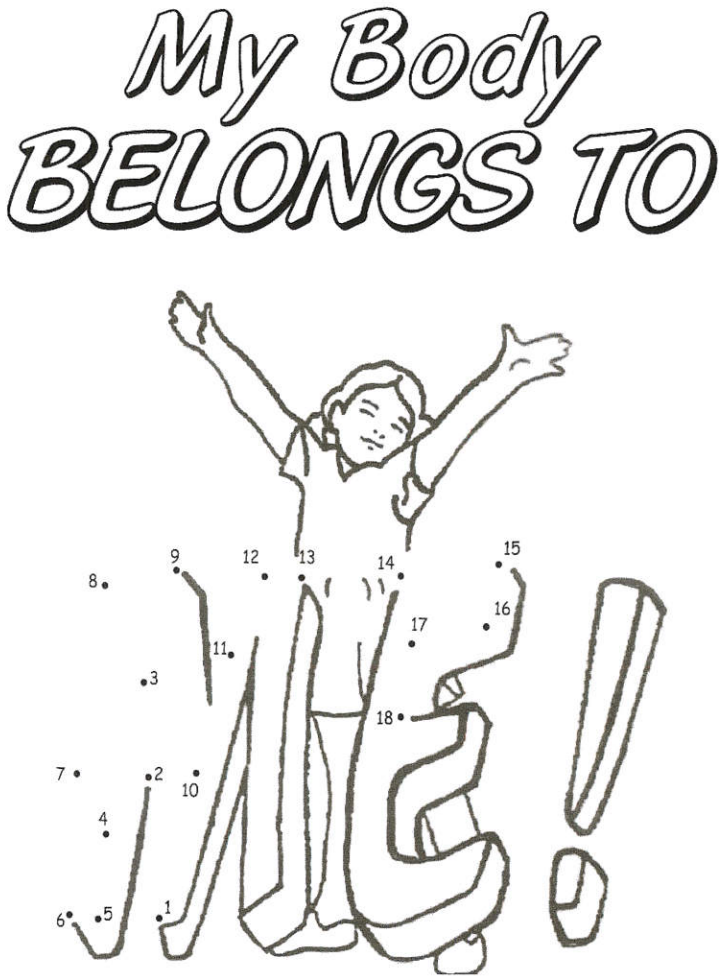
TRANSPORTATION POLICY

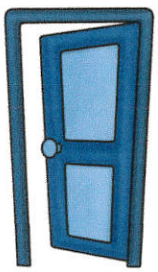
SPES will transport children on field trips. Parents must complete the transportation or field trip permission form giving the preschool permission to transport children. Field trips will be announced in advance.

Recognizing Child Abuse and Neglect

If any staff member suspects that a child is being abused or neglected, the law (VA Code S63.2-1509) mandates that the staff member immediately reports the suspected abuse or neglect. All reports must be made directly to the child abuse hotline at 1-800-552-7096. If a staff member is uncertain about making such a reporting, he/she should immediately discuss the matter with the director of the preschool, who should take prompt action to investigate and make a determination as to whether a report is necessary.

Furthermore, each staff member must take the Child Abuse and Neglect: Recognizing, Reporting, and Responding for Educators course by logging onto www.vcu.edu.





Open Door Policy

Our preschool has an open door policy. You are welcomed and invited to stop by anytime and even volunteer, when necessary.

This preschool is licensed by the Virginia Department of Social Services as a religiously exempt child care facility.

**Please sign and return this page to the preschool office.*

Parent's Agreement:

_____ I consent to the enrollment of my child in St. Paul's Episcopal Church Preschool and agree that the preschool shall not be responsible in case of illness or injury of the child while in attendance of the preschool or in transit to and from the facility.

_____ I give my consent to having pictures taken of my child while at the Preschool and the pictures may be used as the preschool so chooses.

_____ I agree to carry out the rules and regulations of the Preschool as set forth in the Parent Handbook and other accompanying material.

_____ I would like to receive the weekly electronic newsletter from St. Paul's Episcopal Church. Please send email to this address email address: _____.

Child's Name _____ Age_____

_____ _____

Parent/Guardian Signature ***Date***