

EMMANUEL LUTHERAN PRESCHOOL

Serving the Community for 60 Years!

3's & 4's PreK Classes – 9:00am-12Noon
2020-2021 Parent Handbook

Welcome to Emmanuel Lutheran Preschool!

Emmanuel Lutheran Preschool is a developmental learning center offering a quality preschool program. This handbook should answer many of your questions and help to make our year together a positive experience for all involved. We suggest you read this handbook thoroughly now, and then keep it handy to check on information as the year progresses. Please contact the school office or the teacher for additional information or clarification. Again, we welcome you and your child!



"Love of God, Love of Learning, Love of Self and Others"

2589 Chain Bridge Road, Vienna, Virginia 22181-5577

Office Phone: 703-938-6187

Office Hours: 8:45am-12:30pm Monday through Friday

Preschool Director: Jenny Reinhart

emmanuelpreschool2@gmail.com

Web: elcvienna.org/preschool

Dear Emmanuel Lutheran Preschool Parents -

Emmanuel Lutheran Preschool was established in 1960 as a Christian outreach to our community. It is as an integral part of Emmanuel Lutheran Church.

The purpose of Emmanuel Lutheran Preschool is to provide a developmentally appropriate curriculum in a Christian context that will give the preschool child a basic foundation for his/her future social, physical, emotional, spiritual and educational needs. Emmanuel Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

Our staff works with parents to nurture the growth, development, and well-being of their children. We believe that each child is a "unique" child of God, made by Him in love and therefore we strive to cultivate the individuality of each child. At the same time, students learn to contribute to their class and to respect and help others.

Our staff endeavors to provide a Christian atmosphere and environment that is child-centered and as hands-on as possible--allowing children, through many rich experiences, to be as competent as they are developmentally able to be at this time in their lives.

Our goal for each student is to instill a love of God, love of learning, and love of self and others.

We take great pride in our parent-teacher partnerships and we encourage you to share your thoughts and ideas with our teachers and faculty.

We look forward to a fantastic school year!

Sincerely,

Jenny Reinhart

Preschool Director,

Emmanuel Lutheran Preschool

2020-2021 Preschool Staff

Preschool Director Jenny Reinhart

Treasurer Katherine O'Brien

Registrar/Floater M-R Maureen Barrett

Virtual Music & Movement Alison Morgan

<u>Class</u>	<u>Lead Teacher</u>	<u>Assistant Teacher/Aide</u>
3's Class (WRF)	Jennifer Miller	Adele Hubbard
3's Above & Beyond (Tue)	Jennifer Miller	Melissa Reed
4's PreK (TWThF)	Alea Wilson	Denise Zinzi/Julie Drake
4's Super Science (M)	Alea Wilson	Connie O'Connor

Emmanuel Lutheran Preschool Organizational Chart

Emmanuel Lutheran Church Council: Council President & Council Liaison
Emmanuel Preschool Advisory Team: M. Hellman, S. Bohn, Co-Chairs
Preschool Director, ELP: Jenny Reinhart
Back Up Program Directors:
---Drake/Wilson/Miller
Staff, Emmanuel Lutheran Preschool

**PLEASE NOTE THAT OUR COVID-19
PANDEMIC HEALTH AND SAFETY
HANDBOOK 2020-2021 SUPERSEDES
ANY POLICIES REGULARLY FOUND
IN THE PARENT HANDBOOK.**

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ABSENCES

If your child will not be attending school, or if an absence is anticipated, please log on to your Brightwheel app or email us at emmanuelpreschool2@gmail.com If your child or someone in your household is diagnosed with a communicable illness, we must be informed per our Virginia Licensing requirements.

ALLERGIES (See SNACKS POLICY)

ACCIDENTS

When accidents occur at school, parents will be notified immediately if the injury is of a serious nature. If the parent(s) cannot be reached, the school will contact the person listed on the child's emergency contacts record. Should transport to Fairfax Hospital Emergency Room be necessary, Fairfax County Rescue Squad will be called. Any costs incurred are to be paid by the parent(s) of the child transported to emergency care. See Health Policy section for further information regarding illnesses.

ARRIVAL AND PICK UP POLICY/CARPOOL

A staggered start may be needed to comply with CDC guidelines during this time. You will be notified of the time your child should arrive, which may be between 8:55am and 9:05am. To further protect the health and safety of our students and staff, no one including parents will be allowed into the facility.

Please be sure you are here and waiting at your scheduled pick up time outside the classroom doors. We will have markings to indicate how to maintain social distancing guidelines. You will scan the barcode of the day, log in your child and complete the Health Screening on Brightwheel. Your teacher will take your child's temperature before they enter and may ask children to apply hand sanitizer before entering. Children will hang up their bags and wash hands to begin their day.

Children who arrive at school after 9:10am should be brought outside the office. Parents can call or knock and staff will come outside for check in and escort the child to their classroom.

Our school day begins when the parent/guardian who are masked escorts the masked child to his/her teacher outside the classroom. This brief interaction offers the parents an opportunity to greet the teacher and to read the class bulletin board. Please maintain social distancing.

We will not be offering to arrange car pools at this time due to Covid-19 restrictions. Also, our teachers and staff are not allowed to transport children at any time.

Pick Up After School

A staggered pick up time may be needed to comply with CDC guidelines during this time. You will be notified of the pick up time for your child, between 11:55am and 12:05am. Parents will not be allowed into the facility following health and safety guidelines.

We ask that you arrive and are waiting by your pick up time, maintaining social distance, away from the classroom door. Children will be sent out to parents one at a time by the teacher.

If a teacher sees that an adult is engaged by a cell phone call or otherwise distracted at pickup they will wait to dismiss the child until the adult is finished. A child can be released only to those persons authorized on their preschool registration paperwork or specified in a signed written note to the teacher. Phoned in permission may be taken only if a parent calling can be identified by the office staff.

Parents are asked to call the preschool office to notify them of any emergency or last-minute problems which might affect pick up. The office will then notify the teacher. If a teacher does not know the person who asks to pick up a child, she will ask for official identification such as a picture ID/driver's license. If a child is to be picked up early, the teacher should be notified as far in advance as possible so the child is ready to be dismissed to the parent outside the classroom door.

If you arrive late for pickup, you will be asked to come to the office door to collect your child and sign the late pick-up sheet. The late pick-up policy is as follows:

- **1st Late Pickup – We offer a one-time grace period, late fee is waived.**
- **2nd Late Pickup – A late fee of \$30 will be assessed.**
- **3rd Late Pickup – Late fee of \$30 plus \$5 per minute for each minute the person is late.** We understand emergency situations affect pick up, but please notify us immediately if you will be late so we can let the teacher and your child know. School staffers are not permitted to transport students to or from school.

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BIRTHDAY PARTY POLICY (See also SNACK POLICY)

Children's birthdays are recognized and celebrated during snack time. If parents would like to provide a birthday snack, such as cookies, cupcakes, Rice Krispie treats, ice cream cups, or Jello Jigglers, it is a fun treat for the students. Please consult with the teacher BEFORE bringing in

any food to the classroom. Note: Parents of children with food allergies are never served any food brought in from outside sources. Parents may provide their child with his/her own snack for special events and birthdays or they will be served preschool snacks on their preapproved snack list. No invitation to parties should be distributed at school unless the entire class is invited. **No balloons, goodie bags, or favors shall be brought to school.**

CHAPEL-VIRTUAL

This year our chapel program will be provided by email weekly as a virtual video you can enjoy as a family. They are recorded by our church staff using the “Sparks” Bible. We hope to resume our in-person chapel program in the future and will inform parents of any changes.

CHILD ABUSE AND NEGLECT

Child abuse is the mistreatment or neglect of a child. The abuse may come from many sources including parents, siblings, and caregivers outside the home. The injury or harm done to children in today's society is of great concern to us all. Child abuse may take the form of physical, verbal, emotional, and sexual abuse. As part of our VA Licensing requirements, our staff are trained annually in child abuse and neglect reporting. The school staff has a moral and legal responsibility to protect children from such abuse. As mandated, Emmanuel Lutheran faculty and staff are legally obligated to report any instances of suspected child abuse and neglect to Child Protective Services (CPS). Parental permission is not needed for the child to be interviewed by Child Protective Services staff. Parental permission is not needed to release information that relates to or documents concerns about abuse and neglect.

Emmanuel Lutheran Preschool abides by the Emmanuel Lutheran Church Child Protection Policy and all staff have background checks on file. Copies of the Child Protection Policy may be obtained from the Preschool Director.

CHURCH WELCOME

Emmanuel is currently offering both virtual and in-person services. We welcome all families who attend our preschool. Please look at elcvienna.org/worship/ to see times and dates for virtual services. Families wishing to attend in person need to sign up through Sign Up Genius as seating is limited at this time and masks are required at all times..

Worship Times: 9:00am Revelation Worship In-Person

Church office: 703-938-2119

Website: www.elcvienna.org

CLASS SIZE POLICY

Each preschool classroom is staffed by a teacher and an assistant teacher. When possible, we have a Floater who can help as needed. We have limited class sizes this year due to Virginia Department of Social Services guidelines to follow CDC recommendations. The size of the classes will be limited as follows:

- 3 Year Old classes - no more than 9 students
- 4 Year Old PreK classes – may have 14 students in Room 1 (our largest room) and not more than 9 students in Room 2.

CLOTHING POLICY

Children should wear clothing that is durable, casual and washable. It should also be loose fitting and easy to remove and put back on for toileting purposes. Elastic waist pants work well. Please avoid hooks, snaps, suspenders, or belts unless children can manage those themselves.

Shoes should be closed-toe, with a rubber sole, preferably sneakers; not Crocs, sandals or boots which are not appropriate for preschool movement and safety. This allows them to explore all aspects of the preschool program from painting to playground. Children should be able to move freely and safely run, climb, jump.

Children with snow/rain boots must bring sneakers. During cold weather, children should wear warm coats and bring hats, mittens. Gloves are allowed if the child is able to put them on themselves. All clothing and outerwear should be labeled with the child's last name. Hooded garments with long drawstrings should not be worn to school. Necklaces and loose cords also can be choking hazards as they can catch on equipment. Families should provide extra clothing, including socks and shoes, if possible. These are generally stored in the child's tote bag. These extra clothes should be changed seasonally, but this year tote bags will be kept at school and will not be sent home each evening.

COMMUNICATION

The preschool uses several forms of communication. This year we are featuring a new app called Brightwheel as our first method of communication with families including teacher newsletters. We will also continue to use email as needed, but hope to reduce the number of emails significantly. The preschool Google calendar is available on our web site. If you wish to have a hard copy of any item, please send an email request to our office and we'd be happy to

provide it. A virtual Parent Bulletin Board is available on our ELP website at elcviennaorg/preschool.

CURRICULUM

*Emmanuel Lutheran Preschool exists to work with parents to nurture the spiritual, emotional, social, intellectual and physical growth of each child enrolled in the program. We will use **Brightwheel, an app for our families that** integrates everything you need: sign in/out, messaging, sharing learning stories and photos, and online bill pay for parents. The app allows us to post learning stories where we can directly show parents *our learning objectives to both the Virginia's Foundation Blocks for Early Learning (Early Childhood) and **Virginia's Milestones of Child Development (Early Childhood)***.*

We believe that each student is a "unique" child of God made by Him in love. We strive to provide a Christian atmosphere and environment that is child-centered and hands-on, allowing children, through many rich experiences, to be as competent as they are able to be at this time in their lives.

Play is vital to growing children and is a major component of our class time. Classrooms are set up with a variety of activities and learning centers (art, dramatic play, reading, math, science, music, large and small muscle, etc.), permitting children to experiment with and explore their environment.

Our program is planned to include active and quiet periods, as well as child-selected and teacher-directed activities. All activities are developmentally appropriate for the age span of the children within each classroom. **Our goal is to instill in each child a love of God, love of learning, and love of self and others.**

As our classes will stay within their own pods/bubbles this year, we will not bring in any specials or outside programming. Children will stay with their teachers and assistants and will not mix with other classes to protect their health.

DAYS/HOURS OF OPERATION – (3's graduated start first week-9am-11am)

3 Year Old Classes:

3 day Wednesday-Friday program: 9am -12N

1 day Tuesday program/Above & Beyond: 9am-12N

4 Year Old PreK Classes:

4 day Tuesday-Friday program: 9am - 12N

1 day Monday Super Science: 9am-12N

DISCIPLINE/CHILD GUIDANCE

ELP does not use physical discipline in any form. Children who are in a well-supervised environment and who are provided opportunities for a variety of interesting activities respond to positive guidance. Positive guidance, including quiet words and gentle redirection of activity, is a successful way to help children make good choices. Acknowledging positive behaviors is much more effective than harsh words. Teachers work to remain positive and use "redirection" to encourage appropriate play and activities. A short time out may be used occasionally. In the belief that no real learning takes place without discipline, the school has some basic rules of good behavior: "You may not hurt anyone. You may not destroy or damage property. You may not be disrespectful to children or adults." Aggressive behavior (e.g., biting, hitting) is dealt with in a firm decisive manner. In the event of repeated serious behavior issues, parents may be called to pick up their child from school that day. Children will return to school on their next scheduled school day.

Every child needs to have limits set for behavior in order to develop into a well-adjusted, self-disciplined individual. Until such time as the child is able to develop their own inner control, and thereby set his or her own limits, he or she looks to adults to set limits for him or her and to teach appropriate behavior.

A major life change or crisis at home can affect your child's behavior at school. Let teachers know of any joyous happenings, upsetting experiences, or important changes at home. This information will be kept in confidence but will help teachers with any change in behavior. Also, let teachers know what a child has been told concerning an impending birth, serious illness, adoption, recent death, etc. so they can follow these conversations appropriately.

ENTRANCE REQUIREMENT POLICY

Emmanuel Preschool follows Fairfax County's guidelines for school enrollment. **Students should have all completed forms on file in the office before the first day of preschool.**

3 Year Old Preschool Classes:

The child must be three (3) years old on or before September 30 of the current school year. Children must be completely toilet trained and able to handle their toileting needs. They may not wear diapers or Pull ups.

4 Year Old PreK Classes:

The child must be four (4) years old on or before September 30 of the current school year. Children must be completely toilet trained and able to handle their toileting needs. They may not wear diapers or Pull ups.

FIELD TRIPS

There will be no outside field trips this year.

FIRE AND DISASTER EMERGENCY DRILLS

Fire/emergency drills are held monthly, as required by Fairfax County Fire and Safety. Each classroom has a Shelter-in-Place plan and emergency evacuation plan. ELP has emergency supplies available and a complete list of student information if needed to contact parents.

HEALTH AND WELLNESS POLICY – PANDEMIC ADDENDUM

In order to keep all of our children healthy, please do not bring sick children to school. **If your child has been ill (fever, diarrhea, vomiting), please allow them to rest and for 48 hours to pass before returning to school.** Per our Virginia Licensing requirements, a daily health screening is conducted each morning as the children arrive at preschool. Parents are asked to remain at the door as the teacher greets your child. We rely on the parents to help us maintain a healthy atmosphere for our preschoolers. The preschool may request that parents take a child home if that child is unable to fully participate in ALL aspects of the preschool day.

Symptoms that are cause for keeping your child home include but are not limited to:

- a persistent cold (constant flow of mucus and/or yellowish-green discharge from the nose)
- persistent coughing and/or sneezing
- red eyes/drainage/conjunctivitis (child is not readmitted to school until after 24 hours with no discharge and/ or 24 hours after receiving prescription medication and no longer have drainage)
- flushed skin, unexplained rashes or skin eruptions especially on upper chest/torso
- earache, headache, red eyes, sore throat, chills
- diarrhea, stomach pain, vomiting (a child that has had diarrhea or vomited at any time in the last 48 hours should not be sent to school the next morning)

- fever (child must be fever free **without medication** for 48 hours before returning to school.) <https://www.cdc.gov/quarantine/maritime/definitions-signs-symptoms-conditions-ill-travelers.html>
- chicken pox (7 days exclusion)
- if your child has a communicable disease (i.e. Covid 19, strep throat, flu, conjunctivitis, etc.) you must report this to the school office within 24 hours. <https://law.lis.virginia.gov/vacode/title32.1/chapter4/section32.1-116.3/>
- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-guidance-management-patients.html>

For any illness that requires an antibiotic, the child must be on the antibiotic at least 24 hours before returning to school. For a persistent problem (like red eyes, runny nose, rash), the preschool may require a doctor’s note stating that the child is not contagious. Allergies must be documented by the child’s physician.

A child that has had 100 fever, vomited, or has had diarrhea as recently as the evening before school or the morning of that school day should not be sent to school. A child that has been sent home sick from school should not return until 48 hours later.

VA Licensing requires that the school must be notified within 24 hours if a child or any other household member has been diagnosed as having a communicable disease. Significant outbreaks require a Health Department notification.

Our preschool reserves the right to exclude any child at any time that is unable to fully participate in ALL aspects of the preschool day. For example, if a child is too sick to play outside on the playground or unable to navigate the preschool or playground because of injury, the child should be kept at home. It is necessary that the child be able to go outside everyday (as required by VA Licensing). Your child should be able to participate fully in the preschool day.

Should your child show symptoms or become ill during class, we will make every attempt to immediately reach parents and/or emergency contacts on file. We will keep your child isolated and comfortable, but parents are expected to pick up their child in a timely manner. If a child requiring pickup is left waiting in the office for an unusually long amount of time, you may be charged a late pick-up fee. Please be sure to keep all phone numbers up to date.

PANDEMIC POLICY - In the event of a Pandemic Flu or other serious health outbreak, we will follow guidelines as set out by the State of Virginia, the County Health Department, and the Fairfax County School’s response plan. As a general rule, there will be no make-up for class time lost due to illness or pandemic closures.

NOTE: We require that all of our staff to follow these health policies as well. ELC is a smoke and vape-free campus as approved by the church council.

INSURANCE

Emmanuel Lutheran Preschool is insured with Brotherhood Mutual under a policy held by Emmanuel Lutheran Church, Inc.

LATE FEES

Late Pickup Fees: See Page 6 - Arrival/Pickup

Tuition Fees: See Page 18 – Tuition Policy

LICENSING AND INSPECTIONS

Emmanuel Lutheran Preschool is licensed by the Commonwealth of Virginia and as such is inspected yearly by a Virginia Department of Social Services Licensing Inspector. The current licensing inspection report and Fire Prevention Code Permit will be posted on our web site including all information generally found on the Parents Information Bulletin Board located just outside the Preschool Office.

LUNCH/AFTERSCHOOL PROGRAMS

There are no special lunch or afterschool programs offered at this time. We do not anticipate they will return this year.

MEDICATION POLICY/CPR/FIRST AID

While many on our staff has been trained to administer Epi-pens, there are many different types and we ask that parents demonstrate proper use for the teacher. We can schedule a time for this. An epi-pen may only be administered if the preschool has a signed physicians' permission statement. All other medication must be given at home. No other medications will be given to a child by any staff member. All Epi-pens will be stored in the classroom, out of the children's reach. We rotate training 50% of our staff annually in CPR and First Aid, earning 2 year certificates. Staff is also trained in Daily Health Observation by a certified trainer. This enables them to perform simple health screenings. Note: If you wish for your child to have on sunscreen, insect, and lotions, they should be applied at home before arriving at school.

PARENT INVOLVEMENT AND VISITATION

Due to the CDC guidelines regarding social distancing and classroom safety, we are unable to welcome parents into the preschool at this time. We look forward to the future when we are once again able to bring you in to volunteer and visit our classrooms.

PARENTING INFORMATION/BULLETIN BOARD

We have posted parent information on a “virtual” bulletin board on our web site at elcvienna.org/preschool. We also offer a wide variety of parenting books and resources. Please email your teacher or the ELP office and these may be checked out free of charge.

PETS ON SCHOOL GROUNDS

Pets and animals should not be brought on preschool property during hours of operation. This is due to allergies and health and safety concerns. Please see the Director if you have any questions.

PLAYGROUND (CLOSED EXCEPT FOR IN-PERSON CLASSES)

We regret that due to health and safety concerns, our playground is closed for any use other than preschool classes at any time. We are required to wipe down the facilities after use and need to limit use to ensure we keep it sanitized. If we are able to reopen the playground at a later date for outside use, we will be sure to inform you.

A fenced, fully equipped playground is available to our classes and will be used every day, weather permitting. Please dress children appropriately, with sneakers and layered clothing in cold weather. Please do not allow children to wear sandals or crocs (**see Clothing Policy**). There will always be adult supervision on the playground at all times. The playground equipment has been designed to help young children develop their large motor skills and climbing, jumping and running are encouraged. For the safety of the children, there are some limitations as to how the equipment should be used. Gravel must stay on the ground and throwing of gravel is not allowed. Children are not allowed to climb the fence, brick wall, or to climb on top of the playhouses at any time. They must go down the slides on their bottoms,

feet first. *When the playground opens again for public use we ask that parents enforce these rules as well for all the children.*

RECORD/RECOMMENDATION REQUESTS

All children's student records are treated confidentially. Parents seeking records or recommendations should contact the office first. Whether it is to have records sent to another school or if you are requesting a teacher complete a school recommendation form you must contact the office. We need a signed release form before we can handle any request. Records/forms are always forwarded directly to the school requesting information and will not be given to parents. Please allow at least one business week for these forms.

REGISTRATION/ENROLLMENT/ACCOMODATION

Application for admission shall be made by completing the registration form provided by the preschool. The application may be hand-delivered or mailed to the school. A non-refundable registration fee must accompany each application. Each child must apply each year (including returning children) and pay a registration fee. The Director is authorized to place children in classes according to which best serve their developmental interests. Accordingly, the school is unable to honor requests for specific teachers or classes, but encourage families to talk to the Director if they have any concerns.

ACCOMODATION/SUPPORT

When a child who may need extra attention and support can be accommodated at Emmanuel Lutheran Preschool, then the child may be considered for enrollment. An accommodation is any change in the preschool environment or in the way things are customarily done that enables a child with unique abilities to enjoy equal access to the preschool environment. As with any enrollment there is a 60-day probationary period. Parents of children at ELP are informed that our staff is not specifically trained in Special Education and often will do their best to make accommodations that are within the scope of the preschool staffs' ability. However, the preschool staff cannot make significant special provisions within the classroom to accommodate only one child. Any changes that might be made must be done with the consideration of every child in the classroom.

If a large portion of any staff member's time is spent dealing only with the needs of any one child, the Director will be consulted to discuss progress and any concerns regarding delays or deficits. It is the policy of Emmanuel Lutheran Preschool that all children shall receive equitable amounts of time from the teaching staff. If the needs of a child are preventing this balance of staff and child interaction, the parents of that child will be asked to meet with the Director to

discuss these concerns. ELP will consider other accommodations, but if the teacher and Director still feel the preschool is unable to meet the needs of the child using these guidelines, then the Director will meet with the parents. At that time, they will discuss what has been done and the Director may guide parents toward other alternatives that may better meet the needs of their child.

WITHDRAWALS

If a child is withdrawn from school within the school term, without continuing to pay their next monthly tuition fee, their spot in that class is forfeited. If a family desires re-admission for their child, they must wait until space is available and re-register paying all the accompanying fees for a new student. When enrollment is at full capacity, a waiting list will be established and maintained for the current school year. Children on the waiting list must re-apply for the following school year. A new waiting list will be established each school year. Currently enrolled students always receive preference. Registration information will be distributed to currently enrolled families detailing the procedure to register for the following school year. We offer registration first to currently enrolled students and their siblings, then Emmanuel Lutheran Church members, and then to alumni families, before registration is opened to the general public. This year will be a rolling admission process using the same guidelines, but currently enrolled children will be placed in classes as their paperwork is received. A Virginia State Health form must be completed and signed by a physician before a child enters the preschool program. A record of immunizations is also required. Student records are confidential and will not be released to anyone without written parental permission.

SAFETY/EMERGENCY PLAN

We have created a comprehensive safety & emergency plan created with the Fairfax County Public Schools Emergency Plan as a guideline. We have installed pull shades or blinds on all classroom windows as well as quick set door locks. All staff members will adhere to safety procedures as established in our emergency plan. We consider the safety of every child entrusted to our care to be our highest priority. If a parent wishes to see our Emergency Plan, they can find it on our preschool web site.

SEPARATION PROCESS

The process of separating from parents as a child enters school is one of the most important experiences in a young child's life. Children learn to feel comfortable with others and learn to trust that their parents will come back for them. Here are some suggestions for ways to make this transition successful:

Children should arrive on time so they can enjoy their free choice time with friends. Place an emphasis on what they will be doing that day. Teacher newsletters and classroom bulletin boards often tell you what will be happening in class that week.

When you drop off your child, reassure them that you will be back soon when their preschool day is over. Children react to your tone of voice—be positive. Please make this a quick goodbye and be on time for pick up.

Don't hesitate to ask the teacher for help and follow her suggestions. **Please drop off your child at the door and do not enter the classroom. We are not able to have parents in our classrooms at this time.** Our staff offers years of experience and please trust them to know what works best.

Feel free to ask the office to call you and tell you how your child is doing in your absence. We're happy to keep in touch.

SHOW AND SHARE

Classes do not begin Show and Share until later in the school year. We are discussing plans for this part of our curriculum in order to guard the health of all the children in class as this requires children bringing in items from home. Guidelines will be shared as to what will be appropriate for sharing.

As part of the language development program, children may be encouraged by their teacher to bring something special from home. Show and share/tell procedures will be established by each teacher. No guns or toys of destruction are permitted in the classroom. Please do not let your child bring any items to school except on Show and Share/Tell days. Any toy or other item brought into the classroom will be placed in the child's tote bag to return home. All items brought to school should be labeled with the child's name or placed in a bag with the child's name on it. (This year the toy/share will only be shown and WILL NOT BE PASSED)

SNACK POLICY/ALLERGIES - WATER

This year we will have water pitchers in the classroom and teachers will have disposable cups for the children for water when they are thirsty. We will not use our water fountains.

A mid-morning snack will be provided each day. The children are offered 100% juice and water along with Ritz or Town House crackers, animal crackers, pretzels, graham crackers, or goldfish & cheerios. At times, this snack may be supplemented with fruits and vegetables (for classes that do not have allergy prohibitions). Children are encouraged to "taste and try" new foods, giving them a "polite bite." No candy or large marshmallows are permitted. Raisins or popcorn

may be offered, but only in the 4's Pre-K classes. Snacks from home for special occasions may be provided as a treat for the whole class. Please let your teachers know if you would be interested in providing a class snack PRIOR to bringing it in. If a parent wishes to send fresh fruits, vegetables, 100% fruit juice or other nutritional snacks for the whole class, the teacher should also be notified ahead of time. NOTE: If a child has a diagnosed allergy and may be allergic to any foods served at our school, we ask that the parent come into the office to review the ingredients lists and sign a snack authorization form. Parents must sign off on a list of acceptable school-provided snacks identifying those their child may eat. For the safety of children with diagnosed allergies, they are never served any food brought in from outside sources. Parents may provide their child with his/her own special snack for birthdays and special events, but if not they will be served only preschool snacks on their preapproved snack list. Any special snack must be dropped off at the classroom door at arrival time. We are happy to store special snacks for children with allergies for special event days. These can be provided by the parents and will be stored in air tight containers or in bags in our preschool freezer.

A complete list of snacks and ingredients provided by ELP is available in the office and our snack list is posted usually on the classroom bulletin board. Despite our best efforts, we cannot guarantee that our environment will be free of allergens at all times. Because we rely largely on the cooperation of informed parents and other adults, we cannot completely control what items come into the school. Also, other activities occur in the building outside of school hours, and though our signs are posted, we cannot be responsible for what is brought into the building at these times. If you have any questions and/or concerns on this matter, please speak to the Director.

SNOW DAY/INCLEMENT WEATHER POLICY/PANDEMIC POLICY

Emmanuel Lutheran Preschool generally followed Fairfax County Public School's decisions concerning closings and delayed openings for snow or inclement weather days. Due to the current virtual program, we will announce our decisions via Brightwheel by 8:00am the morning of school regarding closings or late openings.

Please listen to your local weather reports and look for an announcement or preschool email.

Please note: on days of late openings, the preschool will be open from 10:30 a.m. to 12:30 p.m. As a general rule, there will be no make-up for class time lost

PARENT/TEACHER COMMUNICATION for 3 & 4 YEAR PRE-Ks

Using our Brightwheel app, parents should receive a learning story or teacher "share" are able to approximately once a month. This could be a short written narrative linked to the developmental milestones, but could also be a picture illustrating what a teacher observed in the classroom.

Parents should feel free to contact their child's teacher should they have any questions or concerns during the school year. Please note teachers will not be able to have any conversations during drop off and pick up. Please feel free to contact them by email.

STUDENT WITHDRAWAL POLICY

One month's notice is required in the event the parents must withdraw their child. May prepaid tuition is non-refundable and may not be applied to another month's tuition.

The Preschool reserves the right to ask for the withdrawal of any child for any cause deemed advisable by the Preschool Team, or if tuition payments fall one month in arrears. The Preschool Team reserves the right to cancel any class and/or contracts(s) if there is not sufficient enrollment to justify its continuance.

TOILET TRAINING

3 Year Old Preschool Classes:

Children in our 3 year old class must be completely toilet trained and able to handle their own toileting needs *including wiping and the mechanics of dressing and undressing*. They may not wear diapers or Pull ups. Please dress them in comfortable clothing (no belts please) so that they are able to get them off and on as they practice being self-sufficient.

4 Year Old PreK Classes:

Children in our 4 year old Pe-K class must be completely toilet trained and able to handle their toileting needs *including wiping and the mechanics of dressing and undressing*. They may not wear diapers or Pull ups. Please dress them in comfortable clothing (no belts please) so that they are able to get them off and on as they practice being self-sufficient.

TOTE BAGS (Provided by by ELP/No backpacks)

We provide a preschool tote bag for each child for each child enrolled. These were chosen for ease of use and to meet our space needs. Children are given these at our Sneak Peek and may put their first name on their bags and decorate them as they would like. The cost to replace a tote is \$10.00. **We recommend you do not launder the bag as it may shrink and/or wrinkle.**

TRAFFIC PATTERN/PARKING LOT – ONE WAY ONLY

TRAFFIC IS ONE WAY, as required by Fairfax County for our preschool program and to protect our children and their families. Please always follow these rules:

- (1) Enter from the upper driveway (near DePaul's Urban Farm) & stay to the right (church members may use this as a two-way driveway)
- (2) Always exit from the lower driveway (nearest McDonald's)
- (3) **NEVER** use the lower driveway to enter the preschool
- (4) **NEVER** park in the coned-off areas in front of classrooms 1-4.

DRIVE SLOWLY PLEASE! 10 mph speed limit in the entire parking lot.

DO NOT HONK HORNS. This is strictly prohibited in our Non-Residential Use Permit.

Please note: While our preschool families may see church visitors exiting from the upper entrance, preschool parents should only exit from the lower drive.

TUITION POLICY

The Preschool Advisory Team will review registration and tuition fees yearly. Families with two or more children enrolled will receive a \$30 monthly discount (per family) on tuition for the second child attending at least 2 or more days per week. A second child attending only one day per week would receive a \$10 monthly discount. Our preschool tuition is divided into 9 equal monthly payments. **A non-refundable deposit of one month's tuition and your child's activity fee must be received to hold your child's spot in our program.** Payment is generally due by March of the current school year (for families that are new to our school) and by May of the current school year (for currently enrolled families). Your deposit will be credited in our tuition accounts as your following school year May tuition payment. Tuition is then paid monthly beginning September 1 for September, October 1, for October, and so on. Your final payment for the year will be April 1st for April. As noted earlier, May tuition is prepaid and is neither refundable nor applicable to any other month. The fees remain the same regardless of absences, holidays, and vacations. Checks should be made payable to Emmanuel Lutheran Preschool and mailed or brought to the school by the first of each month. Please do not put tuition payments in your child's tote bag. A late fee of \$40 will be charged for tuition received after the 6th of the month. After the 10th of the month the late fee increases to \$80. If a check is returned, the Preschool will charge a fee commensurate with what ELP's bank charges our account.

TUITION:

Nine Monthly Tuition Payments	for a three day 3's class	\$300 per month
	for a four day 3's class	\$395 per month
	for a four day 4's PreK class	\$405 per month or five-day \$500
One-Time Activity fee	for the 3's	\$95 per year
	for the 4's	\$95 per year
One-Time Registration Fee	\$95 per child	\$85 for each additional child

**Families will now be billed through Brightwheel.

Registration/Activity Fees:

Fees for Registration, first tuition payment (credited to May of the next year), and activity fees are **not refundable**. Requests for tuition statements for tax purposes require one week to process. **Families enrolling after preschool begins, pay registration and activity fees and the first month's tuition.** At that time, they must make a plan with the office to prepay by one month.

We welcome you to Emmanuel Lutheran Preschool and look forward to helping your child learn and grow.