



## **Parent Handbook**

**2022-23 School Year**

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## **FIRST PRESBYTERIAN PRESCHOOL**

First Presbyterian Church (FPC), located at 4602 Cary Street Road in Richmond, Virginia, ministers to young families through the First Presbyterian Preschool (FPP). The Preschool was established in 1956 under the name of First Presbyterian Kindergarten Day School, serving children from age three to five. Through the years the program has expanded and currently serves approximately 180 children ranging in age from 12 months to five years. It is a non-profit school operating within the objectives and goals of First Presbyterian Church. As a vital part of the Christian Education Program of First Church, the school was established as an educational ministry to the community. Our preschool is open to any child within the age range without regard for race, ethnic origin, religion, or disability.

### **PART I. STATEMENT OF MISSION**

We believe that the unique qualities found in each child bring excitement to our program. This excitement inspires our teachers and engages our students. Each child brings his/her own experiences and abilities to school. This results in varying rates of development. Knowing that all areas; physical, emotional, spiritual, and mental, work together towards a child's maturation, we have the following goals:

- Promote Christian nurture and enthusiasm for living.
- Develop a strong sense of self-respect within the child as well as respect for others.
- Promote an awareness and acceptance of the diversity of our culture.
- Nurture the child's ability to both express and control emotions and feelings.
- Plan activities appropriate to the child and encourage sharing and communication.
- Promote creative thinking and encourage powers of observation.
- Provide the child with a wide variety of stimulating activities in a responsive and enriched environment.
- Aid the child in forming positive, trusting relationships with others.
- Work in harmony with parents to provide support services if needed.

#### **A. Program Description**

Children attending First Presbyterian Preschool spend their mornings in a child-centered environment allowing for many choices and encouraging independence. Throughout the morning, teachers respond to and expand upon the cues given by the children in order to foster creativity and self-esteem. When reacting to rather than directing a child's curiosity, we find a more attentive audience. By allowing the child to determine the direction of a learning experience, the curriculum becomes more exciting for everyone. Providing an

enriched, child-oriented learning environment in a relaxed setting is the cornerstone of our philosophy.

Researchers tell us that by the age of five years old a child's attitude towards learning is set for life. With that knowledge in mind, it is most important to provide a classroom where children are free to express curiosity and try new experiences. Inherent in young children is a naturally strong desire to learn and our program attempts to ignite and sustain that desire. It is through a wide variety of methods and materials that we allow for the different learning styles found in groups of young children.

Flexibility is a key ingredient in our program. By listening to children and being sensitive to their ideas, we find that the curriculum is constantly changing. *Play is fundamental to learning in the preschool classroom. It is through all kinds of play children can move from concrete manipulation of objects to the abstract, representational thought needed for later school success.*

Finally, we are most concerned that children moving on to kindergarten from First Presbyterian Preschool have spent their preschool years growing in confidence and security in their attempts to learn and meet new challenges.

## **B. Facilities**

Our program consists of twelve self-contained classrooms where children are grouped according to age. Each room is furnished with developmentally appropriate materials. As the children move through the program on a yearly basis, they find comfort in a daily routine and form lasting relationships with teachers and peers. Additional personnel visit the classrooms in the areas of music, movement and art. We are fortunate to have a spacious playground for the children. In addition, we have an enclosed courtyard for the toddlers with equipment designed specifically for them.

## **C. Faculty**

Every classroom has two teachers. All teachers undergo a criminal background check upon being hired. At the start of every school year all teachers must be cleared by a doctor as being able to work with children. Annually, the preschool strives to have more than half of the teaching staff certified in CPR/First Aid.

First Presbyterian Preschool employees are hired on the basis of competence and qualifications and not on gender, race, national origin or religious affiliation.

Teachers are also encouraged to obtain a CDA or an Early Childhood Certificate and required to attend yearly workshops for professional development relevant to early childhood education.

The church and preschool have adopted a new Child and Youth Protection Policy. We want to be proactive in protecting our children in every way possible. Some of the key elements of this policy are:

-Background checks will be completed on all preschool staff, teachers and substitutes.

-Training will be provided for all regular volunteers to help protect against misconduct.

## **PART II. ADMINISTRATION**

### **A. General Administration**

The preschool is an integral part of the education ministry of First Presbyterian Church under the direction of the Weekday Child Ministry Board. The school is directly supervised by the Director of Weekday Child Ministries who is a member of the First Presbyterian Church professional staff.

The Director is employed by the First Presbyterian Church and is responsible for the operation and management of the school.

### **B. Weekday Child Ministry Board**

The Weekday Child Ministry Board is responsible for the administration of the preschool. The Board shall be chaired by a member of First Presbyterian Church or a preschool parent and shall include the following members (2022-23): **Sarah Wiltshire, Chair; Cary Williams, Past-Chair; Greg O'Brien, Treasurer; Emily Ragland, Secretary; Laurie Barnes, Teacher-Rep; Steven Popps, Meghan Morris, Kyle Seedlock, Eliza Heyward, Brock Saunders, Elizabeth Hodges, Katherine Guise, FPC Elder**

The Board shall meet five times during the school year to set policies and to provide fiscal oversight for the preschool programs.

### **C. Religious Exemption Status/Accreditation**

First Presbyterian Preschool meets the requirements for religious exemption status through the Commonwealth of Virginia Department of Social Services, and as of July 1, 2021 – The Virginia Department of Education (VDOE). The requirements with which the preschool complies shall be kept on file in the school office.

First Presbyterian Preschool is accredited by National Accreditation Commission (NAC). You may find more information about NAC at their website, [www.earlylearningleaders.org](http://www.earlylearningleaders.org). An annual report is sent to NAC yearly and a verification visit and self-study is completed every 4 years for renewal.

The school is a member of Richmond Area Directors (RAD), Richmond Early Childhood Association and the corresponding state (VAECE) and National Association for Early Learning Leaders organizations.

#### **D. Definitions**

"Contract employee" means an individual who enters into an agreement to provide specialized services for a specified period.

"Developmentally appropriate" means a philosophy which applies knowledge of child development to the curriculum, the environment, adult-child interactions, and staff-parent interactions, and which recognizes the age span of the children within the group, as well as the needs of the individual child.

"Enrollment" means the actual attendance of a child as a member of the preschool.

"Fall zone" means the area underneath and surrounding equipment that requires a resilient surface. It shall encompass sufficient area to include the child's trajectory in the event of a fall while the equipment is in use.

"Programmatic experience in the group care of children" means time spent working directly with children in a group, in a childcare situation that is located away from the child's home.

"Program leader" or "childcare supervisor," means the individual designated to be responsible for the direct supervision of children and for implementation of the activities and services for a group of children.

"Volunteers" means people who come to the preschool less than once a week and are not counted toward the required number of staff.

"Volunteer personnel" means persons who work at the center once a week or more often or who are counted in the required ratio of staff-to-children.

### **PART III. ENROLLMENT AND WITHDRAWAL POLICIES**

#### **A. Hours of Operation**

The school is open five days per week, Monday through Friday, within the designated school year. The school hours are as follows:

Group I, Group II, Group III, Group IV - Pre-K - 9:00 a.m. to 12:00 p.m.

One Group IV Class and one Pre-K - 9:00a.m.-2:00 p.m.

JK: 9:00 a.m. to 2:00 p.m.

## **B. Classes and Programs Offered**

We provide preschool experiences for approximately 180 children ranging in age from 12 months to five years. There are one - four classes per group level divided as follows:

GROUP I Children 12-18 months as of September 1<sup>st</sup>- (2 classes-2 days)

A. Monday/Wednesday

B. Tuesday/Thursday

GROUP II Children 18 months-30 months as of September 1<sup>st</sup> (3 classes-2 days)

Tuesday/Thursday

January-May offering one day class (8 current FPP children) Fridays

GROUP III Children age 24-36 months as of September 1<sup>st</sup> (3 or 5 day classes)

Monday/Wednesday/Friday (3 classes)

Monday-Friday Class children specifically ages 32-36 months as of September 1<sup>st</sup> (1 class - 2022-23 first year in operation)

GROUP IV Children age 3 as of September 1<sup>st</sup> (4 or 5 days classes)

A. Monday-Thursday 9-12PM (1 class)

B. Monday-Friday 9-12PM (2 classes)

C. Monday-Friday 9-2PM (1 class)

PRE-K Children ages 4 or 5 as of September 1<sup>st</sup> (2 classes)

Monday-Friday 9-12PM

Monday-Friday 9-2PM

JK Children age 5 by early Spring 2023

Monday-Friday 9-2PM

The Director shall consider the following variables in making class assignments:

- age of child
- maximum class size and age range by class
- recommendation of professional specialists/teachers

For children in Groups IV, Pre-K the following options are available

Extended Day: Is offered for children in Groups IV and Pre-K Monday–Friday from 12:00-2:00 p.m. Children must be enrolled to use this service and you may sign up for any combination of days. Please make sure you pack a healthy peanut-free lunch and that you pick up your child on time.

Later in the school year, children in **Group III** may sign up for extended day from 12:00-2:00. Toilet training is encouraged.

Early Morning Drop Off: Starts at 8:00 a.m. Monday-Friday. Reservations are required. Parents will be responsible for payment if a reservation is not canceled before 8:00 p.m. the night before. Payment is made to the school by the trimester (September-December; January-March 1; March-May).

Enrichment Classes:

Most enrichment classes will be offered in the 12:00-1:00 and 2:00-3:00 time period. These classes often include: Various sports including soccer, Wee Little Arts, Yoga, Dance, and Cooking.

These programs will be added during the school year at an additional fee and are on a first come first serve basis. These are offered in either 9 or 10 weeks sessions beginning in September through May.

Summer Camp

During the month of June we offer camps for children ages 12 months – 5 years old. These camps are weekly sessions. You may register for all sessions.

Registration forms can be found at [www.fpprichmond.org](http://www.fpprichmond.org) or in the preschool office starting in February.

FPP summer camps are open to the Richmond community at large including and beyond our current enrolled children.

### **C. Application and Enrollment Procedures**

Enrollment of a child in the preschool shall be accomplished in the following steps:

Admission Information - Before application for enrollment is made, the Director shall provide information to the parents upon request concerning the following:

tuition and fees	admission and withdrawal policies
behavior management policies	health requirements
administration and enrollment	withdrawal procedures
holidays	unacceptable methods of discipline
food policies	

Parent/Child Visit - Prior to the child's admission, parents shall be invited to visit the school. The purpose of the visit is to introduce parent and child to the school and to exchange information pertinent to the child's enrollment. Such observation or conference visits shall be scheduled by the parent in advance.

Application -The application form provides vital information about the child and parents and designates the number of days desired. The current application fee shall accompany the application. Application fees are nonrefundable.

For the purpose of issuing contracts, applications shall be dated as received by the preschool. Enrollment priority for the following school year shall be granted to children enrolled at First Presbyterian Preschool, siblings of existing First Presbyterian Preschool children and children who are members of First Presbyterian Church.

Application Acceptance

1. Applications are accepted at any time throughout the year.
2. Upon receipt of an application, a letter will be sent to acknowledge receipt of the application. This letter will provide information on the application process.
3. Applications are kept from year to year at the request of parents.

Application Priority for Acceptance

The following dates are approximate priority deadlines for acceptance:

- December 15-Deadline for currently enrolled children and new siblings enrolling for the first time.
- Community family applications receive priority according to the date the application was received.

Enrollment will be assigned in the following order:

1. Currently enrolled children moving up to the next level.

2. Siblings of currently enrolled children.
3. Church member with applications.
4. Waiting list children (those waiting a year or more).
5. New community children applying within the current year and considered in date of order received.

### Equal Opportunity Enrollment

Children on the waiting list for First Presbyterian Preschool are accepted for enrollment when an appropriate class space becomes available for the child. These applications are considered by the date in which they were received. First Presbyterian Preschool has a policy of non-discrimination regarding race, religion, national or ethnic origin and seeks to be inclusive of all children.

### Contracts

Contracts for the following school year shall be issued to applicants eligible for admission in January. The Annual Registration and Advance Tuition Fees shall accompany the returned contract. Receipt of the signed contract and fees in the School office by the deadline date shall be required for enrollment. Parents shall be notified of acceptance.

### Waiting List

After contracts have been issued for the maximum enrollment in each class, additional applications shall be placed on the waiting list. Contracts shall be issued to waiting parents in the order of application dates, as spaces become available.

## **D. Enrollment and Tuition Fees**

Application Fee - The Application Fee shall be established by the Weekday Child Ministry Board each year and shall accompany each new student application. The Application Fee shall be non-refundable.

Annual Registration Fee - The Annual Registration Fee shall be established annually by the Weekday Child Ministry Board and shall accompany each signed contract. The Registration Fee shall be non-refundable.

Tuition Fees - Tuition Fees shall be established annually by the Weekday Child Ministry Board. A portion of the established tuition fee shall be identified each year as Advance Tuition. The Advance Tuition Fee shall accompany the signed contract and is non-refundable. The Advance Tuition Fee shall be subtracted

from the Annual Tuition fee. Tuition fees for children entering late shall be reduced proportionately.

Tuition Installments - The remaining tuition fees shall be due and payable in two equal installments, the first installment by May 15, and the second installment by January 15.

## **E. Other Enrollment Forms**

Birth Certificate - All children are required to have documentation on file that the school has seen an original birth certificate prior to enrollment.

Health Records - The School Entrance Physical Examination and Immunization Certificate required by the State of Virginia for enrollment in school shall be completed for each child and returned by July 1.

Medical Authorization Form - The Medical Authorization Form shall be completed at the time of a child's admission and shall include the following information:

- name and telephone number of two persons to be notified in case of emergency
  - name and telephone number of child's physician
  - identification of child's health problems if any
  - parent's permission to secure emergency aid and transportation for the child, if needed
- Allergy Form - The Allergy Form shall be completed if a child has allergies. If the child requires an Epi Pen, a Written Medical Consent Form must be submitted with a doctor's signature.
  - Permission Forms - Permission forms for field trips/travel from school, photographs and video taping of children engaged in school activities shall be included in the child's file.
  - Parent/School Contract
  - Family Information Form

## **F. Withdrawal and Refunds**

Parent Withdrawal - Children may be withdrawn for the next school year by submitting written notice to the Director prior to **May 15**, without payment of the remaining tuition fees. If a child is withdrawn between May 15 and the first day

of school, the balance of the tuition fee for the first semester shall be due and payable.

The second tuition installment shall be waived for a child officially withdrawn for second semester through written notice from the parent to the Director on or before **December 1.**

### Refund Policy

The application fee is non-refundable under all conditions.

The Advance Tuition Deposit paid to hold a space for the upcoming school year is refundable under the following conditions:

1. The family is moving out of the Richmond Metropolitan Area.
2. It is determined that due to developmental needs the child needs another program.

After May 15, the parent/guardian must request in writing the refund of the deposit from the school's board. The Board will make individual determinations; but is in no way obligated to return the deposit.

If a child withdraws or is dismissed from the school after the start of school, the application fee, deposit, and tuition payment are non-refundable. Any unused tuition may be refunded if the child's space can be filled. Any refunding of tuition fees will be at the discretion of the school.

Any refunds made will be issued within one month of the request.

### **G. Family Grievance Policy and Procedure**

Teachers and parents work together to make decisions about how best to support children's development and learning or to handle problems or differences of opinion as they arise. Teachers solicit and incorporate parents' knowledge about their children into ongoing assessment and planning. Formal conferences are offered at least twice a year in all groups (*with the exception of our youngest groups of children-typically once per year is sufficient*). Conferences can be had as needed, to discuss children's progress, accomplishments, and difficulties at home and at school. Prompt and orderly consideration will be given for disagreements or complaints regarding a child's experience here at school. *The proper procedure to follow is to discuss the problem with the child's teacher first, then, if necessary, with the Director.* If you feel your situation has not been resolved satisfactorily, after consultation with the Director, you may ask to address your problem with the school board.

Director Withdrawal Request. The Director shall request withdrawal of a child for failure of parents to comply with school policies and procedures, for excessive, arbitrary absences, or for the consistent failure of a child to adapt to the group life of the preschool after a time to be determined by teachers, parents and Director. This request must be submitted in writing and shall be given to the parents 10 days prior to the child's last day. Should a child's withdrawal be requested, any unused tuition fees shall be returned, and the parents shall be informed of the reason(s) for the request.

Dismissal of A Child from School. A child's matriculation in the school is conditional on his/her adjustment to the school program.

Possible causes for dismissal are:

1. If a child is unable to separate from their parents or primary caregiver. (Parent or primary caregivers can spend time in the classroom helping to transition a child). The amount of time for transition to the classroom setting will be determined by parents, teachers, and the Director.
2. High level of hyperactivity that interferes with the normal functioning of the class.
3. Hostile attitude or mistreatment of other children that is physically harmful.
4. Disruptive behavior in the classroom that interferes with the normal functioning of the class.
  - If the continued matriculation of the child is in question, the Director will be notified immediately. The Director will observe and if in agreement with the teacher, the teacher will contact the parents to express concerns. The parents will be requested to observe the child's class.
  - A conference between teacher/parents/Director will follow the observation. The teacher will supply written observational documentation of concerns. The teacher will present a written plan of intentions to help the child. This plan will be given to the Director as well as the parents.
  - Parents will be given frequent written progress reports.
  - After a reasonable amount of time if the school concludes that continued attendance is not in the best interest of the child or other children, the Director may request that the child be withdrawn.
  - The refund policy may be observed.

## **H. Children's Records**

The school shall maintain separate records for each child in the office. The records shall include the following information:

- name, nickname, sex, and birth date
- name, home address, email and telephone number for each parent who has custody
- employer, address, and telephone number of each parent who has custody
- name and telephone number of child's physician
- name and telephone number of designated people to call in an emergency if the parent cannot be reached
- names of persons authorized to pick up the child, as well as those not permitted to pick up the child
- application for admission
- health records
- medical authorization
- family information form
- parent's permission to release information, if applicable
- child's progress reports used in parent/teacher conferences (kept in classroom file)
- Individual Educational Plan (IEP), if applicable

A record of student attendance shall be maintained in each classroom for the school year.

## **PART IV. CHILDREN'S HEALTH CARE**

### **A. Immunizations**

- Section 22.1271.2 of the Code of Virginia requires that documentation of all immunizations shall be obtained prior to each child's admission to a licensed pre-elementary program. Part 1 of the form entitled "Physical Examination and Immunization Certification" required by the Commonwealth of Virginia properly completed and signed by a physician shall be required for each child prior to enrollment acceptance.
- Children will **not** be allowed to begin school without this documentation on file.
- Documentation of immunizations shall not be required for any child whose parent submits an affidavit on the State Form entitled "Certificate of Religious Exemption."

- Immunization reports after admission shall be obtained once each year.

#### **B. Physical Examination**

- Each child shall have a physical examination within twelve months prior to admission and the physician's report submitted by September 1. Children will not be permitted to attend school until this form is in the office. Physical examinations shall not be required for any child whose parent submits a signed statement certifying objection on religious grounds and certifying the child's good health and freedom from communicable and contagious diseases.

#### **C. Medication**

- The school staff shall not administer prescription or non-prescription drugs to a child. Exceptions to this policy must be approved by the Director. The requirement that regular medication be given at school may be cause for a child's withdrawal, at the request of the Director.

#### **D. Illness Prevention and Communicable Disease**

- *COVID-19* - First Presbyterian Preschool follows guidelines specifically set forth by the Virginia Department of Health (VDH) and the Center for Disease Control (CDC) regarding COVID-19 including best practices for the safety of our children and families in our immediate community. Enrolled children in our program potentially could be asked to test, mask, and/or stay home from school in the event of exposure(s), symptoms or positive test results depending on the status of the virus and recommendations set forth by the VDH and CDC.
- Staff members shall observe each child daily for signs and symptoms of illness. If a child shows any symptoms of illness, communicable disease, or body infestations the office staff shall plan for the parent or designated emergency person to pick up the child as soon as possible. Such children shall remain in a supervised quiet area until leaving the school.
- When children have been exposed to a communicable disease at school, the parents shall be notified by the teacher or by the office as soon as possible. When possible, parents will be referred to [www.cdc.gov](http://www.cdc.gov) for the most up to date information on illnesses and prevention.
- Our school will take consistent precautions to prevent the spread of illness. Many childhood diseases are contagious. They are spread by germs through a variety of ways. Intestinal tract infections are spread through stools. Respiratory tract infections are spread through coughs, sneezes, and runny

noses. Other diseases are spread through direct contact. Careful and frequent hand washing by teachers and children can eliminate approximately 75% of the risk of spreading illnesses. Other precautions include separating sick children from the others, wearing gloves when changing diapers, taking extra precautions when potty training and working to maintain high sanitary conditions throughout the school.

- Head lice is also an issue that schools deal with almost every year. It is highly contagious and spreads quickly. If your child has a confirmed case of head lice, you must contact the school. The school will then alert parents. We ask that children with confirmed cases of head lice remain at home for **24 hours after treatment**.

**We ask parents to keep children at home if any of the following are present**

- Fever of 100 degrees orally (child must be free from fever for 24 hours without use of medication before returning to school). During Flu season or COVID-19 virus increases, this may be extended to 48 hours.
- Severe or persistent coughing (croupy, congested).
- Constant runny nose with discolored nasal discharge.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Pinkeye- tears, redness of eyelid lining, followed by swelling and discharge.
- Unusual spots or rashes.
- Sore throat or trouble swallowing.
- Infected skin patches.
- Persistent loose stools.
- Vomiting (child must be **free from vomiting for 24 hours before returning to school**)

Children who attend school shall be considered able to go to the playground. The school staff shall not provide indoor care for a child while the class goes to the playground.

**E. Drinking Water**

- Drinking water shall always be available to children and staff. Individual drinking cups shall be available in the classroom for morning snack time. Parents may provide cups or water bottles for their child daily.

## F. Children's Clothing

- Children should be comfortable when learning and playing. We ask that you dress your child in comfortable, sturdy, and WASHABLE play clothes and shoes. Expensive or dressy clothing does not mix with paint or mud. We do not want the children to worry about ruining their good clothes. Smocks will be worn during painting and any other messy activity, however, accidents will happen. Shoes are also important. Clogs, cowboy boots, “cros” and loose sandals make running and climbing on play equipment difficult and unsafe.
- Clothing to be removed at school and tote bags shall be clearly labeled with the child's name.
- During the current pandemic, only disposable bags will be allowed for children's items. **Toys or other personal items from home are strongly discouraged.**
- Children should wear rain gear on rainy days for protection to and from the carpool. If wearing rain boots to school, please send indoor shoes in the tote.
- Children should wear leg coverings, head coverings, winter coats and mittens during winter weather, since playground time is scheduled daily except on severe weather days.
- If a child's clothing becomes wet or soiled, it shall be changed immediately. Each parent shall send a seasonal change of clothing to be left at school.
- Security items for toddlers should be clearly labeled if brought with the child.
- Children may bring their special "cuddly/lovey" if needed but toys shall not be brought to school, except on "Show-and-Tell" day. Weapons, war toys and action figures designed for television shows or movies which could be construed as violent in nature shall not be acceptable for "Show-and-Tell," nor shall they be brought to school. Cubbies are provided in the classes for their personal belongings.
- Teachers shall not be responsible for children's personal belongings left in the room. Such items shall be placed in the *lost and found* by the preschool office.

## G. Hand Washing

- Children's hands shall be washed with soap and warm, running water or hand sanitizer. upon arrival entering the classroom, prior to snack time and water

play and after toileting. Hand washing will be managed closely by the teacher(s).

## **H. Toilet Training**

Children **must be** toilet trained before entering our **Group IV, Pre-K and JK programs.**

## **PART V. CLASSROOM CURRICULUM AND PROCEDURES**

### **A. Curriculum**

FPP uses [Creative Curriculum by Teaching Strategies](#) as a resource to support our school of children spanning 12 months to five years of age. This is current and up to date as of July 2022.

At FPP, we know that teacher and child together make cooperative learning best. It allows children to experience the joy of working collectively to create a common goal or to investigate a group question. It starts from where the children are, their interests and prior knowledge, and builds to what they want to learn. Children often understand or are aware of much more than teachers suspect. By hearing their ideas, it is possible to avoid making wrong assumptions in planning activities or topics.

The best curriculum results from real-life experiences to which the children can relate. Meaningful learning experiences are those that spring from children's instinctively inquisitive natures. Wonderful things happen when children invent curriculum together as a group. They become active participants in their own learning and gain a stronger sense of self-esteem. The natural events of a classroom or in children's lives are the richest sources of child-initiated curriculum themes:

- Events in nature, storms, weather, and seasonal changes
- Discoveries or observations: a bird's nest, a feather, an anthill, rust on the railing, plants growing through the pavement
- A favorite book
- A field trip or a family trip
- A mistake or a problem, something that did not work
- An object a child brings to school
- A child's fantasy
- A favorite animal
- A group block building
- Something new that the children want in the classroom, a pet, a playhouse

- A family event or activity
- A community event; new construction, a fire, a parade
- An event in the news

Learning activities shall be appropriate for the age and development levels of the children in each class.

Learning activities and materials shall be appropriate for a combination of group and individual settings, and for a mixture of active and quiet involvement.

The following activities and materials shall be scheduled singularly or in combination on a daily basis, as appropriate to the child's age and development:

- Creative expression activities through such experiences as painting, drawing, cutting with scissors, gluing, clay, finger paint, sociodramatic play with dolls, puppets, felt boards and collage materials
- Language and communication activities through group discussion, book, and story reading, "Show-and-Tell," storytelling, dictations
- Sensory experiences and nature exploration activities by observation and discussion of plants, leaves, seasons, and weather, caring for fish and small animals, nature studies, stimulation of the senses
- Manipulative and perceptual activities through building with blocks, or interlocking logs, playing with nesting, and stacking toys, use of geometric shapes, working puzzles
- Social living activities through play with child size household items, dress up clothes, zoo and farm animals, puppets, play stores and offices
- Tactile and pre quantitative activities such as measurement of water, rice, beans, pebbles, sand, use of pails and shovels, measuring cups, funnels, pouring devices, introduction to the calendar
- Fine Motor activities such as manipulation beads, mosaics, spools, lacing boards, dominoes, modeling clay, cutting, and coloring
- Gross Motor activities such as climbing, balancing, hopscotch, bean bags and balls, relay races, active games, and exercises
- Outdoor playground activities, weather permitting. Outdoor activities may be omitted when a field trip is scheduled.
- Indoor physical exercise shall be provided, if possible, during inclement weather, utilizing the church recreation room or special purpose rooms. Use of these spaces shall be arranged by the office.

Rhythm and Music - A classroom period shall be scheduled for group musical activities such as listening or singing along with records/tapes, or the music teacher's accompaniment; using rhythm instruments: and preparing to share what they have learned on special holiday occasions and at home.

Art – Art classes are offered weekly by an independent Art Teacher for our Group IV, 2PM class as well as all Pre-K and JK classes.

## **B. Attendance Policies**

Absences - Absences for reasons other than illness shall be discouraged. A record of attendance shall be maintained for each class. Parents are asked to communicate absence information directly to their child’s teacher or the preschool office.

Early Leaving - Written notification with a date and full signature from the parent or guardian or the personal presence of the parent shall be required for early dismissal of a child. Notification shall include requested dismissal time and identification of the person who will pick up the child.

Late Pick-up - If a child is not picked up from the classes in Groups I, II, III, the child will be kept in the preschool office until 12:10. The teacher will then attempt to reach the parents and the emergency contact by phone. If a preschooler in Groups IV or Pre K is not picked up on time at dismissal, he/she will remain with the Director or Administrative Assistant until 12:15. If the child is at school beyond 12:15, the Director or Administrative Assistant will remain at school with him/her in the office until someone arrives.

Snow Day Closing - First Presbyterian Preschool shall follow the majority of independent schools (including: St. Catherine’s, St. Christopher’s, St. Benedict’s, St. Michael’s, and Collegiate) in the area for closings due to inclement weather.

- If the majority of independent schools open 1 hour late, First Presbyterian will open on time.
- If the majority open 2 hours late, First Presbyterian will open at 10:00 a.m. with **no early drop-off**.
- If the majority of independent schools close early due to inclement weather, parents will be sent a text alert and email asking that their children be picked up as soon as possible.
- If the majority of independent schools remain closed for an extended period and the roads and facilities are cleared and safe, the Director may override the independent school’s decision.
- If the majority of the independent schools open and the facility at First Presbyterian is unsafe, the school will remain closed.
- Parents and teachers will be notified of closings through text alerts and emails.
- Parents and staff are reminded to use their best judgment when driving to First Presbyterian Preschool on a day of inclement weather.

- It is **not** First Presbyterian’s policy to make up days missed due to inclement weather or to use scheduled teacher workdays as school days.

### **C. Field Trips**

Field trips are an important part of growth and development for young children. Groups IV, Pre-K and JK may take field trips to stores, parks, museums, zoos, and theaters throughout the year. These are to be learning experiences as well as trips for enjoyment and a change of pace. The following criteria are applied to create uniformity and structure as well as to insure the safety and enjoyment of our children. Permission slips are included in the annual paperwork. This consent form will suffice for all field trips that occur during the school year. Parents will be notified of details prior to the field trip.

Emergency Plans during a Field Trip:

- All children will be kept together in a safe place, a head count will be taken, and the children kept calm.
- The school will be called and, if necessary, 911 will be called. The child’s parents will also be notified.

We rely on parent drivers for our field trips. All drivers must have a Chaperone/Driver Form on file in the office before the trip. This form states that the driver carries adequate automobile insurance that the car is in good condition and the driver is not under the influence of any prescription or non-prescription drug that might impair his/her driving ability and the driver has a safe driving record. All children under age eight must be properly restrained in a child safety seat or booster seat.

### **D. Policy Statement on Guidance and Classroom Behavior**

This school is devoted to the development of good self-esteem and to the development of self-discipline in children. We recognize the differences in the ages of children and the very real differences in their abilities. We provide a daily schedule that offers a wide variety of quiet and active play periods. We provide sufficient equipment and materials in each class to provide for appropriate play. We arrange our classrooms in such a way as to encourage solitary, small group, and whole group activities. We provide skillful teachers who can anticipate and defuse charged situations. We will be sure that all children will know what our expectations are for them. We will promote good rapport with parents so that there is consistency of disciplinary methods from home to school.

It is our belief that the setting, the planning, the structure, and the communication with the child determine to an enormous degree whether or not there is a constant, steady stream of misbehavior, or whether or not a “discipline problem” is rare and unusual in the routine.

Beyond these indirect methods of guidance, we offer specific guidelines that teachers should follow.

- Clearly define and be consistent in maintaining limits
- Allow children to act their age
- State directions or suggestions in a positive way-often at the child's physical level low to the ground to interact with the child appropriately with respect
- Give the child a choice only when there really is a choice
- Reinforce direction with action when necessary
- Use your voice as a teaching aid (phrasing, tone)
- Model behaviors that are appropriate
- Model courtesy and thoughtfulness
- Recognize potential problems and take action to prevent them
- Position yourself so that you can supervise effectively
- Time suggestions and directions for maximum effectiveness
- Act when needed

The management of children's behavior shall be accomplished through positive reinforcement of desired behavior, redirection or diversion from undesirable behavior, or temporary withdrawal from class activity.

Spanking or other use of physical force or restraint shall not be used. Verbal abuse, including threatening remarks about a child or parent shall not be used.

The Director may be called in to assist the teacher with a child who continuously fails to respond to the positive reinforcement of desirable behavior, diversion from undesirable behavior, or temporary withdrawal from class activity. Teachers shall confer with parents to identify mutual strategies for correcting a child's undesirable behavioral patterns. The Director shall be available for such conferences as needed.

#### **E. Nutrition and Snacks**

Our philosophy for feeding children at school is a very important part of early childhood education. Snack time provides the opportunity for learning experiences, which form correct habits of eating in a pleasant atmosphere. Snack time should be a relaxing and social time.

Children are encouraged to eat but are not forced. Food is presented to children in a very positive and matter-of-fact manner. Children are neither bribed nor rewarded for eating.

A daily snack in midmorning shall be served to provide for children's nutritional needs and to provide opportunities for children to learn to eat and share in social

settings. Younger classes typically have appropriate classroom snacks sent in by parent volunteers. Group IV and older typically send individual snacks consisting of an item from each of two food groups. Examples are fruits or vegetables, crackers, pretzels, low fat yogurt or cheese, cereal bars, etc. Chilled water will be served as the snack beverage. Sending a labeled water bottle for your child daily is highly recommended. Teachers will refill as needed.

### **First Presbyterian Preschool is a peanut free environment.**

- Due to the increasing number of food allergies, products containing peanuts or any form of peanut butter will not be permitted at school. If a child with severe nut allergies is enrolled, the class will be notified. **Please do not send snacks or lunches to school that contain peanuts or peanut butter.** We currently have children who react to these substances through airborne exposure.
- Junk foods and empty calorie foods such as candy, carbonated drinks, and chips are discouraged. Fruit Roll Ups and other gummy-type snacks are also inappropriate and should be offered only occasionally.
- Procedures shall be used by parents to protect the snacks from contamination or spoilage, such as insulated lunch bags or ice packs.

### **F. Children's Parties**

We prefer healthy snacks for birthday celebrations. This should include fruits, vegetables, cheese, crackers, bagels, juice, etc. for your child's birthday. We will celebrate the birthday during the regular snack time. Very simple celebrations are best for school. **Please check with your child's teacher for any food allergies.**

### **G. Videotaping and Photography**

The children may be videotaped or photographed in the classroom. These will not be used for advertisement purposes unless special permission is obtained. They will be displayed for pictorial documentation of classroom activities. Written permission will be obtained at the beginning of each school year.

Employees are strictly prohibited from including any information and/or photographs related to First Presbyterian Preschool, its employees and/or the children/families served by First Presbyterian Preschool on any public internet website and/or blog including, but not limited to websites such as Twitter, Instagram or FaceBook. Any violation of this policy may result in disciplinary action up to and including termination. Further, First Presbyterian Preschool will pursue all legal remedies for actions in violation of this policy.

The preschool maintains a website/blog and will on occasion include pictures of classroom activities. Please alert your child's teacher if you do not want your child included in this website.

## **PART VI. SUPERVISION**

### **A. General Supervision**

*Director* - During the hours of operation, the Director or a designated adult shall oversee the administration of the school. The Director shall be responsible for the school program, including the following areas:

- a. instructional content
- b. programmatic functions, including orientation, training and scheduling of all staff and volunteers
- c. management and supervision of all staff
- d. maintaining relationships with parents
- e. management of program finances including payroll

*Administrative Assistant* - The Administrative Assistant will be present during hours of operation and will assume responsibility for the administration of the school during the Director's absence. Responsibilities will include:

billing/family accounts	student files
financial records	scheduling
teacher support	facility supplies

*Lead Teacher* - Each class shall be supervised by a lead teacher who is responsible for program planning and implementation and for direct supervision of assistant teachers and children assigned to the class. The lead teachers must have a college degree or extended job experience in early childhood education.

*Assistant Teacher* - Each preschool class shall be assigned an assistant teacher whose responsibility is to assist the lead teacher in program planning and implementation and supervision of children.

### **B. Supervision of Children**

- Children shall always be supervised within sight and sound of staff. Teachers will travel with one teacher at the head of the group and the other at the end. They will count heads before leaving, on route and when they arrive at the destination.

- There shall be at least two staff members supervising the outdoor playground whenever children are present during school hours.
- There shall be at least two Preschool staff members present for field trips.

### **C. Child/Teacher Ratios**

The following ratios of staff to children shall be required by age:

- 12-18 months of age - one adult for every four children
- eighteen months to twenty-four months – one adult for every five children
- two to three years of age – one adult for every six - seven children
- three to four years of age - one adult for every eight children
- four/five years to kindergarten - one adult for every nine-ten children

## **PART VII. PHYSICAL ENVIRONMENT**

The school shall provide an environment that protects children from physical harm, but is not so restrictive as to inhibit physical, intellectual, emotional, and social development.

### **A. Facilities, Equipment, and Storage**

Our program consists of twelve self-contained classrooms where children are grouped according to age. Each room is furnished with developmentally appropriate materials. As the children move through the program on a yearly basis, they find comfort in a daily routine and form lasting relationships with teachers and peers. Additional personnel visit the classrooms in the areas of music and movement. We are fortunate to have a spacious playground for the children. In addition, we have an enclosed courtyard for the toddlers with equipment designed specifically for them.

The school operates as an outreach ministry of First Presbyterian Church on the first and second floors of the FPC building.

- *Classroom Activity Space.* The activity space includes twelve classrooms with adjoining or nearby bathrooms. The preschool utilizes the church recreation room as a playground space in inclement weather.
- The square feet of available activity space and air space for each child exceeds the minimum requirements for State Licensure.

- Equipment and Materials. Each activity space includes equipment and instructional materials suitable and appropriate for the developmental stages of children assigned to use those spaces.
- Storage. Each classroom includes storage space for instructional materials and supplies and individual spaces for children's personal belongings. Additional storage space is provided in the school office, and in storage rooms located in the preschool area.
- Storage space for equipment used by children is accessible to the children in each room.
- Outdoor Activity Space. A fenced, outdoor playground for Groups IV, Pre-K and JK as well as an enclosed inner courtyard for Groups I- III provide playground space for daily outdoor play.

The outdoor playgrounds include a variety of suitable play equipment, including sandboxes, swings, climbing structures, sliding boards and grassy areas.

The playground equipment and activity areas shall be safely maintained by the FPP and FPC. Each playground is inspected yearly and improvements are made as recommended by a certified playground inspector.

## **B. Building Maintenance**

Buildings used by the school shall be inspected and approved annually by the local building inspector, as evidenced by the City Certificate of Occupancy.

The rooms used by the school shall be cleaned daily by the church custodial staff.

## **C. Temperature and Ventilation**

Areas used by the children shall be well ventilated and dry. Thermometers shall be provided in each room and comfortable temperatures shall be maintained. The rooms shall be cooled during the warm months by central air conditioning.

# **PART VIII. CHILDREN'S SAFETY**

## **A. Equipment and Activity Areas**

- All equipment and areas inside and outside of the building shall be carefully maintained in safe condition, free from safety hazards. The facilities shall be regularly inspected and approved by the local Health Department.

- Equipment and play materials shall be regularly inspected by staff for characteristics that might be hazardous to children.
- All electrical outlets in the areas used by children shall have protective caps.

## **B. Fire Inspection**

- The building shall be annually inspected and certified to be free from fire hazards by the State Fire Marshal.
- The Director shall post written emergency evacuation procedures beside the entrance door in every room. Secondary routes shall also be posted. Emergency procedures are outlined in the teacher's handbook.
- Fire drills will be practiced and discussed once a month by teachers, staff and children as required by the Virginia Department of Education (VDOE). Evacuation procedures would include assembly points, head counts, and a system to ensure complete evacuation from the building. Drills for tornado and disaster evacuation will be held periodically throughout the year.
- A record of evacuation time and needed improvements shall be prepared by the Director after each fire drill in order to comply with VDOE requirements.

### *Fire Safety and Evacuation Procedure*

- Each month our school will conduct an emergency evacuation drill with the staff and children. A record of the dates of these drills will be maintained in the school office.
- Emergency evacuation procedures will be posted in each classroom where the staff can easily see them.
- Procedures for safe evacuation of the building will be discussed with staff members before the beginning of the school year.

### *Procedures for Fire Drill*

#### 1. Signal to leave the building:

A fire alarm buzzer will be activated.

#### 2. Leaving the Building:

The assistant teacher has the class follow her out of the building using the established route to the playground or Lock Lane sidewalk. The lead teacher follows at the end of the class after checking to make sure everyone is accounted for. The teacher

checks roll (or counts heads) to make sure that all children are present and out of the building.

### 3. Signal to return:

The Director will signal to the classes that it is safe to return. This will usually be approximately five minutes after everyone has exited the building.

### Tornado Drill Procedure

Teachers will be notified by the Director or office assistant in the event of a tornado. Children will be evacuated to the rec room/basement interior hallways. From this location there is access to bathrooms, water, and a phone. If children are outside, they need to return to the building and the rec room/basement. The teachers will take a head count and keep their children calm, in the contained area until it is deemed safe for the children to return to normal activities.

### Evacuation of Church

Should the children and staff need to evacuate First Presbyterian Church in the event of a security emergency or hazard, teachers will lead children safely out of the building to the large playground. From this point the Director and church staff will determine whether or not to continue to **Mary Munford Elementary School**.

**Media Relations** will be handled by the Director or Head Minister of First Presbyterian.

### Intruder Policy

First Presbyterian Preschool believes that the safety of the children and staff are most important. We make every effort to keep the school as safe as possible.

An **intruder** is defined as an individual who may be a safety issue to the children, staff, and school.

Any member of the staff who observes an individual in the school who appears suspicious or out of place should alert the Director or church administrator immediately and return to their classroom. Every effort will be made to ensure the children are safe first.

If necessary, the Director/church administrator will issue a “Lock Down” for the school. The teachers and children will remain in “Lock Down” until all clear signals are given or directed by a uniformed law enforcement officer. The director/administrator will ask the intruder to leave. If they do not leave the director/administrator will call 911.

### **Lock Down:**

- Teachers will be notified through cell phone or word of mouth communication to follow the lock down procedure.
- Classroom doors should be locked from the inside and covers placed over any window in interior doors. Children will be directed to sit quietly on the floor until lock down has ended.
- Children and teachers who are outside will proceed to Mary Munford Elementary School with a school roster. Once at Mary Munford, parents will be notified of the situation. If possible, a text alert will be sent to all parents notifying them of the situation and location of children

### **C. Arrival and Departure Areas**

#### **Arrival to FPP Daily**

- Parents shall be provided with instructions regarding carpool to promote safety before school begins in September.
- Preschool Groups I, II and III will be parking and walking their children into the classroom. Instructions will be shared prior to the start of the school year (9:00AM).
- Preschool Groups IV, Pre-K (12PM Class) will be dropped off at 9:00AM under the portico area of the parking lot. Teachers/Staff will assist opening car doors for the children to walk safely to their classrooms.
- Preschool Groups Pre-K (2PM) and JK will be dropped off in the alley parallel to Willway Avenue at 9:00AM daily. Teachers/Staff will assist opening car doors for the children to walk safely to their classrooms.

#### **Dismissal from FPP Daily**

- **Groups I, II and III Classes** Families will park and walk inside to pick up their children.
- **Group IV and PreK 12PM Classes** Children will be dismissed from the larger playground next to the parking lot area. Each teacher will communicate exact locations for this daily dismissal area. Parents will park and walk up to pick-up their child at dismissal.
- **Groups IV, PreK, JK 2PM Dismissal Classes** Children will be dismissed from the larger playground next to the parking lot area. Each teacher will communicate exact locations for this daily dismissal area. Parents will park and walk up to pick-up their child at dismissal.

#### **D. NonToxic Materials**

Only nontoxic art materials or substances shall be used. Teachers shall check all potentially harmful instructional materials for the "CP" indication of certified nontoxicity.

#### **E. Accidents and Emergencies**

*Parent Agreement.* Written agreement between the parent and the school concerning emergencies shall be completed at the time of a child's admission. The agreement shall include:

- authorization for emergency medical care if an emergency occurs when the parent cannot be located immediately
- the name, address, and telephone number of two persons who can be notified in case of emergency when the parent cannot be located immediately
- the name and telephone number of the child's physician

Toddler parents (Groups I, II, and III) shall register their itinerary and provide daily phone numbers each morning when they leave a child at school

*First Aid.* There shall be at least one staff person on duty who has received within the past year a basic certificate of infant/child CPR and first aid from a course approved by the American Red Cross. An injury prevention plan will be presented to the staff during each year. This will be updated annually based on documentation of injuries.

The office shall contain a first aid kit including at least the following supplies:

scissors, band-aids in assorted sizes, tweezers, antiseptic cleaning solution, gauze pads, adhesive tape, fever thermometer, triangular bandages, ice packs, sterile gloves

The first aid kits shall be stored so that they are not accessible to children but are easily accessible to school staff in the school office on the first floor and in the storage closet on the second floor.

A first aid kit will always also be present on the bigger playground off the parking lot and courtyard playground. Staff will carry cell phones as a quick method of reaching the school office in an emergency.

#### **F. Documenting Accidents**

- The school shall notify the parent immediately in the event of a serious accident or injury and will notify parents of a minor accident or injury at the end of the school day. Written documentation of the type of injury, date, treatment, and method of notification of parents shall be kept on file in the school office for the remainder of the school year. Examples of serious accidents or injuries include broken bones, unconsciousness, deep cuts requiring stitches, concussions, or foreign objects in the eye, ears, or nose. These accidents shall be reported to the Dept. of Social Services/Virginia Department of Education. Examples of minor accidents or injuries would include small scratches, bruises, small cuts or scrapes, and bee stings. Teachers must be informed by the parent/guardian as to any serious or life-threatening allergies that any child may have.

#### Emergency/Serious Injury Procedure

- Remain calm; reassure the victim and others at the scene. Do not attempt to move the injured person
- The lead teacher helps the child, while the assistant teacher goes to get the Director.
- The Director will assess the situation and will determine if further first aid is warranted.
- If needed, phone 911 for help. Give clear, precise information about the situation. If the child is taken to the hospital two adults must accompany the child. The emergency authorization form goes with the child to the hospital.
- The Director will notify the parents of the emergency and the actions that had been taken up to that point. If the parents cannot be reached, then the emergency contact information will be used. The physician on your emergency form will be notified.
- The lead teacher and/or the Director will stay with the child until a parent comes.

#### **G. Missing Child Procedure**

- Survey the scene, search the immediate surroundings. The assistant teacher corrals the children and remains in the same location, if safe. The lead teacher immediately searches the surrounding area.
- After a brief but thorough search of the immediate area the lead teacher will inform the other teachers in the area as well as the Director.
- The upstairs teachers will search the halls, all classrooms, and open all doors. They will call the child's name calmly and loudly, without yelling.
- The downstairs teachers will follow the same procedure.
- The Director will search behind the teachers upstairs and downstairs. The Director will also search outside with a teacher.

- Once the child is found, the teacher will return him to his class and inform the other teachers who are searching. The Director will also be notified.
- All activities resume as normal for the remainder of the day.
- The Director will inform the parents about the situation and determine if further action is needed.

#### **H. Emergency Telephone Numbers**

The following telephone numbers shall be posted in a conspicuous place near the office telephone:

911 [emergency number]	a physician or hospital
local fire department	local police department
Poison Control Center	an ambulance or rescue squad service

#### **I. Children's Insurance**

The church maintains public liability insurance for bodily injury on each child.

#### **J. Suspected Child Abuse**

As mandated reporters by the state of Virginia, statute 63.2-1509, teachers are required to report any suspected cases of child abuse to the Director, the senior pastor of First Presbyterian Preschool and then to the Department of Social Services.

### **PART IX. PARENT PARTICIPATION**

#### **A. Parent Participation**

Parent participation in school activities is a great help to us. You can help in the classroom, on field trips, or with any of the special events throughout the year. This participation in your child's school experience provides positive support and encouragement that will be invaluable in years to come.

Communication between home and school is most important. Parents and teachers talk informally and briefly almost every day. We encourage you to ask questions and bring up concerns you may have during the year. It is important that parents take advantage of any formal conferences scheduled. If you ever feel the need to talk with the Director you may call for an appointment at any time during the school year.

#### **B. Classroom Volunteering**

Here are some guidelines when visiting or volunteering in our classrooms:

- Please wash your hands upon entering the class.
- Scan the classroom and see how it is arranged and where the different centers are in the classroom. Observe how they are being used.
- When speaking with a child, please make eye contact and get at a child's level.
- If you are working with a small group or an individual child, please use open ended questions to help encourage more language flow with the group or individual.
- Ask for help if you need it. We want your visit to be a pleasant experience for you and the children.
- COME BACK AGAIN, WE LOVE OUR VOLUNTEERS!

### C. Family Events.

Throughout the year the school hosts events to provide opportunities for fellowship, fun, and informative programs on early childhood issues.

### D. Communication with Parents

**Maintaining a warm, nurturing environment for children, parents and staff is a mutual effort. As information about children is shared, we expect both staff and parents to keep honest and respectful lines of communication open.**

- Newsletter. Regular communication between the school and parents shall be maintained through the First Presbyterian monthly newsletter that includes news and announcements.
- Teachers will send home monthly and weekly classroom news as needed.
- Bag Communication. The child's tote bag is the medium for communication between school staff and parents. Teachers shall check children's tote bags each day for messages from parents and parents should also check each day for communications from the school.
- Dismissal Notes. Written notification with the current date and full parental signature for early dismissal, for release of a child to a person other than the parent, or for a child to travel in a carpool other than the one assigned should be placed in the child's tote bag for removal by the teacher. Teachers will keep a record of these notes for the school year.
- Office Email. The School Administrative Assistant will send out email to all families in case of
  - Emergency or other forms of communication.
  - Text Alert when possible.
- Informal Parent/Teacher Conferences. Teachers and parents shall confer informally regarding each child's progress, adjustment, or needs, as either party deems appropriate. Such communications shall normally take place after school hours or in the evenings. The normal channel for communication between parents and the school shall be from parent to the child's teacher and vice versa.

However, the Director shall be available for consultation whenever the teacher or parent deems it advisable. The Director may be included in the Parent/Teacher conferences when a conflict or disagreement arises.

- Parents are encouraged to communicate with the teacher during the school day in writing. Such written communications may be sent to school in the child's tote bag.
- Telephone calls for staff shall be received in the office during the school day and the staff member notified in writing to return the call when convenient.
- Parents shall be informed of behavior that is unusual for a child or for the child's chronological age.

#### **E. Formal Parent/Teacher Conferences.**

Two parent conference days shall be scheduled in the school calendar each year for preschool parents (Groups IV, Pre-K and JK). Those classes are not in session on parent conference days. In preparation for the first conference day in the Fall, lead teachers may prepare a brief narrative progress report for discussion with the parents. In preparation for the second conference in the spring, lead teachers shall have some examples of the child's work and progress through the year.

Parents of children in Groups I – III will be offered a conference in the fall before school, after school or on the telephone. In the spring Groups I - III will have a planned conference day.

#### **F. Parent Observations.**

- The school shall be open for parents to visit and observe their children at any time. Parents shall make advance arrangements with the Director for other classroom observations. *Specific guidelines will be shared with parents before parents will be allowed in the preschool.*

#### **G. Program Evaluation**

Parents and staff will be asked to complete an evaluation form annually. It shall cover school administration, program curriculum, communication, and facility.

#### **H. FPP Parents Council**

The Mission of the First Presbyterian Preschool Parents Council is to support the efforts of faculty and administration of the school to guide, educate and nurture students in a spiritual and caring environment. Parents Council co-chairs are Sarah Wiltshire and Katie Hoak for the 2022-23 school year.

## **PART X. FINANCIAL POLICIES AND PROCEDURES**

### **A. Financial Administration**

The Weekday Child Ministry Board shall be responsible to the Finance Committee for the overall financial decisions related to budgeting and the allocation and disbursement of funds.

*Finance Subcommittee.* The Board shall designate each year from among its members a Finance Subcommittee to review financial matters and to make recommendations to the Board for action. The committee will be composed of the Weekday Child Ministry Board Chair, the Director, and the Board Treasurer.

*Operational Decisions* - The Board shall delegate responsibility for operational decisions to the Director. The Director shall be authorized to make necessary operational adjustments between budget categories, with guidance from the Finance Subcommittee, followed by notification to the Board at its next regularly scheduled meeting.

### **B. Budgeting**

*Fiscal Year* - The fiscal year for budgeting and accounting purposes shall be January 1 to December 30.

*Annual Budget Planning* - The annual budget projections for the preschool shall be drafted by the Board Treasurer in consultation with the Director, reviewed and revised as appropriate by the Finance Subcommittee, and presented to the Weekday Child Ministry Board for consideration and recommendation to the Session of First Presbyterian Church.

*Budget Preparation Schedule* - The recommended time schedule for budget preparation and approval by the Weekday Child Ministry Board shall be in place by **December**.

### **C. Financial Recordkeeping**

- The Administrative Assistant shall be employed to maintain the records of income and expenditures for the preschool.

- The Director shall supervise the Administrative Assistant and carry the responsibility for financial management.

#### **D. Collection of Tuition and Fees**

- The Administrative Assistant shall be responsible for collecting the tuition and fees and for depositing the funds in the checking account.
- The amounts to be assessed annually for application fees, registration fees and advance tuition shall be determined by the Weekday Child Ministry Board. Application fees, registration fees, and advance tuition fees are nonrefundable.
- Advance tuition fees shall be deducted from the total tuition and the remaining tuition collected in two equal installments due May 15 and January 15.
- Parents shall be reminded of all tuition payments in the contract acceptance letter from the Director.

#### **E. Overdue Accounts.**

Accounts due and unpaid by June 1 and February 1 shall be considered delinquent, and parents shall be contacted on those dates to inquire about payment. On June 1 and February 1, the Director shall send a "Past Due" Statement of Account to those who are delinquent, and a 10% late fee shall be applied. On June 30 and March 1, the Director shall notify delinquent accounts of pending contract termination.

No contracts for re enrollment will be issued until current amounts due are paid.

#### **F. Late Enrollment Fees.**

The established application fees and registration fees shall be due for late enrollments. Tuition fees shall be adjusted proportionately.

#### **G. Scholarships/Financial Aid**

Annual scholarships and financial aid are available for those requesting assistance with tuition for all children who attend FPP. The Scholarship Committee of the Board will review applications for scholarship or financial aid. Financial data will be required for consideration. A wide variety of factors may be considered in granting aid. *The scholarship money does not include application, registration, or advance tuition deposits, nor early drop-off or extended day fees.*



Acknowledgement of First Presbyterian Preschool Parent Handbook.

*Please sign and return this page for our records.*

I \_\_\_\_\_ (please  
print) have read the First Presbyterian Preschool Parent Handbook and agree to  
adhere to its policies.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

