

**St. Timothy's**



**Pre-School**

**ST. TIMOTHY'S PRE-SCHOOL**

**PARENT HANDBOOK**

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## **MISSION STATEMENT**

St. Timothy's Pre-School Program provides an educational experience for children ages two and a half through five. The pre-school is committed to meeting the individual needs and potential of each child in an inter-racial, non-denominational environment. At St. Timothy's we strive to develop creativity, self-confidence, and independence within every child.

St. Timothy's Pre-School licensed by the Commonwealth of Virginia's Department of Education (DOE).

## **STAFF**

St. Timothy's staff is not only professional and experienced, but provide a comforting and loving environment to our young students. Staff qualifications meet or exceed all licensing requirements.

Staff is trained in First Aid and CPR. The teacher/student ratio is 1:6 for 3 year olds; 1:4 for 2.5 year olds.

## **PROGRAM**

Our core program is a half-day morning program that provides periods of time devoted to the best principles of both the traditional self-contained structured classroom and the "open classroom" where the child is free to extend his or her interest by selecting work and play areas in the various activity rooms which are meaningful and stimulating.

All activities are planned and supervised by competent professionals who encourage and motivate the child in the development of his/her individual strengths. Numerous activities are provided for the creation of responsible, cooperative peer relationships.

## **EXTENDED DAY PROGRAMS**

St. Timothy's offers several options for students who are enrolled in our core program to extend the day:

Early Birds and Lunch Bunch provides students an opportunity to have fun and socialize while providing parents a little extra time during the day.

STEP (St. Timothy's Enrichment Program) for Pre-K and STAC (St. Timothy's Afternoon Care) for younger students include and follow Lunch Bunch. STEP offers enrichment activities on a variety of topics in the areas of science math, art and language arts. STAC offers opportunities for our younger students to continue developing and practicing their social skills with free play,

outside play, and optional crafts and/or coloring pages that correlate with the day's STEP theme when applicable.

## **SESSION HOURS**

Early Bird begins at 7:45 A.M. to 8:45 A.M.

The core program (morning session) begins at 8:45 A.M. and ends at 12 P.M.

Lunch Bunch begins at 12:00 P.M. and ends at 1:30 P.M.

STEP and STAC begin at 1:30 P.M. and end at 4:00 P.M.

## **OPERATING INFORMATION**

Please visit our website at <https://www.sttimothypreschool.com> for contact information and school calendar.

## **CURRICULUM**

St. Timothy's curriculum is play-based and uses the best principles of both the traditional self-contained structured classroom ("homeroom") model and the "open classroom" model, where the child is free to extend his/her interests by selecting work and play areas in various activity rooms. Our day starts in homeroom, where students play with classmates of their own age, work on daily projects with their teachers, and have circle time, which offers whole group activities such as songs, stories, and show and tell. Students will also be served a snack brought from home to complete the homeroom morning session. After homeroom we have an hour of "Open Time," during which our 3- and 4-year old students have the opportunity to go from room-to-room for various math, science, and art activities that are all related to the theme of the week. They can visit the art room, science room, math room, library, music/yoga room and enjoy some play time in either the quiet or play rooms at their own pace, giving students of all ages the chance to play and work with each other. Our 2.5-year old students go to a separate room during Open Time for snack, crafts, and free play appropriate for their stage of development. As the younger students turn 3 and demonstrate appropriate bathroom and social independence, they begin participating in Open Time with the older students. After Open Time, students return to their homerooms for class-specific activities and outdoor play time.

The confidence, responsibility and independence the children gain from daily Open Time experience is fascinating to see. Studies have shown that children who can move about during the school day tend to have an easier time focusing and learning. And the interaction between the younger and older students helps develop maturity and independence in the younger students and responsibility and helpfulness in the older students.

The teachers take full advantage of the eight beautiful acres and large, fenced-in playground for outdoor play experiences. The program is enriched by select field trips during the year and by visits from local resource personnel, such as the annual Fire Department puppet show. We also encourage parents to share their skills with the student body (e.g., we have had parents give presentations on the Powhatan Native American Tribe in Virginia, the space shuttle program, the Armed Forces, and Indian dancing for Diwali), and we ask parents to assist with field trips by providing transportation and additional supervision.

### **Junior Preschool and Three-Year Old Class Curriculum:**

St. Timothy's Pre-School focuses on learning through play. We want our students to have fun, and that fun happens in an enriched environment where the students may not even realize that they are learning while playing. Our goals for the Junior Preschool and Three Year program are as follows:

- Foster the development of social skills: sharing, using words to express wants and needs, taking turns both with items and in speaking, waiting in a line, listening as others speak, and following directions. The main focus of our program is learning and practicing appropriate social interactions, with an emphasis on treating others with kindness, acceptance, and compassion.
- Foster emotional development: recognize one's own emotions, learn socially acceptable ways of expressing those emotions, and learning to understand how others might be feeling.
- Develop fine motor skills, especially holding a pencil/crayon/marker correctly, exercising the muscles needed for writing and drawing, and learning to use scissors.
- Encourage independence and decision making.
- Encourage language development.
- Encouraging cognitive development, including letters, numbers, colors, shapes, time, recall, imagination, multi-part direction following, and making connections or drawing conclusions.
- Encourage the development of gross motor skills.

### **Pre-K Class Curriculum:**

During the Pre-K year we continue to foster the development of social skills: sharing, taking turns both with items and in speaking, waiting in a line, listening as others speak, and following directions. These skills become more important as they increase their knowledge and prepare for kindergarten.

We also begin to add new academic skills to the curriculum. The Pre-K homeroom classes follow the Learning Without Tears® Curriculum. Some of our goals for the Pre-Kindergarten program are as follows:

- Focus on daily learning experiences that help children to communicate verbally, interact with their peers, participate in problem-solving activities, and think critically.
- Provide opportunities for students to develop a love of books, identify sounds, rhyme words, and develop letter-sound relationships.
- Learn to sequence events, categorize groups of items, and make comparisons.

- Promote writing development via the Learning Without Tears® Curriculum, which starts with learning the straight letters first, followed by the curved and then the slanted letters. The children will learn to write upper- and lower-case letters.
- Learn and practice the sounds that each letter makes.
- The children will learn to recognize and write their first and last names.
- Become familiar with numbers. Learn to write the numbers from 0 to 20. They will learn to create groups of items to correspond with the numbers.
- The children will learn to count to 100.
- Gain knowledge about themselves as individuals, and as members of a family, a community, and the world, through our All About Me posters and weekly Show and Tell.
- Encourage student's creativity and higher-level thinking.
- Students will learn the Pledge of Allegiance and its meaning.

All activities are planned and supervised by experienced teachers who encourage and motivate the child in the development of his/her individual strengths. Numerous activities are provided for the creation of responsible, cooperative peer relationships.

## **SHOW AND TELL**

Each homeroom teacher will establish her own routine. In general, toy weapons (guns, swords etc.), play cosmetics, perfume and fragile items are not permitted.

## **REGISTRATION**

Registration for returning students, alumni families and members of St. Timothy's Church begins in January. All returning students must re-register. Registration of new students is usually held in early February.

Children applying for the Junior Preschool must be 2 ½ years old (two years, six months) by September 1<sup>st</sup> and must be sufficiently far along in toilet training to use pull-ups (not diapers) and participate in their own toileting. Three-year old classes must be three by September 30<sup>th</sup> and toilet-trained. Enrollment in the pre-kindergarten classes is limited to children ages four by September 30<sup>th</sup> and five-year olds.

## **RECORD KEEPING**

All children's records and personnel records are treated confidentially. Access to children's records is restricted to the Director and other specific staff, as situations warrant, at her discretion.

We are required by law to see an **original birth certificate or passport** for each child registering for the first time.



We must also have on file an original **Commonwealth of Virginia School Entrance Health Form** with a physician's signature stating that the child is up-to-date on all his or her immunizations.

## **MEDICATIONS**

Only emergency medications needed as a result of allergic reactions will be administered. Prior written authorization from the parent and/or physician is required. Contact the Director concerning specific requirements.

The school does not apply sunscreen or insect repellent on children during the morning ("core") program. Exceptions may be made if the student is staying through the extended day program(s), however, prior written authorization from the parent is required. Parent must provide sunscreen.

## **ALLERGIES**

Prior to the start of school, parents are responsible for notifying the school of any allergies or other medical conditions pertaining to their child. This information must be listed on all pertinent enrollment forms required for registration. The Director or Assistant Director is responsible for noting this information and passing it along to the classroom teacher. The classroom teacher is responsible for posting a list of students' allergies in the classroom. If a child has a severe allergy and the child's physician has written a prescription for EpiPen, one must be provided by the parent/guardian to St. Timothy's Pre-School so that it is available for the child at all times. This medication must be documented on the Authorization to Administer Medication Form and the Anaphylaxis Emergency Action Plan form must be completed and signed by both a parent/guardian and physician. If a physician's orders include a repeat EpiPen injection, then the parent/guardian must supply the school with two EpiPens. In the event of special occasions that may be celebrated in the classroom, for example a birthday, the parent may be asked to provide snacks that can be stored in the school's freezer for those special occasions. It is the parent's responsibility to consult with the teacher and the Director to determine if an allergy warrants restricting certain snacks from coming into the classroom.

## **ILLNESS**

Our concern is always for the health and well-being of all the children. Children who have any of the following symptoms may not attend school:

- Excessive coughing
- Excessive runny nose
- Vomiting
- Diarrhea
- Inflamed or watery eyes

- Undiagnosed skin rash
- Fever (100 degrees F or higher) or vomiting in the previous 24 hours

You will be called if your child develops any symptoms of illness during the school day. If a child becomes ill during the course of his/her preschool day, the parent or guardian is notified to pick up the child immediately. Please be sure that your emergency contact person (on file at the office) is current. Children with non-contagious conditions (allergies, etc.) may bring a doctor's note. If you are keeping an ill child home, it is requested that you call or email the pre-school to keep us informed of the absence and of the symptoms your child is experiencing.

As required by Virginia Statutes, the school must be notified within 24 hours if the child or any member of the immediate household has developed any reportable communicable disease.

<https://www.vdh.virginia.gov/content/uploads/sites/134/2023/03/VIRGINIA-REPORTABLE-DISEASE-LIST.pdf>

### **INFLUENZA PANDEMIC or EPIDEMIC**

If the need arises (i.e., a new pandemic) the pre-school will follow the *Fairfax County Pandemic Influenza Response Plan*. If all county schools are closed, St. Timothy's will also close.

The pre-school will also close if the number of ill students at pre-school exceeds 20% or if an appropriate teacher/student ratio cannot be maintained due to staff illness.

### **HEAD LICE**

If there is a reported case of head lice in any classroom, the teacher notifies the Director immediately. A child who is found to have head lice is isolated from the rest of the class and sent home immediately. A notice from the office is sent home to the parents of each child who used the classroom. Every child is checked carefully. The room is stripped of all cloth materials. These items are sealed in plastic bags for 2 weeks. The carpeting is vacuumed at the beginning and ending of each class.

Once the child identified as having head lice has been treated, they may return to school whereupon, they are checked for any residual lice nits. A child must be nit free before returning to the classroom.

### **COMMUNICATION**

Each teacher communicates information about classroom activities and lessons to parents on a regular basis. If you need to speak with the teacher during the school day, please call the school and leave a message and she will return the call as soon as possible after class time. Otherwise, teachers can be contacted via their class email address, paper notes sent in the student's school bag, the school email (Sttimothypreschool432@gmail.com) or the school phone. We discourage our teachers from giving out

their personal cell phone numbers, however, if you do have your teacher's cell phone number, please be courteous and do not call them between the hours of 7p.m. to 7a.m.

The Director is available by email at any time and is usually available by telephone between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. If the Director is not available, please leave a phone message and your call will be returned as promptly as possible.

## **NEWSLETTERS**

You will receive notifications from the Director announcing upcoming events and addressing issues that pertain to the entire school. Individual teachers will send newsletters home or post on a private class Facebook group concerning class activities.

## **DAILY CLASS SCHEDULE**

Each classroom posts a general daily schedule. (This is a DOE Licensing requirement).

See Appendix V.

## **HEALTH AND SAFETY**

In order to provide a healthy and safe environment, the staff participates in many forms of extracurricular training. These include continuing teacher education, first aid and CPR certification.

We have monthly fire drills and work closely with the Fairfax County Fire Department to ensure the safety of our school community. Emergency evacuation, Shelter-in-Place and Lockdown drills are also conducted. These Emergency drills will be announced on the monthly class calendar. The comprehensive Emergency Preparedness Plan is available for review in the pre-school office.

## **SCHOOL READINESS**

The beginning of school is an exciting time for everyone – teachers, mom, dad, and especially the child! St. Timothy's Pre-School realizes that for many students, preschool is their first experience with other children and adults. It is a new, fun adventure; but sometimes, school can be a difficult and challenging transition.

All enrollments are under a 30-day probationary period to ensure compatibility between the student and the program. For example, if the child begins school on September 1, the probationary period runs until October 1. Difficulties are communicated to the parent from the teacher and/or Director as early as possible, to aid in the adjustment/compatibility process. The Director has sole discretion to make the final determination on program compatibility.

## **POTTY TRAINING**

Students 3 years and older attending St. Timothy's must be toilet trained. Toilet trained is defined as the ability to consistently control bladder and bowel functions **WITHOUT** the use of Pull-Ups. It is understood that occasional accidents may occur. Younger students may still be in pull-ups, but not diapers, and will be expected to participate in their own toileting (e.g., manipulating clothing, getting on the toilet, wiping self). Staff will assist students who have not mastered these skills, but it is expected that parents are actively working to help students accomplish toilet training by age 3.

The teacher will notify the parents and Director of any difficulties a child 3-years old and older is having with potty training at two-week intervals for the first four weeks of the school year. It may be necessary for the child to withdraw. When potty training is accomplished, the child may be considered for re-enrollment if space is available.

## **ABSENCES**

Refunds in tuition are not granted for student absences, but we ask parents to call or email the preschool office before the start of the school day to notify us that your child will be absent. If your child is sick, please note the symptoms on the message. The Director or Assistant Director then notifies the child's classroom teacher of the absence.

## **EXTENDED LEAVE AND WITHDRAWAL POLICY**

If a child takes an Extended Leave from the preschool program for ANY reason, the family is still responsible for paying all tuition fees due during the child's period of absence. These fees must be paid to hold your child's position in the preschool. For example: If your child is gone during the months of November and December, you must pay the November and December tuition in order for your child to return to school in January. If tuition is not paid on time, the vacancy is filled. If there is a vacancy when the child wishes to return to the preschool, the family needs to re-register and any unpaid tuition must be paid.

Thirty (30) days written notice must be given to St. Timothy's Pre-School before withdrawing a child. If the preschool is given less than thirty (30) days written notice, you are responsible for paying for the next month's tuition. Families withdrawing after February 1, 2025 (Tuition #7) are still responsible for the remainder of the 2024-2025 school year tuition (Tuition #'s 8 & 9). NO exceptions are made to this policy. Any/all non-payment of the monthly tuition may result in a child's permanent dismissal from preschool

## **CLOTHING**

Please dress children for play. Any article that can be removed (hats, gloves, jackets, sweaters) should be labeled with the child's name. Clothes with large, easy to handle fasteners are recommended. On rainy days please use rain coats with hoods as umbrellas are NOT allowed. No open-toed shoes are permitted. This includes sandals and flip flops or shoes with slippery soles. Shoes should be sturdy with good tread for climbing on play equipment.

Please provide a spare set of clothing items in a bag with your child's name on it for unexpected accidents; we all understand that accidents happen. Clothing items should be seasonal and include: extra underwear, socks, shirt, pants or shorts, and extra shoes (if available). If an accident occurs, we will change your child's clothing with the clean clothes you have provided. Soiled clothing items will be put in a separate bag to take home and you will be notified at carpool. Please replace the spare clothing items with new ones at your earliest convenience. If available, and needed, spare school clothing may be used to redress your student. In these cases, please launder and return these items to the school as soon as possible to be available for other students to use when needed.

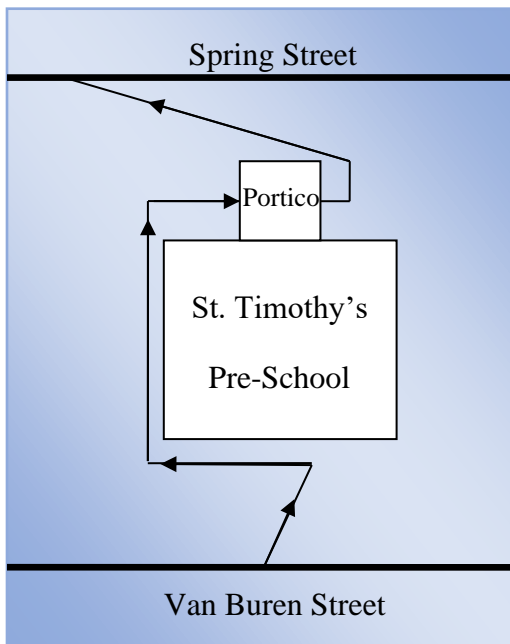
## **TRANSPORTATION POLICY**

Parents are responsible for transporting their student to and from school. If transportation is being provided by a third party other than the parents, i.e., nanny, daycare, or bus, the school will contact the parent if the child is not picked up and parent will be responsible for picking up their student.

## CARPOOL PROCEDURE

To ensure the safety of our students, parents, teachers, and any church pedestrians, we ask that cell phones are turned off while driving on church property during carpool.

Drop off begins at 8:45 A.M. Cars will enter from Van Buren Street and exit onto Spring Street for both drop off and pick up. Please arrive no later than 9:05 A.M. so your child does not miss important homeroom instructional time. The passenger side of the car should be nearest to the building.

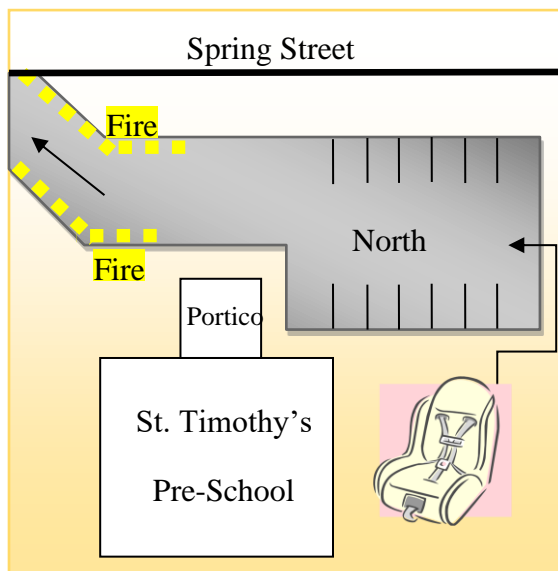


Staff will be positioned under the portico to meet children at the car. Children are to wait for staff to open and shut the car door. Drivers should put the car in “**park**” before children enter or exit the car.

Dismissal will begin at 11:45 A.M. for our core program, 1:20 P.M. for Lunch Bunch, and 3:50 P.M. for STEP/STAC. At dismissal time, children will be escorted to the portico to be placed in vehicles. All cars transporting students will be issued a carpool number. The number should be displayed in the front passenger window.

Children will be released only to responsible persons for whom the pre-school has written authorization.

Staff members will open and close the car door but will not lock the doors. Drivers should then proceed to the north parking area to buckle in their child. Do not park behind parked cars or along the yellow areas as they are fire lanes and need to be kept clear at all times. All pre-school traffic must exit onto Spring Street.



Please remember that Virginia law requires that all children under the age of eight (8 years old) must be in an appropriate car/booster seat whenever they are in any vehicle. Also, no child should ever be in the front passenger seat of a vehicle.

### **LATE PICKUP**

Because it is very important to children and the staff, parents should be prompt at pick up time. After the 3<sup>rd</sup> late pick up, a late pick up charge of \$5.00 for the first 5 minutes and an additional \$1 per minute until picked up charge will be assessed for supervision of children not picked up by 12:05 P.M. from our core program, 1:35 P.M. from Lunch Bunch, and 4:05 P.M. from STEP/STAC.

We all know emergency or unusual situations can cause a parent to arrive late, but if you simply notify the office immediately, the fee will be waived. However, if it becomes a chronic problem, we will have to charge the fee

If a child has not been picked up after normal closing time and the pre-school has not been contacted by the parent concerning the delay, the following procedure will be followed:

1. School will attempt to contact parents, if no response
2. School will contact Emergency Contact persons, if no response
3. School will contact Child Protective Services or Herndon Police Department

## **HOMEROOM**

Each homeroom class will have a volunteer Homeroom Parent who will act, at the teacher's request, to coordinate donations for parties and other special events.

## **SCHOOL PICTURES**

All parents will be asked to sign a waiver allowing teachers to take photos during class to be shared in class newsletters as well as the school website and Facebook page (No names are ever listed.)

## **PARTIES**

Classroom parties are held to celebrate various holidays throughout the year. Other Special school-wide events, such as the Halloween Parade, Christmas, Donuts with Dad, Muffins with Mom, and End of Year Picnics will be announced in newsletters.



Your child will receive a crown to wear in recognition of his or her birthday. Homeroom classes celebrate birthdays in different ways. Your child's teacher will let you know how her class recognizes birthdays.



Invitations to “At home” parties cannot be distributed at school unless every child in the class is receiving an invitation.



## **FIELD TRIPS**

Because of concern about traffic safety and security, the pre-school does a very limited number of activities away from the facility. Generally, outside resources will be brought into the classroom so that students may participate in a familiar setting. Each Homeroom head teacher will determine which field trips, if any, will be taken by her class.



If a trip to another location is planned, parents will be notified in advance. Parents will be asked to volunteer by driving and helping to supervise children. Some field trips are not suitable for younger siblings. Parents will be told this in advance. State law requires that all children use the proper type of safety seat for their age and weight. Drivers must hold a valid driver’s license and vehicles must be insured and meet all Department of Motor Vehicle standards.

## **SNACKS**

Parents are required to provide a snack from home. We will be eating snack during the first homeroom (prior to 10AM). Please send in healthy and nutritious snacks (examples: fresh fruit, vegetables,

crackers, pretzels, etc.). Please do not send in anything that needs to be refrigerated. Keep in mind snack time is only 10 minutes long.

When sending in snack, please keep your child’s snack in a separate container clearly marked with your child’s and AM SNACK on the container. If your child is staying for Lunch Bunch and STAC/STEP he/she will need an additional snack in an additional container marked with their name and PM SNACK. Please DO NOT pack your child’s snack containers inside their lunchbox. Lunchboxes should also be clearly labeled with your child’s name.

**SNOW DAYS AND LATE OPENINGS**

When Fairfax County Public Schools (FCPS) are closed for inclement weather, St. Timothy’s will be closed and those days will not be made up. Please check local news services for FCPS inclement weather announcements, watch for teacher emails, and/or call the school office for updates.



The schedule for late openings is as follows:

FCPS Openings	A.M. Session	Lunch Bunch	STEP/STAC
1 hour late	9:45 A.M.- 12:00 P.M.	12:00-1:30	1:30-4:00
2 hours late	10:45 A.M. – 12:45P.M.	12:45-2:10	2:10-4:00

Clarification: When you hear a message about Fairfax County Pre-schools they are referring to the Special Ed pre-schools that the county operates.

## **SUPPLIES**

All supplies shall be provided by the pre-school. Donations are happily accepted. Children should have a large tote bag or backpack marked with their names to carry their belongings. Please check the tote bags every day; you will want to review the papers and projects brought home. Backpacks with wheels are not allowed.

## **TUITION**

Tuition is based on the annual amount as noted on the Parent/School -Agreement. It is paid in nine equal payments. The first payment (#1) is due on June 1<sup>st</sup> or upon later enrollment. **Payment #1 is a non-refundable payment.** Subsequent payments #2 - #9 are due on the 1<sup>st</sup> of each month beginning in September and the last payment being in April.

Payment by check, cash or automatic bill pay is preferred. Credit card payments will also be accepted with a 3% processing fee. Payments may be sent by mail, in your child's bag or handed to staff in the carpool line. If a bank is sending your payments, the child's name should appear in the memo line. If the 1<sup>st</sup> falls on a non-school day such as a weekend or holiday or your child is not in school that day because of illness, the payment is due the next day the child attends. Checks received in advance of the 1<sup>st</sup>, but dated the 1<sup>st</sup>, shall be held for deposit until the 1<sup>st</sup>.

A late fee of \$10.00 is to be automatically added to the tuition rate if the payment is received later than the 5<sup>th</sup> of the month.

A charge of \$35.00 will be assessed for any declined payment.

Please contact the Director in case financial difficulties arise so that suitable arrangements can be made.

## **APPENDIX I: LICENSING INFORMATION FOR PARENTS ABOUT CHILD DAY PROGRAMS**

VIRGINIA DEPARTMENT OF EDUCATION  
OFFICE OF CHILD CARE HEALTH AND SAFETY  
3701 PENDER DRIVE, SUITE 450  
FAIRFAX, VIRGINIA 22030

Legislation enacted at the 2020 General Assembly session transferred authority for promulgating child care regulations to the State Board of Education.

As a result of this transfer, the Virginia Registrar of Regulations created a new number for the Standards for Licensed Child Day Centers.

Effective July 1, 2021 the renumbered Standards for Licensed Child Day Centers will be identified as, 8VAC20-780.

The State Board of Education has authority for the following set of standards for centers serving children under the age of 13 who are separated from their parents or guardians during a part of the day. The purposes of the standards are (i) to ensure that the activities, services, and facilities of child day centers are conducive to the well-being and development of children and (ii) to reduce health and safety risks in the caregiving environment.

The Virginia Department of Education licenses child day centers and enforces the standards through announced and unannounced visits. Every effort is made to protect the rights of children in care and licensees by enforcing the standards using discretion and judgment. When appropriate, technical experts may be consulted to assure accurate compliance determination with the standards. Child day center operators regulated by these standards may request an exception (allowable variance) for any standard that creates a special hardship unless the standard is required by law or another agency's regulation. Licensees are encouraged to discuss any concerns about licensing procedures, interpretation and application of standards, or the actions of licensing personnel with the licensing inspector and, if necessary, supervisory personnel at the field or home office level.

The regulation entitled General Procedures and Information for Licensure contains procedures for licensure, allowable variances, problem solving conferences, complaint investigation and sanctions. Please refer to that document for detailed information on these topics.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the VA DOE Office of Child Care Health & Safety Fairfax at 703-581-5885 or email them at [www.fairfax.cclicensing@DOE.virginia.gov](mailto:www.fairfax.cclicensing@DOE.virginia.gov)

## **POLICY FOR REPORTING SUSPECTED CHILD ABUSE**

In accordance with Section 63.2-100 of the Code of Virginia, any suspected incidence of child abuse or neglect must be reported to the local Child Protective Service office. Concerns about an individual child will be brought to the Director who will contact the appropriate agency. These concerns will be documented in writing and maintained in a private file by the Director.

## **VISITATION BY PARENTS OR GUARDIANS**

In accordance with Section § 22.1-289.054 of the Code of Virginia, a custodial parent or guardian shall be admitted to any child day program. For purposes of this section, "child day program" is one in which a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child under the age of 13 for less than a 24-hour period, regardless of whether it is licensed. Such right of admission shall apply only while the child is in the child day program.

During school hours, all doors to our Pre-School will be locked. To gain admittance, please ring the doorbell located to the right of the front door and either the Director or Assistant Director will let you in and escort you to the appropriate classroom as needed.

## **APPENDIX II: GUIDELINES FOR DISCIPLINE**

Discipline shall be constructive in nature and include techniques such as:

1. Using limits that are fair, consistently applied, and appropriate and understandable for the child's level;
2. Providing children with reasons for limits;
3. Giving positively worded directions;
4. Modeling and redirecting children to acceptable behavior;
5. Helping children to constructively express their feelings and frustrations to resolve conflict;
6. Arranging equipment, materials, activities, and schedules in a way that promotes desirable behavior.

There shall be no physical punishment.

If it is necessary to use separation from the group as a disciplinary technique, it shall be brief and appropriate to the child's developmental level and the circumstances. The child will be directly supervised by a staff member.

### **TERMINATION OF ENROLLMENT**

If it becomes necessary for a parent to withdraw a child from the program, thirty days written notice or one month's tuition is required.

The pre-school reserves the right to terminate enrollment of any child that the pre-school has determined presents a danger to himself or others. This would include, but not be limited to: children who cannot participate fully because the program is not appropriate for the child's developmental level; children who exhibit inappropriate or aggressive behavior and are not responding to positive steps taken by the staff; and, children who present a health hazard to others.

Communication between staff and parents is critical. If problems arise, parents will be notified immediately. The staff will relate to the parent what steps are being taken to resolve any problems and will ask for the parents' suggestions and cooperation. If the pre-school determines that a situation cannot be resolved satisfactorily, a two-week notice will be given to the parent stating that the child's enrollment will be terminated and giving specific reasons for the termination.

## APPENDIX III - Asbestos Management Plan

### MEMORANDUM

Date: January 3, 1994

To: Tenants, Building Occupants, Employees, and Staff

From: St Timothy's Pre-School

432 Van Buren St.

Herndon, VA 20170

Re: Availability of Asbestos Management Plan

Location of Asbestos

In October of 1986, the U.S. Congress enacted the Asbestos Hazard Emergency

Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. A building inspection for the presence of asbestos has been made and an operations and maintenance plan has been placed into being. This plan contains information on our inspection, re-inspection response actions and post response action activities, including periodic surveillance activities that are planned or are in progress.

You can review this plan during normal business hours without cost or restriction.

### **Summary of Inspection**

Of all areas tested at the property listed above, only the floor tile and mastic were found to contain asbestos. No special precautions need be taken during any demolition and/or subsequent renovation to any area or material found within the building unless the floor tile is to be impacted or a substance not specifically addressed in this report is found.

## **APPENDIX IV: EMERGENCY PREPAREDNESS PLAN**

The staff of St. Timothy's Pre-School is dedicated to keeping our students and staff safe at all times.

We have a comprehensive Emergency Preparedness Plan based on the Virginia Department of Education Standards for Licensed Child Day Centers, sections "8VAC20-780-550 Procedures for Emergencies." A copy of this plan is housed in the Pre-School office and available for your review if you have any questions or would simply like to review it in detail.

Our plan covers the following topics:

- Emergency Communication
- Sounding of Alarms
- Alert Status
- Evacuation Procedures
- Shelter-in-Place Procedures
- Secure the Building Procedures
- Lockdown Procedures
- Training, Drills, Reviews



## APPENDIX V: CLASSROOM DAILY SCHEDULE

### **Early Bird (Optional Program)**

**7:45 – 8:45 A.M.**

**Arrival begins at 8:45 A.M.**

### **Homeroom (Placement by Age)**

**8:45 – 10:10 A.M.**

Arrival – books, toys, games, puzzles

Show and Tell – discuss items brought, share news

Circle Time – calendar & weather

Activity – school readiness activities

Snack – parent provided nutritious snack served

### **Open Time (Multi-Age Groups)**

**10:10 – 10:55 A.M.**

Art Room – creative activities, varied art techniques and media, discovering well-known works of art

Science & Nature Room – experimenting activities, nature studies, basic scientific concepts, social science

Math Room– block play, number concepts, guided exploration using manipulatives

Quiet Room – books, puzzles, quiet table play, games, soft blocks

Play Room – free play activities, dress-up, kitchen area, dramatic play

Music & Movement Room – fundamentals of music through song, creative movement, & yoga

Library – unit related stories & discussion, listening center

### **Clean-Up Time**

**10:55 – 11:00 A.M.**

### **Homeroom/Playground**

**11:00 – 11:45 A.M.**

Indoor activities, stories, songs, sharing

Outdoor activities, playground, walks, organized games

**Dismissal begins at 11:45 A.M**

**Extended Day (Optional Programs)**

Lunch Bunch

**12:00 – 1:30 P.M.**

St. Timothy's Afternoon Care (STAC)/  
St. Timothy's Enrichment Program (STEP)

**1:30 – 4:00 P.M.**