

Table of Contents

Philosophy and goals.....	2
Organization and staff.....	3
Registration.....	3
School Year.....	4
Communication with Staff.....	4
Communication with other Families.....	5
Solicitation Policy.....	5
Family Involvement.....	5
Board led Opportunities.....	6
Room Parent	6
Fundraising.....	7
Financial Policy.....	8
2011-12 Classes.....	10
Lunch Bunch	11
Inclement Weather Policy.....	12
Kiss and Ride Policy	13
After School Pick Up Safety.....	13
Playground.....	14
Field Trips.....	15
Clothing.....	15
Nutrition.....	15
Toilet Training.....	16
Health and Safety Procedures.....	17
Medication Administration.....	18
Child Abuse.....	18
Specialists.....	19
Discipline Policy.....	19
Dismissal from the Program.....	19
Summary.....	20

Lord of Life Preschool offers a loving atmosphere of acceptance, enhanced by a dedicated staff. We offer opportunities during which children can learn they are valuable, intelligent, competent, and loved. Through trusting relationships children develop the confidence they need to grow, learn, and explore.

Our age-appropriate program offers hands-on and active participation in a wide variety of activities and is concerned with each individual child's mental, physical, emotional, social and spiritual growth and development. Our overriding belief is that play, in all its forms, is the foundation to development of a healthy, creative and inquisitive person.

- **SOCIAL SKILLS**

To assist in the development of the child's sense of community at school and at home through a positive and encouraging atmosphere.

- **CREATIVE SKILLS**

To stimulate the child's creative thinking about the world around them through hands on activities, imaginative play and open ended creative play.

- **PHYSICAL SKILLS**

To help the child understand his body and how it works through both structured and unstructured physical activity.

- **LANGUAGE SKILLS**

To assist the child in developing age appropriate language, listening and communication skills.

- **SPIRITUAL SKILLS**

To provide the child with a Christian atmosphere where they can discover God's presence, love, and care in the world.

- **SELF CONFIDENCE**

To assist the child in developing a sense of competence by encouraging positive feelings about himself and the world around him.

- **INDEPENDENCE**

To help the child in developing confidence in their decision making skills and ability to care for themselves and the world around them.

- **PROBLEM SOLVING**

To assist the child in confronting problems and working toward beneficial solutions through the development of self control and interpersonal skills.

- **COGNITIVE SKILLS**

To encourage exploration and experiences to enhance the children's understanding of the world around them.

ORGANIZATION AND STAFF

The Lord of Life Preschool, a direct ministry of Lord of Life Lutheran Church, was organized in 1973 to serve the community by providing both a spiritual and an educational program for young children. It is licensed by the Virginia Department of Social Services.

A preschool board, made up of church members, serves an advisory role for the preschool and assists in organizing a number of preschool events including fundraisers, playground upkeep, organizing room parents and volunteers, and organizing such events as the Santa Breakfast, Soup's On (a staff appreciation event), and educational programs for parents.

The staff nurtures spiritual development by modeling it in the classroom. One of our pastors leads a twice monthly chapel time for the children. Families are welcome to attend. The religious significance of Christmas and Easter is celebrated at Lord of Life Preschool.

Each staff member has early childhood professional training. Professional development is continued as the teachers attend workshops and courses in early childhood education. Teachers are CPR and First Aid certified. A staff member who has completed a Medication Administration Training course is always present. Staff members are required to undergo a criminal records check every three years.

REGISTRATION

Registration for church members, former student families, children of former students, and currently enrolled students and their siblings begins in late January/early February. Open registration begins in late February.

Requests for teachers or placement with friends will be considered, but cannot be guaranteed because of other factors involved in composing a class. If you do not want a particular placement because of incompatibility, we will try to honor that.

Before a child can be admitted each child and family must meet with the Director for a tour of the facility and review and sign all required forms (application/fee schedule, permission, emergency, car pool authorization forms and policy booklet). The student may begin attending upon receipt of all necessary fees (registration and tuition) as well as a signed and completed medical form. Office staff is required to see certified birth certificate or child's passport.

REQUIRED FORMS

Health form

The health of your child is very important to us. Fairfax County and the State of Virginia require that health forms (complete with documentation of all age appropriate immunizations and signed by a physician) be filed with the school prior to the beginning of the school year. All allergies must be noted. Additional forms for children with allergies will be provided.

Emergency form

Two local, emergency phone numbers and addresses in addition to the parent/guardian must be on file. Any specific directions you prefer to be taken in the event of an emergency should be in writing. At the beginning of the school year, a form will be presented for parental signature giving the school permission to take whatever steps may be necessary to obtain emergency medical care if needed.

Pick Up Permission

A form will be provided for the parent's signature to designate who is authorized to pick up the child. Any change in this authorization must also be in writing. Unless we can verify your approval, we will not release your child to an individual you have not authorized to pick the child up. We will ask to see identification of individuals picking up your child who are unknown to us.

SCHOOL YEAR

The preschool year begins the week following Labor Day and ends on the Friday following Memorial Day. When FCPS do not have school, the preschool also does not have school. The preschool reserves the right to add additional holiday closures beyond those scheduled by FCPS.

COMMUNICATION WITH STAFF

Communication between families and staff is the foundation for success in any early childhood program. Custodial parents/legal guardians are always welcome to visit the preschool at any time. Families are always welcome to ask questions about our program or share concerns with us.

Remember that our staff members are happy to talk to you about your child's progress. At the beginning of the school day staff members are eager to engage the children in learning experiences and it is difficult for them to engage in extended conversations about individual children. A phone call to touch base or a face to face chat can easily be arranged for a time after class.

Please turn off cell phones before entering the preschool, parents/caregivers may miss important information from the teachers or staff.

Conferences will be scheduled by your child's teacher, generally mid-year and at the end of the year. If a conference or observation is desired at any other time, make an appointment with the teacher, who is always willing to discuss your child's progress. A short, written progress report will also be provided twice yearly. We request that the student not be present during the conference discussion. We encourage you to exchange child care with another parent.

Many events affect children's lives, both happy and sad events. It helps the staff to help your child when they are aware of events going on in your families. This information is kept private. Pending moves, family illness, death of a pet, or a parent on a business trip are all examples of events that affect your child. Please feel free to share what you are comfortable sharing so that we can be there for your child.

COMMUNICATION WITH OTHER FAMILIES

The class list containing address, phone, and email contact will be distributed to all members of the class to facilitate coordination of play dates and car pools. Families may opt out of including any or all information on the class list by contacting the office and filling out an opt out form.

Families are asked not to distribute invitations to parties at the school. Children who are not included in these events often become aware that they were not invited if the invitations are distributed at school.

The class list is for personal use only and is not to be used for any form of solicitation nor may it be given or sold to any other organization for the purpose of solicitation.

SOLICITATION POLICY

Families are asked to refrain from soliciting staff members to purchase fundraising items that their student or siblings are selling to support other schools, organizations, or teams. Such solicitation can place a strain on the family/staff relationship if the staff member chooses to not participate.

FAMILY INVOLVEMENT

We hope that all families will take an active interest in our school and we welcome any suggestions you might have. Good family-school relationships are important to our program. For this reason, we offer a variety of opportunities for families to observe, participate in, and contribute to the program at Lord of Life Preschool. Custodial parents/guardians are always welcome to visit the preschool. Please check in at the office before proceeding to the classroom.

During the course of the year, Lord of Life Preschool participates in opportunities to help the local and world community. Please consider volunteering to be a part of these activities. Past activities have included fielding a team for the Susan G. Komen Race for the Cure, assembling toiletry and other items for military units serving in Iraq and Afghanistan (Shoebboxes for the Troops), and engaging the children in efforts to raise money for the Village of Hope School in Haiti.

The volunteer sheet, distributed in the fall, lists other opportunities to lend a helping hand at the preschool. This includes a wide variety of one-time support as well as ongoing opportunities. The

data form has space for you to note any interest you have in volunteering in your child's classroom.

Throughout the year, teachers may invite you to attend special parties or activities. We encourage each family to make sure that someone from the family (parent, grandparent, even child care provider) attends such events. Having a family member present is very important to the children.

BOARD LED OPPORTUNITIES

Soups On

"Soups On" was started several years ago by some parents to show appreciation for our staff. The staff is given a meal of homemade soup, bread, and dessert. This is something our staff looks forward to each year and has become a tasty tradition. This is coordinated by our Secretary.

Breakfast with Santa

"Breakfast with Santa" is a community event held by the preschool. It is typically held the first Saturday in December each year. This is a great way to enjoy a morning with preschool families and neighbors as well as get some great pictures with Santa. The room is decorated with crafts from the preschool children so it is always a delight to see them show their work. This is coordinated by our Community Representative.

Kindergarten Transition

"Kindergarten Transition" is an informational night we offer to our parents to help them prepare for Kindergarten. This is an informal event where parents have the opportunity to learn about the kindergarten environment and what they can do to help their child better prepare for kindergarten. We invite current Kindergarten teachers for local schools to come and discuss the Kindergarten day and what to the children can expect from Kindergarten. We find that it is helpful for our parents to be able to talk to experienced educators that can help them understand how to make their child's transition to Kindergarten as smooth as possible. It is held in the spring and is arranged by our Community Representative.

ROOM PARENT

Being a room parent is a rewarding way to help your child's class from behind the scenes. Each class will have one room parent. Room parents may be contacting you via phone or e-mail.

Room Parent Responsibilities:

- Organize the class gifts to the teachers at Christmas and at the end of the year. The room parent may organize a class gift to the teachers at Christmas or at the end of the year if the families in the class desire to do a group, rather than individual gift. If the group gift option is chosen then:
- If a group gift is to be purchased, then no more than \$10 per family per group gift may be collected: \$5 for the teacher and \$5 for the assistant.
- The list of teacher's favorite things will be provided to assist with a class gift.
- An organized class gift does not have to be purchased. Classes have been very creative with "good-bye" and "thank you" gifts in the past so you can come up with your own ideas if you choose to do an organized group gift.
- Help plan events for their classroom teachers for Staff Appreciation Day. The Board annually determines the events for Staff Appreciation Day.
- Assist teachers with finding volunteers for classroom events and field trips.

FUNDRAISING

The preschool offers a number of easy, convenient fundraising efforts. These include Escrip at Safeway, Box Tops\$ for Education from General Mills, Original Works, school photos from Splendid Portraits, and a restaurant fundraiser. Funds are generally used for new equipment. For more information on our fundraisers please contact our board fundraising chair.

To sign up or renew for Safeway's Escrip program either call 1-800-01-4973 or visit www.escrip.com. Our group number is #154667100. The General Mills program requires saving labels or portions of product labels. More information is available on the company's website: www.boxtops4education.com.

Currently, the preschool is fortunate that funds raised are not necessary for operational costs but are utilized for special events and equipment that otherwise would not be able to be purchased.

FINANCIAL POLICY

(Adopted by the Preschool Board of Directors March 2011)

REGISTRATION: An annual, non-refundable \$120 registration fee for each student is required at the time of registration. Students registering for the current school year after January 1, 2012 pay a non-refundable \$60 registration fee.

TUITION: The year's tuition will be collected in nine equal payments. It will be due on the first of the month starting on August 1, 2011 and continue through April 1, 2012.

A late fee of \$25.00 will be charged for tuition not received by the close of school on the 10th of the month. Please make sure that electronic payments are set up to be made before the 10th of the month.

Nonpayment may result in your child being denied admission to class. Should a family be unable to pay the tuition on time, the preschool office must be notified to make alternate payment arrangements.

Tuition will continue to be charged if the school is closed temporarily due to health precautions, such as weather conditions.

PAYMENT: Please do not give tuition to classroom staff or place in tote bags. Classroom staff is not authorized to accept tuition payments. Payments can be made the following ways.

Check: Checks should be made payable to **LORD OF LIFE PRESCHOOL** and put in the drop box at the downstairs preschool office door OR can be mailed to the preschool. There is a \$30.00 fee for checks returned by the bank for insufficient funds.

Cash: Cash payments should be given to the office staff only.

ELECTRONIC FUNDS TRANSFER: Call the Church Administrator, Gary James, at 703-323-9500 and he will forward you the appropriate application via email, fax, mail or pick-up to make it happen. Remember that tuition payments are to be made August 1-April 1.

“BY WEB”: Through **“By Web”** you can now go online via the Lord of Life Preschool web page [www.lordoflifepreschool.org] to make your tuition payment. Remember that tuition payments are to be made August 1-April 1. Please set your end date for April 15 to ensure time for processing of the payment by your financial institution.

Bill Pay: Another option available for anyone whose financial institution offers online bill payment options. Just follow the directions for your bank or credit union to create Lord of Life Preschool as a Payee at 5114 Twinbrook Road, Fairfax, VA 22032.

A printed receipt will be distributed electronically to each family monthly.

Discounts: Discounts do not apply to the registration fee and do not apply to the summer camp program.

Non-Lord of Life Church member: A 10% discount off the annual tuition is allowed for the second child enrolled from a family during the same school year.

Lord of Life Church member: A 10% discount for each child enrolled from the family.

Active Military Personnel: A 5% discount for a child with a parent/guardian who is active military personnel. This discount does not apply to families eligible for the second child discount or church member discount.

WITHDRAWAL: A 30-day advance written notice is required if a student needs to withdraw. Failure to provide 30-day advance written notice may result in forfeiture of prepaid tuition. Tuition must be paid during any extended absence in order to secure the child's place in the school.

POLICIES: Lord of Life Preschool admits students of any race, color, and national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. We do not discriminate on the basis of race, color, or national/ethnic origin in the administration of our educational policies, admissions policies, scholarship programs, and athletic or other school administered programs.

2011-2012 Classes

Wednesday/Friday

Must be 3 by March 12, 2012. Do not have to be toilet trained.

9:00–12:00 2^{1/2} year olds Class Size: 10 \$175/mo. Ratio 1:5

Tuesday/Thursday

Should be 3 by December 31, 2011. We offer one potty trained and one not potty trained class.

9:00–12:00 3 year olds Class Size: 12 \$175/mo. Ratio 1:6

Tuesday/Thursday

Should be 3 by September 30, 2011. Must be potty trained.

9:00–1:00 3 year olds Class Size: 12 \$215/mo. Ratio 1:6

Monday–Tuesday–Thursday

Must be 4 by March 15, 2012.

9:00–12:00 3^{1/2} year olds Class Size: 12 \$235/mo. Ratio 1:6

Monday–Wednesday–Friday

Should be 4 by December 31, 2011.

9:00–12:00 4 year olds Class Size: 12 \$235/mo. Ratio 1:6

9:00–1:00 4 year olds Class Size: 12 \$285/mo. Ratio 1:6

Monday–Tuesday–Wednesday–Thursday–Friday

Must be 5 by December 31, 2011. *Or entering third year at Lord of Life Preschool.*

9:00–12:00 4^{1/2} year olds Class Size: 14 \$340/mo. Ratio 1:7

Awesome Authors

Children must be 4 by September 30, 2011 to sign up for Awesome Authors. This offering centers on noted Children's Authors that rotate each month. The class is specifically designed for children who will be Kindergarten eligible the next fall. It offers an excellent opportunity for families to add an "extra" session to their MWF schedule.

Thur.	12:30– 2:30	\$50/month	Class size: 12	Ratio 1:6
--------------	------------------------	------------	----------------------	--------------

LUNCH BUNCH

Lunch Bunch is a “stay and play” program for currently enrolled students from 12-2:00 on Tuesday, Wednesday, and Thursday. The program is limited to 12 students daily who are supervised by two staff members. Your child may attend on any of those days even if they do not have regular class.

- To attend children must be potty trained and **3 years of age by October 1, 2011.**
- Slots are granted on a first come, first served basis. You may sign up for a day, week or a month. Please sign up at least 24 hours in advance.
- Those utilizing Lunch Bunch on a regularly scheduled basis should fill out an envelope and make payment at least 24 hours prior to the first Lunch Bunch day of the new month.
- Contact the office, not the classroom teachers or Lunch Bunch staff, about openings in Lunch Bunch. Posted lists are for families to see availability. Administrative staff only may list names.
- \$2.50 per half hour. \$5 per hour. There is a one hour minimum. There are no quarter hour payments.
- Payments/sign up are to be made in the preprinted Lunch Bunch envelopes located outside the office.
- Please fill out the form, place payment inside, and put envelope in tuition box by noon of the previous day. Some days fill quickly and space may not be available for last minute enrollment.
- Please do not send in Lunch Bunch envelopes via your child’s tote bag or hand them to staff members at Kiss and Ride.
- Note on the envelope if a credit slip or online payment is being used. If Lunch Bunch payment is included in the tuition payment, note that on the envelope.
- Credit for non-attendance is given only with advance notice of absence. Credit must be used by the end of the current school year. No reimbursement will be made for unused credit. No credit is given if school closes due to weather.

INCLEMENT WEATHER POLICY

If Fairfax County Schools are closed all day, there will be no school and no Lunch Bunch.

If there is a two hour delay, 9-12 classes will meet 10-12 and 9-1 classes will meet 10-1. Lunch Bunch will meet on time.

If Fairfax County Schools close early, classes will meet as scheduled but there will be no Lunch Bunch and no Awesome Authors.

The FCPS announces closings on the radio, television, and www.fcps.edu.

Lord of Life Preschool does not provide monetary refunds or credit for days lost due to inclement weather. Should FCPS add school days that fall within our established calendar the preschool will add the same school days (if the preschool has missed days) but will retain the right to determine which classes will attend those make up days based upon the number of class days missed.

If pick-up is delayed because of weather or natural disaster, children will remain in the care of the school until pick up has occurred. Sufficient staff will remain on duty to meet the legally required child-staff ratio.

EMERGENCY CLOSURE

If for any reason the preschool must close, an emergency email will be sent to those who have provided an email address. In addition the classroom phone tree will be activated and every effort made to contact the parent/guardian or emergency names. It is very important that all contact numbers be kept up to date in the office. If possible, keep your cell phone on while your child is in school and check it frequently to avoid missing an emergency call.

ARRIVAL

Please consider using Kiss and Ride in the morning. This gives the children a sense of independence. In addition please try to arrive at school on time. This provides significant ease of transition into the classrooms minimizing some of the separation anxiety as well as its effects on the other children.

If you choose not to use Kiss and Ride or arrive at school late, please bring your child to their classroom and let the teacher know that your child has arrived. Please park **only** in front of the building, not in any of the parking spaces on the Kiss and Ride side of the preschool. If walking your child into the building please do not enter the preschool via the church entrance/sanctuary or via the Kiss and Ride Door.

KISS AND RIDE POLICY

Safety in our parking lot is a major concern. Observe the Kiss and Ride safety tips – this method should insure safety and convenience for all. After entering the church parking lot, turn to your right and continue around the building and form a single line.

Important Safety Tips

Do not leave your child at Kiss and Ride unless staff members are present.

As the staff member approaches your car, put the engine in park, turn off your engine and do not start the car until your child and the staff member have returned safely to the sidewalk.

Keep your child in his car seat until a staff member comes to your car door. Do not allow your child out of the car to play on the sidewalk or in the grass.

Assist your child to leave the car on the driver's side.

Identify your child by name to the staff member greeting your car.

Observe the **15 mph speed limit.** Do not drive faster than a child can walk.

Stay in line and do not pass cars in front of you.

AFTER SCHOOL PICK UP SAFETY

Please **park ONLY in front of school**, walk to the front entrance, and go to your child's classroom. Please turn off cell phones before entering the preschool to avoid missing important information from the teachers and/or staff. This is also an opportunity to see what your child has accomplished and what his day has been like. Dismissal time gives you an opportunity to touch base with the staff regarding your child's day. If you need more than a few minutes to speak to staff, please call to arrange for a phone or in person conference.

Dismissal time is a happy but hectic time. Please keep sight and sound supervision of both younger and older siblings while in the hall or while in the classroom. The Big Room is not available for play at dismissal time or after school.

Please let the office know if you are going to be late in picking up your child. Both children and staff worry when pick up is delayed. Please let staff know if someone other than the usual person is going to pick up your child. If that person is not on the emergency card as an authorized pick up person, please provide us with a written note authorizing that person to pick up your child.

Your child must be picked up promptly at his/her classroom door at the end of the session. **If you are late in picking up your child, there will be a \$20 fee assessed for every 15 minutes that you are late.** If your child has not been picked up fifteen minutes after dismissal, every attempt will be made to contact you or your emergency backup. At that time, if we are unable to locate you or your emergency backup, your child will be sent to Lunch Bunch and provided a “snack.” If we are unable to locate you or your emergency back up by 2 p.m. on Monday or Friday or 3:30 on Tuesday, Wednesday, or Thursday, Child Protective Services will be contacted.

Your child becomes your responsibility when your child leaves his room to get his school bag. For safety reasons we can only release your child to an adult, not to minor siblings or other children.

If your child has forgotten something or needs to use the restroom, an adult must accompany them into the building. Please use the Room 1 rest room if you need to come in after dismissal. If your child enters the building unaccompanied after dismissal, a staff member will immediately accompany them back outside to an adult.

When you leave the building, please hold your child’s hand when walking to your car. Check to make sure the parking lot is clear before you begin to back out from your parking space. Remember, children are small and it can be hard to see them.

Be advised that play on the hill at the side/front of the school building is dangerous due to the presence of a large drain at the bottom of the hill. The church volunteers who maintain the flower beds and trees are very proud of their work. We ask that you remind the children not to climb the trees on the grounds and to use their eyes, not their hands when exploring leaves and flowers.

Sight and sound supervision is key to keeping the children safe. Banging on classroom or church office windows disturbs classes that are still in session and church members.

PLAYGROUND

We encourage families to use our playground after the last class for the day has been dismissed **ONLY**. During school hours only students under teacher supervision will be allowed inside the play area. Innovative Playground Services, Inc. conducts an annual inspection of the playground.

FIELD TRIPS

Each class may participate in field trips for which advance notice is given to families. Drivers who transport other than their own children must provide proof that they have current driver's licenses and insurance in accordance with the regulations of the state that licenses the driver. The field trips require parents to help out with the driving (car seats are required). Students without car seats/parental permission or who arrive after the class has left will not attend the field trip but remain at the school under staff supervision. For insurance coverage and safety concerns, no siblings are allowed to participate in the school sponsored extracurricular activities. Please find childcare arrangements for siblings. One option may be to trade child care with another parent in your child's class or another class. Lord of Life Preschool does not necessarily promote businesses visited nor endorse the resource people brought to the preschool.

If you choose to only drive your own child on a field trip, please notify the classroom teacher as soon as possible so that car pools for the other children can be adjusted accordingly. All children and all drivers (even those going with the parent only) must report to the classroom so that all children can be accounted for prior to leaving for the field trip. We advise drivers to not use kiss and ride on field trip days but to park and come into the building.

CLOTHING

We want you to dress your child for success. Shoes, preferably "sneakers", should have adequate tread for running and climbing. Appropriate shoes are crucial to accident prevention. Clothing should be simple, comfortable, and easy for your child to manage. Creativity is an important part of our program and involves the use of paint, paste, water, sand, etc. When you buy school clothes for your child, choose work clothes. Your child must feel free to participate in all our learning experiences without worrying about getting dirty.

Keep in mind outdoor play and current weather when choosing outdoor clothing. We do try to utilize our playground every day. **Please mark all removable clothing with your child's name**, especially boots, caps, sweaters, jackets, and mittens. Please remember that drawstrings can get tangled in playground equipment. Removal of drawstrings is recommended. Label personal items that are used for show and tell. Personal items should be transported and stored in a tote bag provided by the school.

NUTRITION: SNACKS and LUNCH

Each child is to bring their own snack daily for the 9-noon classes. Lunches are to be brought from home for Lunch Bunch and for the 9-1 class. Please do not send in fast food lunches, such as Happy Meals. Please send the lunch or snack in a labeled, dated container. Labeling needs to be on the outside of the lunch box or bag. This is a Virginia Department of Social Services regulation. Please keep in mind that we cannot refrigerate or microwave lunch items. Please use

icepacks, if needed. To encourage your child's independence please send items in containers than can be opened by the children.

We suggest that lunches include a protein (such as meat, cheese, peanut butter, or tofu) plus a fruit or vegetable, and a starch (such as bread or crackers.) There is no need to send a drink—we will provide water.

Snacks are required by the Virginia Department of Social Services standards to be two part. From the list below choose two categories for a day and please send in a snack with an item from each of your chosen categories. :

<u>Grains</u>	<u>Protein</u>	<u>Fruit or vegetable</u>
Snack cracker	Cheese	Fresh fruit (we can cut)
Bread, muffin, or roll	Egg	Carrots or celery
Cold dry cereal	yogurt	Canned fruit

Please do not send in candy, cookies, or popcorn for snack or lunch.

Special treats for birthdays are welcome. Gift bags, piñatas, and party favors are wonderful for home parties, but not for school. Please check in advance with your child's teacher regarding birthday treats. No cake or cupcakes. Special cookies, brownies, ice cream cups are fine depending on food allergies in the classroom.

All allergies must be reported in writing on the emergency card filed in the office.

TOILET TRAINING

All children attending Lord of Life Preschool, except the W-F class and one T-Th 9-12 class, should be toilet trained, able to wipe themselves, and be able to use standard size toilet facilities. Accidents in the classroom are a health issue. If accidents occur on a regular basis, the case will be evaluated by the Staff and Board with the parents to determine what action should be taken.

In the event parents are asked after discussion with staff and Board to withdraw their child from school for failure to comply with the above stated toilet training criteria, the child will be placed at the top of our waiting list and re-admitted when toilet trained, providing a vacancy exists at that time. The parents may continue to pay tuition during such absences to guarantee that a spot will be held in the class.

This policy has been established for the well-being of all the parties involved: **It takes valuable class time for 2 staff members to clean, change and comfort a child who has had an accident and it is often an embarrassment for the non-toilet trained child to be singled out**

in this manner by the students who are toilet trained and aware of his discomfort. Such a situation makes further toilet training even more difficult.

HEALTH AND SAFETY PROCEDURES

For security reasons, the school doors other than the doors facing Twinbrook Road will be locked except during kiss and ride.

Virginia Department of Social Services requires monthly fire drills and twice annual shelter in place practice. A copy of our Emergency Response Plan is provided to each family and is located on our website. Our Accident Insurance is mandatory and is included in the registration fee. A copy of the policy can be requested from the Director.

The preschool will notify the family or emergency contact when your child becomes ill at school. We ask that the child be picked up from school as soon as possible. The preschool will notify you at the end of the day of any known minor accidents or injuries.

In a childcare setting, children come into contact with groups of other children outside of their families. It is in this situation that the illness of one child can spread rapidly through the group to other children and staff members if stringent measures to prevent this spread are not taken.

The staff at school will take constant precautions to prevent the spread of disease. Many common childhood diseases are contagious. Careful hand washing by staff and children can eliminate approximately 75% of the risk of spreading many illnesses. Other precautions including separating sick children from those who are well, taking extra precautions with diapering or toilet training children, and working to maintain sanitary conditions throughout the school

You, the families, can help us in our effort to keep your children healthy. We ask you cooperation in the following ways:

1. If your child has been exposed to any communicable disease we ask that you notify us of the exposure. If the child or any family member is exposed to a reportable communicable disease, as defined by the State Board of Health, the preschool must be informed within 24 hours or the next business day. If it is a life threatening disease, this report must be made immediately.
2. If your child shows any of the following symptoms, you will be called and asked to come immediately. Please respond promptly. Your child will be waiting in the office with a staff member.
3. If your child has any of the following symptoms, we ask that you keep him out of school until the symptoms are gone or until your physician says it is all right to return to school.

Keep your child home from school if.....

- He is too ill to play outside or participate in regular school activities**
- He has a fever greater than 101 F**
- He has a productive cough or a thick nasal discharge**
- He has severe coughing – child gets red or blue in the face**
- He has high-pitched croupy or whooping sounds after coughing**
- He has yellowish skin or eyes**
- He has pinkeye – tears, redness of eyelid lining, followed by swelling and discharge of pus**
- He has unusual spots or rashes / itching of body or scalp**
- He has sore throat or trouble swallowing**
- He has infected skin patches**
- He has a headache and/or stiff neck**
- He has had diarrhea or vomiting within 24 hours**
- Less than 24 hours has elapsed since receiving antibiotics**
- He has contracted a communicable disease and incubation exists**
- He has any condition you feel may be contagious to others.**

PLEASE NOTIFY THE PRESCHOOL IF YOUR CHILD WILL BE ABSENT DUE TO ILLNESS OR VACATION PLANS.

MEDICATION ADMINISTRATION

Staff will not administer short term medications, such as antibiotics. Please schedule your child's dosage so that it can be administered at home. Long term medications may be administered by a staff member trained in Medication Administration Training, after consultation with the Director and submission of required permission forms. Sunscreen, insect repellent, and diaper cream may be administered after submission of the required permission forms.

CHILD ABUSE

Virginia law requires all teachers employed in a public or private school to report suspected child abuse within 72 hours. Failure to do so will result in severe penalties. When a teacher reports evidence of child abuse the Director is required by law to forward this information to the Department of Social Services, which will determine the course to be taken from there.

Do not leave your other children unattended in the car when picking up your child at the preschool. Children must also be in car seats according to Virginia State Law.

SPECIALISTS

We are strong believers in working together with the families of our friends who have special needs. We have always found that having specialists from the county working in our school to be a rewarding experience.

To enhance that relationship, Lord of Life Preschool is making a formal policy regarding specialists who work on site in our program.

In order for our staff to work more effectively as a team with families and with the FCPS specialists providing services to your child on site in our program we will require that your child's current IEP be on file at the school and that we have written permission to share information with the FCPS specialists who are working with your child. This will assist our staff in working toward the same goals as the specialists providing services on site.

DISCIPLINE POLICY

Lord of Life Preschool is committed to developing a positive sense of self-esteem and encouraging responsible and caring behavior on the part of children.

We feel that a predictable classroom schedule and clear expectations lead to a positive learning environment. We approach classroom issues in a predictable and sensitive manner. When a problem arises in regard to the physical environment or a conflict exists between two children, the first step is for the adult and children to separate from the group to discuss the event and work toward a more appropriate conflict resolution. This allows the children to rethink their actions and regain composure.

For every child we implement adaptations in teaching strategies, learning environment, and curricula, consult with the family, and seek recommendations from appropriate specialists to maximize the potential of the child to benefit from the program. If, after these efforts have been made to work with a child and family, the child does not appear to be benefiting from a program, or the child is seriously jeopardizing the ability of other children to benefit from the program, we shall communicate with the family and appropriate specialists to determine the child's current needs. The school reserves the right to request the withdrawal of any child for any cause deemed sufficient by the Director and the Preschool Board.

DISMISSAL FROM THE PROGRAM

A child will be dismissed for the following reasons:

1. Nonpayment of tuition fees;
2. Not following school policies listed in the family manual;

3. If Lord of Life Preschool cannot meet your child or family's needs adequately without jeopardizing the needs of the other children or families;
4. If your child cannot make developmental transition to our preschool - such as being potty trained or able to separate from parents after a transition period, or able to interact and participate in a positive and productive manner.

Such action may be finalized with a one week's written notice. Unused tuition will be refunded on a prorated basis.

SUMMARY

These policies serve to identify the Lord of Life Preschool and to clarify and give meaning to our program. The reasons for the continued success of our preschool are: adherence to our established policies outlined above; open communication between the children, families, and staff; parental support which provides enrichment to our program; and the loving atmosphere surrounding the school.