

Preschool Parent Handbook



Fairfax United Methodist Church Preschool

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Fairfax United Methodist Church welcomes you to the Weekday Preschool Program. The Church provides and supports this program as a community service. The Preschool is part of our total Church life and is a part of the educational ministry. The student body includes children of the congregation, children of other congregations and children whose parents have no church affiliation.

The Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to children. There is no discrimination on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies and other school-administered programs.

We invite you and your child to attend any of our Church functions, including Church School on Sunday mornings. To learn more about our Church service times, programs and events, please visit our church web site at www.fairfaxumc.org. We hope that each family will find friendship and spiritual growth, not only in the Weekday Preschool, but within the total life of the Church.

APPROACH

Philosophy and Goals - We are dedicated to developing the whole child

Fairfax United Methodist Church Preschool is committed to providing the best possible environment for nurturing young children's total growth and development: a place where children experience structured freedom, personal acceptance, and guidance from loving teachers. One of our basic human needs is to know, accept, and enjoy our individuality. Therefore, an important preschool objective is to provide an environment where children can develop as individuals, acquire a love of learning, and a realistic concept of self and personal worth. This positive self-awareness enables children to freely develop intellectually and emotionally. Since children learn more effectively through trusting positive relationships and creative explorative play, the task of staff and teachers is to help all children acquire and refine useful behavior patterns and a sense of wonder which will lead them toward becoming productive, creative adults.

We encourage a balanced growth by placing equal emphasis on physical, social, emotional, intellectual, and spiritual development. Our prime objectives are to:

- Enhance development of individuality, independence, and self-confidence;
- Provide appropriate opportunities for socialization;
- Guide experiences in practical living;
- Promote physical development;
- Stimulate intellectual development; and
- Provide a solid foundation for faith development.

The overall program is aimed at fostering a balanced growth for each child in each of these major developmental dimensions:

Physical

Through play, children begin to understand their bodies and how they work. Crayons, scissors, clay, paint, glue, blocks, woodworking, musical instruments and manipulative toys help develop small muscles. Climbing gyms, balls, bikes, slides, creative movement, etc. help develop large muscles and improve coordination, balance, and strength.

Social

A young child's first lesson in community living is learning about belonging to a group. Within the group, a child learns to share, take turns, give and receive help, and to follow as well as lead. Children learn to express their needs verbally and to listen while others talk; to feel secure with adults and share their attention with peers. They are encouraged to be self-reliant by learning to take care of personal needs, to finish what is begun, and to clean up and put away materials.

Emotional

Teachers help a child feel wanted, loved and secure by providing structured freedom in this first school experience. They encourage a child's independence and individuality by providing many media through which a child can constructively express feelings, manage personal needs, and develop problem-solving abilities. A supportive environment that fosters creativity at many levels and respects individual differences reinforces emotional health and stability.

Intellectual

Stories, finger plays, poems, dramatic play, music, science, nature, cooking experiences, games, and puzzles stimulate a child's intellectual development in every dimension. These experiences strengthen concentration, observation, and memory; encourage curiosity, reasoning, and a desire to learn; and provide a rich backdrop for development of essential language skills.

Spiritual

A child is a product of relationships with family, friends, and teachers. Relationships are especially significant in Christian learning: a child learns forgiveness by being forgiven; trust by finding adults trustworthy and fair; understanding by being understood and by having an opportunity for social experiences with loving adults and other children of the same age. In this process, children learn to value themselves as well as others. Being with persons who express love, care, acceptance, and kindness through daily living and by experiencing and exploring nature, children become aware of God as a reality in their own life and world. Furthermore, our Preschool is an extension of the educational and outreach ministries of Fairfax United Methodist Church, and age-appropriate elements of Christian education guide all curriculum areas. United Methodist Church School literature for this age level is used to help guide planning. These materials are inclusive in nature and are consistent with the best principles and purposes of early childhood education.

Curriculum

The curriculum of Fairfax United Methodist Church Preschool has been developed around the following overall themes:

1. *Children in relation to themselves* - developing a positive self-concept and an awareness and understanding of physical and emotional uniqueness and growth;
2. *Children in relation to others* - family, peers, the Church, and their home community;
3. *Children in relation to the physical world* - developing a sense of wonder and appreciation for the beauty and variety in the natural world, including animals, habitats, and natural systems;
4. *Children in relation to God* – building awareness that we are children of God who respect, care and love all children in God's creation

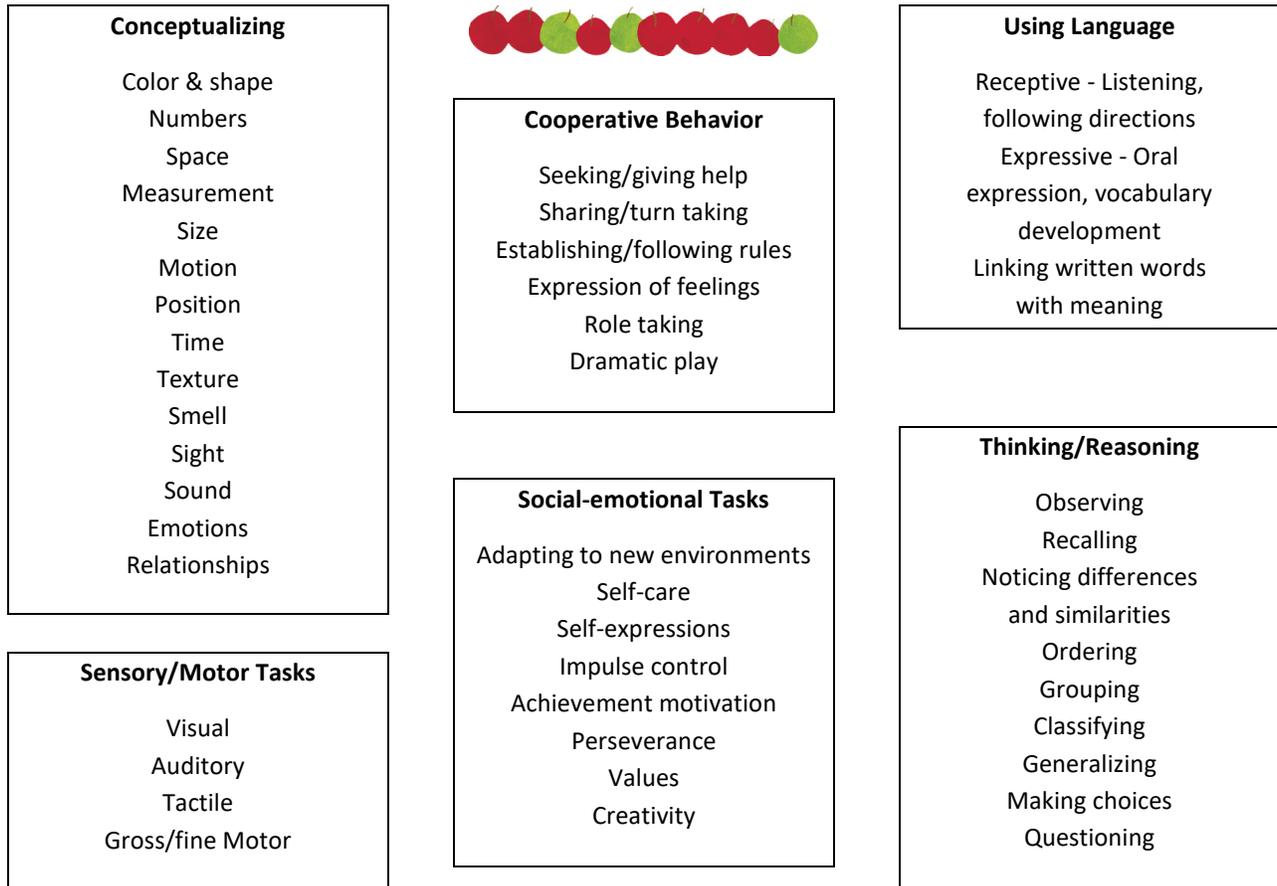
These themes are addressed throughout the year by providing a variety of active learning experiences with literature, music, art, science, health, mathematics, and physical education appropriate to the children's developmental levels. At least six activity or learning centers are maintained within each classroom, and children may move freely from one center to another.

Children will have opportunities to participate in large groups, small groups, self-selected groups, and individually. In this way, they encounter many opportunities to gain in language skills, to expand their knowledge, to grow in curiosity, to problem-solve and create, and to improve physical skills.

Activities offered include:

- Group time (stories, poems, filmstrips)
- Creative art activities and craft projects (painting, clay, collage, crayons, scissors, paste, etc.)
Music (finger plays, singing, instruments, records, creative movement)
- Outdoor play (fenced playground with wheel toys, climbing equipment, sandbox, easels)
- Indoor movement center (for inclement weather days)
- Field trips
- Science and nature studies (walks, gardening, animal care, study of weather and seasons, etc.)
- Snack (food preparation, cooking, nutrition)
- Play equipment and creative materials for independent or guided learning in math (blocks, puzzles, games, educational materials, toys, etc.)
- Writing center (paper, markers, scissors, glue, dictation, support of dramatic play)

Involvement in these activities will engage children in a total learning process developing skills in:



Discipline

The approach to discipline at Fairfax United Methodist Church Preschool is an outgrowth of our philosophy on how young children learn, grow, and develop. We believe that a stimulating and loving environment that fully intrigues and involves children, that affords them the right and ability to make real choices, and that protects the rights of each individual promotes the development of inner controls and leads to self-discipline. Classroom rules are limited and are designed to protect persons and property and to promote pro-social behaviors such as sharing and turn-taking, tolerance of individual differences, as children are developmentally able to comprehend and act on such concepts.

Positive Reinforcement

Recognizing and encouraging desired behaviors is the teachers' primary means for effective behavior management. If problems do arise, the teachers:

1. Remind children in positive terms of acceptable behaviors (i.e. "Blocks are for building, not for throwing. Let's see what we can build with these blocks.");
2. Redirect children's activity to an area that may be more calming or involving (i.e. water/sand play, play dough) and, only if warranted;
3. Remove the child from activity briefly until she/he is able to regain a measure of self-control.

This calming time typically occurs in the classroom, not in isolation, and generally the child determines when she/he is ready to re-enter the activity. The goal is not to embarrass or call attention to the child, but to offer a brief respite from activity so that the child can gain control of his/her own behavior.

At no time is corporal punishment, intimidation, shaming, shouting, or other forms of humiliating and/or frightening "discipline" tolerated. It is our belief while some behaviors cannot be accepted, each child must always be and feel accepted and loved. An example of patience, love, positive guidance, and forgiveness is a foundation of our philosophy as a Church related early childhood program.

The Value of Play

Our program is founded on the belief play is the most developmentally appropriate and productive avenue for young children's learning. It is the preschooler's way of exploring the physical world; of relating to others; of organizing ideas, knowledge, and feelings; of adjusting to the demands of the environment; of releasing tensions and solving emotional problems. Because true play is inherently individual and has no pre-determined expectations, there can be no "failure" in play. Each child is free to succeed at self-chosen tasks, and this success leads to feelings of competence, self-worth, and willingness to try new things.

Every area of development is enhanced through self-directed play. Through play children develop physical skills and coordination of large and small muscles. They explore objects and materials and discover what can be done with them. They practice skills useful to later school learning: visual discrimination, recognition of patterns, refined hand and eye movements, etc. In stacking and building

with blocks, children learn about spatial relationships, balance, weight, and gravity. In sand and water play, they explore concepts of volume, weight, and comparison. During dramatic play, children practice social roles, develop communication skills, and expand their understanding of their own and others' feelings. At a time when language ability is insufficient to fully convey feelings and frustrations, play provides an effective avenue for self-expression.

Perhaps most importantly of all, children discover their own personality in play and develop confidence in their own ability to deal with the world around them. Play has all the characteristics of a complete educational process. It secures concentration for a great length of time. It develops initiative, imagination, and intense interest. There is complete emotional involvement. No other activity calls so fully on the resources of effort and energy within each child. Play is the most complete of all the educational processes, for it influences the intellect, the emotions, and the body of the child.

OPERATING INFORMATION

Organization and Staff

Fairfax United Methodist Church Preschool was organized in 1976 to serve the Fairfax community by providing a sound early childhood program in a Christian setting. The program is operated by a Preschool Board comprised of the Director, parent representatives, and various persons responsible for the educational ministries of FUMC. Fairfax United Methodist Preschool is accredited by the National Association for the Education of Young Children (NAEYC) and licensed by the Commonwealth of Virginia.

Accreditation involves a comprehensive process of self-study and professional review to verify compliance with NAEYC's criteria for high quality early childhood programs. FUMC Preschool was found to meet or exceed all criteria regarding staffing, curriculum implementation, administration, and health and safety standards.

Each class is staffed by two full-time teachers, a lead and an assistant. Teachers are hired on the basis of educational background, appropriate experience, and demonstrated skill in working with young children. Above all, they are warm, loving persons with a growing Christian faith and a commitment to providing the best possible preschool experience for children. Teachers are required to continue their professional development by annually attending a minimum of 16 hours of continuing education events in the field of early childhood education.

Enrollment

Eligibility for enrollment is without regard to religious preference, race or ethnic background. Enrollment is open to children who will be 3 years old by December 31st of the entrance year and toilet-trained, and is limited to a maximum of 18 children per class. Part and full day options are available.

Morning Preschool Session (9:30 am –12:30 pm)

Sessions for Three-Year-Olds are held Tuesday and Thursday or Monday through Friday.

Sessions Four or Five-Year-Olds are held Monday, Wednesday, and Friday or Monday through Friday.

Afternoon Session

Sessions are held Monday through Friday from 2:00 – 4:30 pm. Children enrolled in the morning program may enroll for the afternoon session.

Before Care

Preschool opens its doors at 8:00 am for those needing morning care. At 9:30 am, children will join their preschool class. Children may attend before care on the days the child is enrolled in morning preschool. Drop-in registration is on an “as available” basis at an additional fee per day.

Lunch Bunch

Children eat a lunch brought from home and participate in free choice play from 12:30 – 2:00 pm. Children may attend Lunch Bunch on the days the child is enrolled in morning preschool. Drop-in registration is on an “as available” basis at an additional fee per day.

After Care

Preschool doors stay open until 6:00 pm for those needing after care. Children may attend on the days the child is enrolled in the afternoon session. Drop-in registration is on an “as available” basis at an additional fee per day.

Special Needs

Enrollment of children with special needs shall be considered on a case-by-case basis and must have prior approval by the Preschool Board. Our teachers are not trained in Special Education, and any special accommodations must be done with the consideration of every child in the classroom. Special accommodations could be due to, but are not limited to, the child’s difficulty transitioning to the educational setting, i.e. excessive crying, exhibiting other signs of stress, behavior that compromises the safety other children or staff or having additional special needs beyond the scope of what is traditionally provided. Special accommodations cannot jeopardize the teacher/child ratio approved by the State.

If a child enrolled in the program requires extra care in the context of the classroom, the Director, in collaboration with the teachers and with information gathered from the child’s parents will make a determination as to the need for special accommodations.

If the accommodations are within the scope of the program, the Director will communicate the accommodations to the parents and a team consisting of the parents, the Director and the teachers will develop a clear outline of the accommodations. The teachers will document the progress and report the findings to the Director within two weeks. The plan can be altered as needed. If staff documentation indicates a lack of significant progress, the parents will be guided toward other alternatives which may better meet the needs of the child.

If the accommodations are not within the scope of the program, the Director will guide the child’s parents toward other alternatives that may better meet the needs of the child.

Registration

Registration for the following school year will be open no later than the first school day after January 1st for families of Fairfax United Methodist Church and those with children currently enrolled. On the last day of this two week period, returning preschool families not currently enrolled, may register. Registration for the community at large will open the first school day after a two week preferential enrollment period. Applications are accepted on a "first-come, first-served" basis. When maximum enrollment is reached, a waiting list will be started. This waiting list will apply for one school year only; it will not "roll-over" into subsequent years.

Application for admission for new students must be accompanied by a registration fee. Registration fees for returning students must be paid no later than May 1st or their space will be released to persons on the waiting list. Registration fees are used to cover administration costs. These fees are non-refundable and cannot be applied toward tuition.

Proof of identity in the form of a child's birth certificate or passport is required by the Commonwealth of Virginia at the time of registration.

Tax Information

Families who claim dependent child care on Federal and State Tax returns may contact the preschool office or the preschool financial manager for documentation.

Tuition, Due Dates and Penalties

Tuition is subject to an annual review and may be changed with the approval of the Preschool Board. Checks should be written to **Fairfax UMC Preschool**. Payments should be delivered by an adult to the Preschool Office or mailed directly to the Preschool's treasurer at:



Fairfax UMC Preschool 10300 Stratford Avenue Fairfax, VA 22030

On line payments may be made using this address. The account number will be your child's name. Tuition is calculated on an annual basis and divided into nine equal payments. Tuition payments remain the same regardless of absences for any reason, including days such as special needs services, holidays, shortened hours (including September hours), teacher work days, vacations, closings due to inclement weather, catastrophes, or any emergencies affecting personnel or the use of the building or school grounds.

Tuition is due monthly on the first day of each month school is in session. Payment of tuition after the seventh day following its due date will result in the assessment of a late payment fee of \$10.00 on the first delinquent tuition payment. All subsequent late tuition payments will be assessed a \$25 fee. An assessment fee will be charged for any check returned for insufficient funds.

If tuition is more than 31 days in arrears, you will be contacted to determine if you wish to discontinue your child's enrollment. If no reasonable effort is made to clear the delinquent account, your child will be considered to be withdrawn.

A deposit fee equal to one month's tuition is due by August 1st, the month before the school year begins. This deposit fee shall be applied to the tuition amount owed for May. This deposit fee may not be transferred or applied to another month's tuition.

If the deposit fee is not received by August 1st, your child will not be considered enrolled, If your child does not enter the school year during the normal registration period, the due date for the required deposit fee will be decided by the preschool Director/Financial Manager.

Withdrawal Procedures

If, during the school term, a family finds it necessary to withdraw their child from the program, notice must be given in writing one month in advance. With less than 30 days' notice, a one month tuition payment will be required.

The deposit fee may be transferred to cover the last tuition payment if the full 30 day notice has been given. If a child is withdrawn during the last two months of school, full tuition must be paid for these months.

Calendars and Schedules

The first few classes of the school year for three-year-olds will be shortened to help children become acclimated to the school routine.

A calendar showing the first and last day, holidays and other closing dates will be provided to families at the beginning of the school year. Dates for field trips and other school activities (i.e. visits from community helpers or other enrichment activities,) will be provided throughout the year in newsletters and calendars from the Director and the classroom teachers.

The Preschool follows the church policy of closing the building when Fairfax County Public Schools ("FCPS") close, September through May. In addition, the Preschool will observe the following emergency closing policy:

- If FCPS opens late, before care will be cancelled. Morning preschool will open on schedule.
- If FCPS closes early, the afternoon session and after care will be cancelled.
- Unforeseen closings will be communicated via e-mail or phone call
- School closings will be made up on the Tuesday and Wednesday after Memorial Day per the schedule below.
 - Two day a week students:
 - Days 1, 2 & 3 will not be made up.
 - Day 4 will be made up on the Tuesday after Memorial Day.

- Days in excess of 4 will not be made up
- Three day a week students:
 - Days 1 2, 3 & 4 will not be made up.
 - Day 5 will be made up on the Wednesday after Memorial Day.
 - Days in excess of 5 will not be made up
- Five day a week students:
 - Days 1 2, 3, 4 & 5 will not be made up.
 - Day 6 will be made up on the Tuesday after Memorial Day.
 - Day 7 will be made up on the Wednesday after Memorial Day
 - Days in excess of 7 will not be made up

Attendance

Since we take daily attendance, we would appreciate a telephone call or an e-mail informing us of your child's absence.

Insurance

While your child is at Preschool or involved in an official Preschool field trip, accident insurance is provided under the Church's umbrella policy. If medical treatment should be required as a result of injury sustained on Church premises, this insurance will supplement your personal coverage, if needed. Accident insurance coverage is automatic and included in your registration fee.

Clothing

Children learn through active exploration of the classroom and playground. They need to feel free to enter activities without fear of damaging their clothing. Please dress them in comfortable, durable clothing. Because our playground has climbers and is surfaced with rubber mulch, we ask that you send your children in shoes that completely enclose their feet and have soles that are safe for climbing. Sandals are often uncomfortable on the playground surface. Clothing should be easy for children to manage themselves - zippers instead of buttons, mittens instead of gloves, etc. Please remember that we will use the playground daily unless it is raining or extremely cold. We hope you will support our program by dressing your child appropriately for any type of weather: sun, rain, snow, mud, or cold.



Fairfax United Methodist Church does not allow smoking on the premises.

Illness

The health and safety of your children is very important to us. The Commonwealth of Virginia School Entrance Health form is required as a condition of admission to FUMC Preschool and must be filed with us prior to the beginning of the school year. This form must be signed by your child's doctor to the effect that she/he is healthy, able to participate in school activities, and has completed required immunizations. Parents must notify the school in writing if their child has any emergency or health information changes or additional immunizations. Immunization records must be kept current at all times.

In the event your child becomes ill at school, parents will be notified immediately. Arrangements must be made to have your child picked up as soon as possible. It is essential that you keep all work, home and cell phone numbers current. Please notify the preschool office within 24 hours if a student contracts a communicable disease or is exposed to a communicable disease such as by a sibling so that we can promptly notify parents of classmates of the affected family. A health alert notice will be sent out if your child has been exposed to communicable diseases per state regulations.

In order to limit the spread of illness as much as possible, please cooperate by keeping your child at home:

- If there is a deep cough or heavy nasal discharge, usually the first day or two of a cold;
- Whenever a fever has reached 100° or greater and for at least 24 hours after that;
- During the incubation period of a contagious disease;
- When there has been vomiting or diarrhea;
- If less than 24 hours has elapsed since receiving antibiotics; or until your doctor recommends resuming school.
- For the recommended treatment and follow up for parasites

All children are expected to participate daily in outdoor play, weather permitting. Outdoor play is necessary for good physical development and general health. Do not send your child to school if she/he is not well enough to participate in outdoor activities. We cannot arrange for an adult to watch a child inside during this period as both teachers are required to supervise their class outdoors.

Medical Emergencies during School Hours

To help maintain a safe environment for our children, there will always be preschool personnel on site with current First Aid, CPR and Medication Administration Training certifications. As part of the registration process each family shall complete an Authorization for Emergency Treatment granting permission for the Preschool to take whatever steps may be necessary to obtain emergency medical care. In the event of an accident or other medical emergency which warrants immediate medical attention, we will first call 9-1-1 for treatment and transportation to the nearest medical facility. A parent or designated emergency contact person will be notified immediately. Any medical or emergency medical services transport fees incurred during such an occurrence will be the responsibility of the parents or guardian.

Medications

We will maintain over-the-counter and medications prescribed by a physician in the preschool office to be available for administration as needed. ***Information about severe health situations must be reported on the Emergency Care Form and Health Form, and medication authorization forms must be signed by both the prescribing physician and the parent each school year. We require that all such medications be brought to school on your child's first school day in September and left at school for the entire school term.*** Parents will be responsible for ensuring that long term medications are current and will not

expire during the course of the school year. In the event that the child's emergency medications is given, 9-1-1 will be called.

Policy for Reporting Suspected Child Abuse

According to the law, the definition of child abuse and neglect is:

- The creating or inflicting by a parent or responsible caretaker of a non-accidental physical or mental injury upon a child under 18 years of age or permitting the inflicting of such injury;
- The creating by a parent or responsible caretaker of a substantial risk of death, disfigurement or impairment of bodily or mental functions of a child;
- Neglect or refusal by a parent or responsible caretaker to provide care necessary for the child's health;
- Abandonment of a child by a parent or other person responsible for his/her care;
- The committing upon a child of any sexual act in violation of law, or permitting the commission of such acts.

Teachers and school employees (including nursery schools and day care centers) are required by law to report suspected child neglect or abuse. If a teacher suspects abuse or neglect has taken place, a report will be made to the Director who will then immediately contact the Department of Social Services and file a report, offering whatever support documents and observations are available.

MISCELLANEOUS INFORMATION

Transportation

Transportation to and from the school shall be the responsibility of the parents, but the Preschool will provide parents with the school directory to facilitate the formation of car pools, if desired. The Preschool must be given a written list of persons authorized to transport your child. Your child will not be released to individuals whose names do not appear on this list. Parents must park in designated parking spaces and must accompany children directly to the classroom. Under no circumstances should a child be allowed to run ahead. The Church parking lot is extremely busy and parents are responsible for their child's safety during arrival and departure.

Arrival and Dismissal

Children are to be brought to the classroom door. Make certain a teacher has acknowledged your child before leaving. If you wish to visit with other parents, please do so outside the classroom. If your child is ever reluctant to stay, please follow the guidance of the teacher. If your child arrives 15 minutes late, bring your child to the preschool office for check-in. A staff member will escort your child to their classroom.

Children should be picked up promptly from the classroom at the close of the session. Children will be released only to authorized individuals. In the event of an emergency, a phone call to the preschool

office is acceptable as permission to release your child to an individual not previously authorized. *Prompt arrival and pick-up are important to the child's well-being and feeling of security.*

A late pickup fee will be assessed for every 15 minutes beyond the close of a session. A written warning will be given with the first late pick-up. Beginning with the second late pick up, the fee will be \$25 for the first 15 minutes and continue at a rate of \$15 per 15 minutes, beginning with the first minute of each 15-minute period. If a family has more than one child enrolled, the fees apply per family, not per child. Under certain circumstances, at the discretion of the director and/or preschool board, fees may be waived. If a parent cannot be contacted, preschool personnel will contact the individual(s) listed on the Emergency Contact Form. The child will remain in the care of preschool or church personnel until an authorized adult picks up the child.

If it is necessary for a child to be picked up prior to the regular dismissal time, you must report to the preschool office for the child to be checked-out. A staff member will bring your child to the office for dismissal.

Family Participation

Family involvement helps enhance the quality of our Preschool. The Preschool welcomes parents to visit and observe at any time, although teachers may find it necessary to limit the number of persons who can visit at any one time. Children look forward to having family members come into the classroom to join our circle, cook, read a story, share family traditions or present an activity. We encourage parents to volunteer their help and various talents to extend the teachers' programs. Please remember, though, that classroom time is not appropriate for conferring with the teacher about your child.

Teachers' telephone numbers are in our directory; you may telephone them at home or meet at an agreeable time. Siblings and non-registered children may not spend extended time in classrooms and may not be left unattended.

Prior to volunteer participation, you will be required to submit the "Guidelines for the Protection of Children and Youth" available from the Director and the church.

Communication

Please advise us if you require a translator or interpreter.

We believe in open communication at all times between families and the Preschool. You will receive monthly newsletters and calendars from your child's teacher which will provide specifics about the curriculum, birthdays, field trips, and plans. You may also receive a newsletter from the Director which gives a general school-wide calendar and articles of interest to young families. We have many resources available to you, pertaining to child development, education, parenting, etc. Feel free to ask for information on topics of interest to you. We like our parents to be informed about their child's preschool day. Please telephone the teachers or the office to ask any questions you might have. We are available as partners in your child's early education! Please remember it is important to keep your contact information and your child's medical records current at all times.

Food

A nutritious snack is provided for all children daily. Teachers frequently plan food preparation projects as small group or individual classroom activities designed to reinforce an idea, concept, or theme being explored with the children. Fruits and vegetables are included often as well as items such as pudding, class-baked cookies, raw vegetables and biscuits. You will often hear from children or teachers about these special food experiences. Regular snacks include foods such as carrots, apples, bananas, raisins, Wheat Thins, Cheez-its, graham crackers, Goldfish and pretzels. All these foods are approved for children over the age of three years. We strive to avoid peanuts, peanut by-products, excessive sugars, salt, fat, and "empty" processed foods and to help establish good snack choices for the children, although occasional sweet treats are offered.

Generally, only one type of snack is offered to the class. If children have special dietary requirements or allergies, teachers will work with you to provide suitable alternatives. Children are encouraged to try different foods, but may choose not to eat what is offered on a given day.

Birthdays and Special Events

Please remember that we strive to offer a peanut free environment in our classrooms and all products containing traces of peanuts or peanut oils should be avoided. All snacks provided for special events or birthdays must be brought to the preschool office for pre-approval by the Director or Office Manager before distribution to the classrooms. Further, goods baked at home, opened or missing the nutritional label will not be distributed to our students. Please notify your child's teacher if you wish to provide snack for a special day. Children with summer birthdays may arrange a "half-birthday" during the winter, or choose another day in the spring before the end of school.

Also, please note that no written invitations to private parties may be distributed to children or parents in the parking lot or inside the Church, nor may they be placed in the children's take-home bags. Under no circumstances are teachers to be asked to deliver such invitations. Families are provided with complete mailing lists to facilitate contacts outside of school hours.

Show and Share

It is requested that children limit items brought from home. Some teachers often assign "Show and Share" days as a part of their curriculum to better accommodate children's sharing. Please check with your child's teacher on this point. Guns, knives and other toys which encourage rough and violent play are to be left at home. Expensive or fragile electronic toys may not be suitable to bring, as all of the children will want to touch or operate them. Pets, interesting nature items, and many other items are welcome additions to our classrooms. If you have questions, please check with your child's teachers in advance to avoid any potential conflicts.



Field Trips

Permission to attend off-premises field trips is included with your child's registration. A minimum of one week notice of field trip details will be given to assure parents are aware of their child's location during school hours. You have the right to opt-out of any or all field trips. Teachers may occasionally take

children on walks around the church premises, to the adjacent Parish House yard, etc. to enhance our curriculum. For these walks, we do not send home a permission slip.

Virginia State Law requires all children under the age of eight who are riding in cars to be in child safety restraints and seated in the rear. Parents of participating children are required to provide a car seat or booster seat and be willing to help install it on the day of the field trip for their child to participate. No child under the age of eight will be allowed to participate without an appropriate safety restraint. Additionally, adults riding with students must wear a seat belt.

Parents provide transportation for all off-premises field trips. Parents volunteering to drive on field trips will review the safety guidelines prior to departure and will be responsible for the enforcement of the safety policies during the trip. Field trip drivers will be required to provide car make, model, license plate number, driver's license number and insurance carrier. Children deemed present for school and under our supervision for the field trip must leave from the school and return to the school at the end of the field trip. Families who meet us at the field trip site are welcome but must pay their own admission, if one is required, and assume all risks and liabilities. Some field trips are not suitable for younger children. Siblings are not permitted to accompany parents supervising other children on field trips at any time.

Conferences

Two formal conferences are scheduled each year. Prior to each conference, formal assessments and informal observations appropriate for young children will have been conducted. This information will be discussed and written copies provided. During the fall conference, goals for the child will be discussed. During the spring conference the child's progress along with additional classroom observations will be shared. If at any time a parent desires a conference with the teachers, the teachers and/or the Director will be available upon request.

Confidentiality

Access to student documentation (i.e.: registration, medical (health and safety), assessments, etc.) is available on an `as needed` basis to preschool staff and regulatory authorities and to the individual child's parents/guardian at their request. Documentation is secured in locked file cabinet in the preschool office. Assessment information is used as a tool to help preschool staff and the student's families aid the student in their physical, social, emotional and intellectual development. Information regarding your child will be released to outside agencies only with your written consent.

Code of Conduct

The FUMC Preschool Code of Conduct is designed to promote a Christian learning environment based on respect for the rights of students, teachers and parents. Students learn best when they are guided by others and know clearly what is expected. Teachers can be most effective when they offer a consistent approach to student behavior, knowing the school and parents support their decisions for the students.

Parents have the most impact on their child's behavior and serve as constant role models. Therefore, we hold both parents and preschool staff accountable for modeling positive behavior for the children. We

expect our staff, and request our parents, to conduct themselves in a respectful, courteous, professional and rational manner, affirming rather than threatening staff, other parents or students.

The possession of illegal substances, tobacco, or unlicensed firearms is prohibited. Verbal or physical abuse, indecent exposure, inappropriate language or use of profanity and confidentiality breaches are unacceptable.

Please arrive for drop off and pick up at the designated times and refrain from cell phone use during these times. Additionally, we ask parents be alert to their children's behavior at all times, including while socializing before or after school.

The preschool may choose to immediately terminate employment or enrollment if the Code of Conduct is disregarded.

We can grow in the blessing we each bring to the relationship we are building between our school, community and your children.

Releases

As the parent or guardian you agree to allow and permit your child to participate in planned pre-school activities conducted by the Fairfax United Methodist Church Pre-School (the "Pre-School") that are conducted in the normal course of Pre-School activities under the direct supervision of the director and/or faculty of the Pre-School. Except for injury that your child may sustain as a direct consequence of the proven gross negligence or willful misconduct of any officer or employee of the Pre-School in the conduct of such activities, you agree to hereby forever discharge, waive, and release the Pre-School, and all of its officers, directors, trustees, employees, and agents, from any and all claims, demands, accountings, liabilities, obligations, actions, causes of action, in law or equity, known or unknown, contingent or matured, and whether within the contemplation of the Guardian or not, which Guardian may have had, now have, or may have in the future, arising out of or existing by reason of my child's participation in the activities of the Pre-School.

During the school year, the preschool will be taking photos of many of the children, staff and parents at play and work. These photos could be used in future publications such as newsletters and brochures, multimedia presentations or to place on the church and/or preschool web site. No names will be attached to any photos.

By signing the registration form, you are giving Fairfax United Methodist Church and Preschool permission to take photos of your child for the purposes stated above and that you do not expect, nor require, any financial remuneration for the reproduction of such photos now or in the future. If you prefer not to have your child included, please indicate your preference on the registration form.

Emergency Preparedness Plan

Fairfax United Methodist Church has an Emergency Preparedness Plan. The plan provides for Snow and Ice Storms, Flooding, Fire, Tornado/Hurricane, Chemical Spill, Intruder, Terrorism and Missing Child. Please ask the Director if you would like to see a copy of this document.

Child Care Program Licensing Information for Parents

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal records checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you or call 1-800-KIDS-LIL (543-7545). Richmond area: (804) 692-2394.

Fairfax Area Licensing

11320 Random Hills Road, Suite
Fairfax, Virginia 22030
(703) 359-6709

Northern Regional

320 Hospital Drive, Suite #23
Warrenton, Virginia 22186
(540) 347-6345

Central Regional

1604 Santa Rosa Road
Wythe Building, Suite 130
Richmond, Virginia 23229-5008
(540) 628-5181

Eastern Regional

Pembroke Office Park
Pembroke Four Office Building, # 300
Virginia Beach, Virginia 23462- 5496

Peninsula Licensing

825 Diligence Drive, Suite 203
Newport News, Virginia 23606
(804) 473-2116

Piedmont Regional

Commonwealth of Virginia Building
210 Church Street, S.W., # 100
Roanoke, Virginia 24011-1779
(703) 857-7971

Western Licensing

190 Patton Street
Abingdon, Virginia 24210
(804) 662-9773

Verona Licensing

200 Post Office Box 350
Verona, Virginia 24482-0350
(703) 248-9345

APPENDIX I (12/95) - MINIMUM STANDARDS FOR LICENSED CHILD DAY CENTERS SERVING CHILDREN OF PRESCHOOL AGE OR YOUNGER