Fairlington Preschool

3900 King St.
Alexandria, VA 22302
703-671-3939

Parent Handbook

2023-2024

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1.1 Mission Statement

Fairlington Preschool is an outreach ministry of Fairlington United Methodist Church. Children and families of all faiths and cultures are welcome here. The preschool is a family centered, inclusive community. Our mission is:

- To provide children the active learning experiences which facilitate social-emotional, cognitive and physical growth through the use of the developmentally appropriate HIGH/SCOPE curriculum.
- To create inclusive classrooms where diversity is treasured and children with differing needs, abilities, and cultural backgrounds, learn and grow together.
- To offer parents the opportunity to be active participants in their child's education, work as a team with teachers, and become effective, life-long advocates for their children.
- To be a model for inclusion education to families, teachers, and administrators in our community.

1.2 State Licensing:

Fairlington Preschool is also licensed by the Commonwealth of Virginia Department of Education. The Department's standards seek to ensure that the activities, services and facilities of centers serving children are conducive to the well-being and development of children. Standards are enforced through unannounced visits. A copy of licensing standards is in the Director's office and online and is available for anyone wishing to review them.

1.3 GENERAL SCHOOL INFORMATION

Fairlington Preschool is a non-profit, non-sectarian preschool housed in the Fairlington United Methodist Church. The Preschool admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities. The Preschool also welcomes children with disabilities. Although the preschool is housed in the church, there is not a religious component to the program. The preschool licensed for 110 students.

Fairlington Preschool teachers are educated, experienced and continually trained to remain up to date on the newest research in early childhood education. Because there is an emphasis on teacher training, the preschool closes at least two days a year for staff training. Additionally, the staff is carefully selected based on teacher's ability to respond to children's needs in compassionate and developmentally appropriate ways. The teachers are well trained in all areas of a child's development, social/emotional, cognitive, speech and language and motor development. Since the Occupational therapist and Speech and Language Pathologist work with children in the classrooms, they see all children and consult with teachers if needed. Fairlington Preschool is very proud of the professional background of our staff. Parents, know your children are in very good hands while they are here!

2 EDUCATIONAL PROGRAM

2.1 CURRICULUM:

At Fairlington Preschool, the framework for the educational program offered to children is the High/ Scope curriculum, a highly acclaimed, language-based system that positively structures the experiences of children. Jean Piaget's theories of child development have been a major influence in the evolution of the High/Scope Educational Approach. David P. Weikart and his colleagues began developing the curriculum in the early 1960's, and it now reflects the contributions of numerous educators as well as adaptations from traditional nursery school practice. The curriculum is structured to support children's developments in key areas which the curriculum identifies as "Key Developmental Indicators" (see a copy in the pocket of this handbook), fundamental activities and processes through which children develop important skills and learn basic concepts. This educational approach accepts children as active learners who, with adult guidance, take responsibility for planning, carrying out, and evaluating their activities (plan, do, review).

2.2 CLASS SIZE AND TEACHING STAFF:

In order to meet the individual needs of each child and implement the curriculum in small groups, staff numbers are sufficient and class size is limited. The Purple class has up to 12 children and at least 2 teachers. The Blue, Yellow, Teal and Coral classes have up to 14 children and are run by at least 2 teachers. The Green and Red classes have a maximum of 16 children and have at least 2 teachers. The Orange class has a maximum of 18 children and at least 2 teachers. Fairlington Preschool has a program called Fair Play led by a teacher who is a licensed Recreational Therapist. All classes are scheduled for Fair Play once a week. That teacher will also assist in classrooms

and on the playground as necessary.

2.3 PARENT CONFERENCES:

Parent/teacher conferences are held twice during the year, once in the fall and once in the spring. School may be closed for both teachers to be present at parent conferences. Parents may request a conference with a teacher at any time.

2.4 COMMUNICATION:

Most communication takes place via email. A monthly newsletter is emailed to each family. Individual teachers email regular communications with families in their classes. Whole school announcements as well as individual communications are sent to families via email. It is important that we have an email address for each parent if possible. Work email is particularly useful so parents can receive communications during the school day if necessary. We also use ProCare to communicate with families. You will receive (if you haven't opted out) picture updates, as well as academic updates. Please make sure that we have both parents emails on file so that both parents receive communication from the office.

2.5 SNACKS:

Parents are asked to send in a small morning snack in a simple container that your child can open. Also, send in a refillable water bottle. Snacks should be simple as well as nutritious. Fairlington Preschool has a "no nut" policy so please do not send in products that contain nuts.

Emergency snacks are kept in the office for days when a parent forgets snack.

Specific snack lists are sent home to parents if there are children in the classroom with specific food allergies.

3 TYPICAL DAILY ROUTINE AT SCHOOL

The following are elements of the typical daily routine at school. Each classroom posts a schedule particular to that class.

3.1 MORNING CIRCLE:

This is when the children join their individual classes for Hello Time during which they greet each other and chat together.

3.2 SMALL GROUP TIME:

Small group is a fifteen-minute teacher – directed activity when the teachers work together with the group using similar materials. Teachers select the materials, but children may use the materials

how they wish. Materials might be scissors and paper, water and bubbles, baby dolls, blocks etc. Small Group uses the key developmental indicators and is designed to open possibilities and choices to the children as they work together as a group.

3.3 PLANNING TIME:

At planning time, children and teachers talk about the children's plan for work time. They discuss what each child wants to do and how the child might go about doing it. Depending on their age and developmental level, children may designate their plans by gesturing, using words, tracing an object, or drawing a picture.

3.4 WORK TIME:

During work time, children carry out initial plans and spontaneously make new plans as they change activities. Teachers work alongside the children to help facilitate and extend their play. Teachers will rotate toys and materials in the classrooms during the year to introduce the children to new materials and experiences.

3.5 CLEAN UP TIME:

At the end of work time, children participate in cleaning up the work areas of the school. As they put away the toys and materials, they learn not only where things go, but that familiar things go together, and they begin to develop a system for finding things they need.

3.6 RECALL:

This time of day gives the children the opportunity to remember and share what they did during work time. Children talk about their play, sometimes showing an object they used during work time or a product they created.

3.7 OUTSIDE TIME:

Time outside on the playground is an integral part of the day at Fairlington. During this time, children have a chance to exercise large muscles by running, jumping, climbing, swinging, sliding or playing with balls. There is a large sand pit. Also, there is opportunity for art, pretend and sand play as well as time to daydream, look for bugs, find interesting sticks, play in the woods, etc. Organized play can include running games such as red light green light, parachutes and ball games. There is also opportunity to sit quietly and chat with a teacher or another friend if that is the desire of the child.

3.8 SNACK TIME:

During snack, children enjoy a healthy snack brought from home. This is also a time for children to chat with each other as well as their teachers, exercise some independence by cleaning up their own space at the snack table and throwing their trash away. Appropriate manners and conversation

are learned during this time

4 Enrollment

4.1 APPLICATION AND ENROLLMENT:

The enrollment process usually begins with an arranged time to meet with the Director and visit the school or attending the Open House in February. New Student Applications may be filled out and returned with the application fee. Priority is given to current students, who turn in applications by the due date in January. Priority is also given to siblings of current and former Fairlington Preschool students as well as the children of church members. After that, applications are received from the community for the school year. Families are sent an acceptance letter in March.

New and returning students pay one month's tuition (due March 1, 2024) and the supply fee ($200 for the 3-day classes) ($250 for the 5-day classes) ($300 for the extended day classes) by June 1, 2024 to hold the spot in the classroom for the following year. This fee is not refundable and is applied to the June 2024 tuition.

Forms may be mailed to Fairlington Preschool, 3900 King St. Alexandria, VA 22302, or delivered to the preschool. Applications will generally be considered in the order received. When capacity enrollment is reached, a waiting list will be established and continued for the current school year. If a child is withdrawn within the school term and desires readmission, he/she must wait until space is available.

4.2 TUITION AND FEES:

Application fee for new students is $100; for returning students it is $50. The supply fee is $200, $250, or $300.Yearly tuition is paid in ten payments.

Tuition for the 2023-2024 school year is as follows:

CLASSROOM	AGE	TUITION
Purple	2s	$534
Yellow	3s	$671
Coral	3s	$534
Red	4s	$671
Orange & Green	-	$963

Payment due dates are as follows:

All payments are due on the first day of the month.

A 2% discount will be applied to the tuition payments if ALL charges (Supply Fee and all nine tuition payments) are paid by September 30.

No discounts will be allowed for extended absences (one month or more) from the preschool. If tuition is not paid prior to departure or during the child's absence, the space will be considered vacated and may be filled from the Wait List or as children come to enroll.

4.3 TUITION ASSISTANCE:

Tuition and therapy fee assistance is available to qualified applicants. To request tuition assistance, a family must complete the request form attached to the school application form. Additional forms are available in the office.

4.4 PAYMENTS:

The preschool accepts cash and check payments as well as online payments through ProCare. For those of you who use Online Banking, you may use bill pay to send checks to the preschool. If you wish to link ProCare to your bank account, there is a $1.00 fee per transaction. If you do not bring or pick up your child from school, please send payment in the mail. Please do not send in payment with your child or hand it to the teacher.

4.5 RETURNED CHECK FEES:

A $25.00 charge will be assessed for all **RETURNED CHECKS**. This covers the school's expenses incurred. Additionally, a cash payment or money order is required to replace a returned check.

4.6 LATE PAYMENTS:

Monthly tuition is due on the first day of every month September through May. A $50 late fee will be charged if tuition payment is not received on or before the fifth day of the month. An additional $50 late fee will be assessed after payment is 30 days late. This late fee applies to all required payments including monthly tuition, deposits, therapy fees, supply fees, etc. If more than two payments are late during the school year, the Board of Directors shall, at its discretion, require payment installments to be made one month in advance.

5 SCHOOL ATTENDANCE POLICIES

5.1 TERMS, DAYS AND TIMES:

The school begins August 28, 2023. School office hours are 9 – 2. A calendar for the entire school year is included with this handbook showing all scheduled days that the school will be closed. Fairlington Preschool is closed all federal holidays, approximately 2 weeks at Christmas and the week before Easter as well as the Monday after Easter.

5.2 SIGN IN/SIGN OUT POLICY FOR RELEASING CHILDREN:

The preschool maintains a sign-in/ sign-out record for each class. Parents **must** sign their child in and out every day. The sign-in is used for head counts in the case of an emergency evacuation of the building. Therefore, it is *very* important that this sheet contain accurate information. Please make sure you are using the ProCare app to sign in and out daily.

5.3 ARRIVALS:

Children may not enter the classrooms before 9 am. All children must be accompanied by an adult when they arrive. Each classroom has a SIGN IN/OUT iPad which can be found hanging by the classroom door or just inside the classroom. Parents must sign in indicating the time the child arrived.

If parents arrive late (after 9:20 a.m.) with children, please stop by the preschool office. Someone in the office will be happy to take the child to class. Late arrivals often disrupt class already in progress as well as upset other children. Please also remember that late arrivals penalize children in that it may be difficult for children to enter a class already in progress. Please plan accordingly so that your child enjoys the benefit of starting the day with his/her friends.

For safety reasons, parents may NOT park on the sidewalk in front of the church or in the fire lanes on the Van Dorn Street side of the parking lot. There is a satellite parking lot across Van Dorn St. if parking is unavailable. Please park in the upper parking lot. Please do not park in the marked handicapped parking places unless you have the proper DMV handicapped license tag or hang tag. Also, please remember that it is unlawful to leave a small child in the car unattended while picking up another child. Please be sure you have children by the hand when walking in the parking lot and exercise caution when moving your vehicle in and out of the lot. Please do not leave your vehicle engine running while you are in the building. Preschool families may not park in the lower parking lot.

There is an elevator located directly across from the preschool office accessible to the courtyard. A wheelchair ramp is located on the King Street side of the building. If parents need disabled access to the building or travel with a stroller, please see someone in the preschool office to learn how to access this service. Also, strollers may not be used in the preschool hallway as it gets very crowded, both on the second and third floor. Please leave your stroller in the lobby at the top of the preschool hallway on the second floor and in the elevator alcove on the third floor.

5.4 PICK UP PROCEDURES:

Pickup time at any preschool is busy. Please do not attempt to enter a classroom until the staff opens the door. All children should be picked up no later than 12:00 p.m or 2:00 pm (depending on program). Children must be signed out in the ProCare app mentioned in the arrival policy.

Children will not be released to anyone who is not authorized on the child release authorization section of ProCare. Classroom teachers have access to this for each child which lists the names of persons authorized to pick up individual children. If a parent needs to change that list, please do so on ProCare. The office will notify the classroom staff. Classroom staff will request picture identification of anyone unknown to them to release children. Children will not be released to any

individual who is impaired by alcohol and/or other drugs, including parents.

If a parent must pick up a child early, please come by the office. It is particularly disruptive for parents to enter the classroom within the last 15 minutes of class time. A staff member will get the child from class.

5.5 LATE PICK UP FEES:

Tardy pick up of children is difficult for the child and is not respectful of teachers and will not be tolerated. If you have an emergency, please call the office and let us know you will be late. That information will be relayed to the classroom teacher and to your child. If children have not been picked up by **12:00 p.m**. or **2:00 p.m.**, parents may be charged a fine of **$1.00 per minute.** It is understood that emergencies sometimes occur. Parents are encouraged to always have a backup plan for pickup of children in emergencies. Habitual late pick-ups may result in removal from the preschool. If a child has not been picked up and the school has not heard from the parent, Child Protective Services will be called, and the child released to that agency's care.

5.6 ABSENCE:

If your child will be absent from the preschool for the day, please notify us by phone or email. If no one answers the phone, please leave a message.

6 Health and Safety

6.1 SICK CHILDREN:

Parents must keep sick children at home. Children who have a fever, diarrhea, vomiting, constant runny nose or sneezing, contagious illness (chicken pox, pink eye, strep throat, etc) may not attend school. **After an illness, children must be fever free for 24 hours before returning to school. Also, in the case of vomiting and diarrhea, 24 hours must have lapsed after the last episode for a child to return to school.** If antibiotics are prescribed, children must have taken them for 24 hours before returning to school. Children who become sick at school are not permitted to remain at school. Parents are required to leave current numbers where they can be reached and must come promptly when called. If a parent cannot be reached, the school will call one of the names on the emergency contact form to come and pick up a child. **A child sent home with a fever, diarrhea or vomiting must remain home the following day.** Per state licensing standards, parent must notify the school if an enrolled child or a sibling of an enrolled child becomes sick with a contagious disease. Parents should notify the Director either by phone or email. The Director then is required to notify the entire school. Parents will be notified by Procare if a case of a contagious illness has been reported. This is important so that if your child becomes sick, you know what the potential exposure has been.

Enrolling in our program also means that you agree to pick up your child if the office calls and notifies you that you are sick. We allow a grace period of 30 minutes from the time we call to the time you pick up your child.

6.2 CHILDREN WHO ARE INJURED AT SCHOOL:

Every effort is made on the part of the staff to prevent injuries to children. However, because of the nature of children in groups, injuries do occur. If a child requires emergency treatment, or sustains a serious injury, a parent will be called. In case of any injury leaving a mark on a child, an injury report form will be filled out and sent via ProCare.

6.3 ADMINISTRATION OF MEDICATION:

Staff will administer **prescription medications needed for emergency or an ongoing health condition only** and must be approved by the Director. Parents must complete the Medication Administration forms completely. There is also a part of the form that must be filled out by a physician so please do not expect medication to be administered on short notice. Forms are available in the office. Center staff will note on a separate form the time the medication was given and any special notation regarding dispensing the medication. State regulations require that parents complete a separate form for each medication and that all medication be in their original container and are given to staff with the package insert or pharmacy print- out attached. Please be sure the expiration dates of the medication are such that they are good for the entire school year, if possible. Only prescription medications used daily (such as insulin or seizure medication) or emergency medications (such as an epi- pen or rescue inhaler) may be kept at the Preschool and administered on a daily or "as needed" basis. Both types of medications require letters of authorization signed by the parent and the doctor and need to be updated each school year. Over the counter medications such as Tylenol or cough medicine will **not** be administered at the Preschool.

The staff is trained in pediatric and adult CPR and First Aid. Also, three members have received the state required medication administration training. A complete first aid kit is available in the office as well as the playground for treating minor accidents.

In the event a child is seriously injured at school the 911 will be called. The child's parents will also be notified. If the parents cannot be reached, emergency contacts listed on the emergency form will be called. A staff member will accompany the injured child to the emergency room. Fairlington Preschool will not be responsible for transporting injured children to the hospital.

6.4 FIRE SAFETY:

The Preschool and church is equipped with an alarm system. There are smoke detectors and fire extinguishers on each floor and emergency lighting in each stairwell. Equipment is checked yearly by the fire marshal. Fire drills are held monthly. We have a planned evacuation procedure which is posted in each classroom and practiced during every drill.

6.5 WEATHER CLOSINGS:

Fairlington Preschool will close whenever the Alexandria City Public Schools (ACPS) are closed due to the weather – snowstorms, hurricanes, etc. When the weather is severely inclement, parents should call the school to determine operating procedures for the day. A message will inform

parents whether and when the preschool will be open and closed.

If ACPS opens **two hours late, Fairlington will open at 10:00 am and close at the usual 12:00 or 2:00 time.**

If there is major weather or national emergency during the school day that require an early closing, parents will be notified by email or phone. If parents cannot be reached during the day, emergency contacts on the emergency form will be called. Please be sure you have someone authorized to pick up your child during emergencies. Staff will wait with children for as long as it takes to pick up from the school during an emergency.

6.6 OTHER EMERGENCIES:

If school must cancel due to, but not limited to: electrical power failure, lack of water, heating or air conditioning, or any other situation which may endanger the safety or health of children and employees, families will be notified by email or telephone. If the emergency occurs during a school day, parents will be called to pick up children as soon as it is possible. If the closing is during the program day and it is necessary to relocate the children, parents will be advised as to where children may be picked up.

6.7 EMERGENCY PLANS:

The Preschool also has an Emergency Plan that includes procedures for shelter- in -place, as well as evacuation procedures in the event of man made or natural disasters.
These plans are available for parents to view if they wish. These plans include but are not limited to such things as fires, tornadoes, threats of violence, lost children, national emergencies, etc. The staff discusses these procedures at the beginning of each school year. Fire drills and other emergency drills are held monthly so if an emergency occurs, the children will not be frightened and will know what to do.

6.8 WITHDRAWAL, DISMISSAL, OR ABSENCE:

Parents should give as much notice as possible when they plan to remove their child from the preschool. This will allow the staff to help prepare the child and classmates for the sense of loss they may feel when the child leaves. Thirty days' notice is required and the notice needs to be given in writing to the Director. If the parents fail to provide this notice, the month's tuition will be charged.

Every effort will be made on the part of the Preschool staff to ensure each child's continuing progress and happiness. However, if a child seems unable to benefit from group experiences, the director may take steps that would result in the child's dismissal. If possible, depending on the severity of the problem, parents will receive two weeks notice of a child's dismissal. However, the director may immediately dismiss any child whose behavior causes a significant injury to another child. In addition, a child may be dismissed if a parent refuses to cooperate with staff, is frequently late, fails to pay tuition and late fees within the specified time period, or exhibits inappropriate or disrespectful behavior towards the staff.

If a child is kept home because of illness, family vacation, extended travel outside the country, parent's time off from work or other reasons, tuition charges will continue. If a child is absent for an extended period because of serious illness, a reasonable adjustment may be made after the first 30 consecutive calendar days. If the school is closed temporarily as a health precaution or for any other reason beyond control of the school, tuition will continue to be charged.

6.9 DISCIPLINE AND BEHAVIOR MANAGEMENT:

Fairlington Preschool is a place for growth and learning. Our philosophy of discipline is that it involves teaching, learning, and helping. The goal is to teach each child to manage his/her own behavior, to get to know each individual child to better understand their behavior and to help the children by making rules and expectations reasonable and clear. With the High/Scope curriculum, we believe that many management problems are prevented because the classroom environment is carefully planned. Many other problems, of course, must be dealt with on the spot. Our goal in handling management issues is to help children become aware of their own actions, of how those actions affect the people and things in their environment and of how the choices they make can help them resolve difficulties and conflicts.

To enlist some basic ***prevention strategies*** in child management, we:

- Have designed our environment with the developmental needs and limitations of the children in mind
- Have established a consistent daily routine so children can predict and plan for things that are about to happen
- Have established reasonable limits to be followed in the classrooms. The rationale for limits is explained to the children
- Model ways of interacting with materials and people
- Plan for transition times
- Respect and plan for the different abilities and interests of each child

We also use the following ***on-the-spot management*** techniques to handle problems as they arise:

- We intervene immediately to stop behavior that is unsafe or destructive
- We use language to identify children's feelings and concerns
- We ask children to put their own feelings and desires into words
- We ask children to think of their own solutions to problems
- We redirect inappropriate behaviors and activities
- We avoid language that passes judgment on a child
- When we stop behavior that is unacceptable, we explain the reasons to children
- We decide if children can settle things without our help before we step in
- We provide a quiet area for children who need time and space to regain control of their actions or emotions

Physical punishment is never an acceptable form of management for a child. Shaming, yelling or shaking a child is forbidden. Food is never withheld from a child as a form of discipline.

We recognize that all children have periods where their behavior is not appropriate in the classroom setting. If a child's behavior is consistently problematic, parents will be notified. A conference will be set up with parents, teachers and the director so strategies may be implemented for use at school as well as at home. The preschool does reserve the right to remove a child who is a threat to the safety of himself, herself, or others (adults as well as children). This may be done only after consultation with the teacher, parents and director. Every effort will be made to get the services needed to enable the child to remain at the preschool.

6.10 BITING:

Parents need to be aware that some children (particularly toddlers) go through a "biting" stage. Although biting is undesirable, this is a normal developmental process. If a child does bite, we separate the child from the other children for a short time and tell the child that he/she "may not bite" and that "biting hurts". The child who received the bite will be encouraged to say, "I don't like it when you bite me!"

To protect the privacy rights of the children, information will not be released to parents regarding the identity of a child involved in a biting incident. However, parents of both the biter and the child who was bitten will be informed through a standard incident report. Please do not ask our staff to violate another child's privacy rights by asking which children were involved.

Fairlington Preschool may consider dismissal of children who become habitual biters and who present a direct threat to the safety of other children. Each situation will be handled individually.

6.11 CHILD ABUSE AND NEGLECT POLICY:

Child abuse is mistreatment or neglect of a child by parents or other caretakers resulting in injury or harm to a child. Child abuse may be physical, verbal, emotional or sexual. Teachers, therapists and school administrators are mandated by law to report any suspected abuse, including abuse of children in their care.

6.12 LICENSING REQUIREMENTS:

Virginia requires that the school see proof of the child's identity. Proof of identity may include a certified copy of the child's birth certificate, birth registration card, notifications of birth (hospital, physician or midwife record), a passport, a copy of the placement agreement or other proof of the child's identity from a child placement agency. While the preschool is not required to keep the proof you furnish, documentation of viewing this information must be maintained. This proof of identity must be provided by the first day of class. The school is required to report persons who cannot provide proof of the child's identity within seven days of enrollment.

Also, the preschool is required to have a current school health examination from on file for each student. This must be submitted within 30 days of enrollment. Any child who does not have this on file by the end of the 30 days will not be allowed to attend school until it is completed and brought to the school.

6.13 Children with Special Needs:

At Fairlington Preschool, children with and without disabilities learn together--a form of educational programming commonly referred to as inclusion. Inclusion provides disabled children with stimulating, positive peer models and reinforcements, and because of the many levels of ability in an integrated classroom, they are offered a wider range of individualized learning experiences and exposure to higher expectations. Equally important are the advantages to the non-disabled children in the program. Both groups benefit from being together on a regular basis during the years when their attitudes and perceptions of themselves and others are most pliable. Typically developing children gain an understanding and acceptance of differences among people through their interactions with children who have disabilities.

Support services for children needing special attention for language or motor development may be provided by a speech therapist who works with children once a week, and an occupational therapist who works with children once a week. These professionals work with up to four children each, individually, and in the classrooms, provide reports and attend parent teacher conferences when appropriate. There are extra fees for therapy services, the cost of which is partially supplemented by grants. If you are interested in having your child receive services from a therapist, please speak with the Director.

7 OTHER INFORMATION

7.1 TRANSPORTATION:

Transportation to and from school is the responsibility of the parents.

7.2 STUDENT ACCIDENT AND LIABILITY INSURANCE:

The Preschool carries insurance that covers loss resulting from bodily injury to students while they are at school, while they are away from school on school-sponsored field trips and while they are traveling directly between school and home.

7.3 CLOTHING AND BELONGINGS:

Children should be dressed comfortably to allow freedom to move around and should wear clothing they can get in and out of with a minimal of adult assistance. Please know that children do participate in messy activities so please send them in clothes that can get messy. During most of the year, children will be most comfortable in layers of clothing that they can add or remove as they need. On snowy days, when school is in session, every effort will be made to take the children out to play in the snow so please make sure your child has boots, hat, mittens and warm jacket, as well as snow pants or an extra pair of pants. Please label your child's belongings as they often don't recognize them.

Parents will supply diapers and/or pull ups as needed. Each child must have an extra set of seasonal clothes, including underwear and socks in their cubby bags at all times. We have a

limited supply of clothes here at school so it is very important that extra clothes be supplied from home. Children who are toilet training need to have several pairs of underwear and pants in case of multiple accidents. It is important that children wear clothes to school that they can manage themselves. When they are ready, children should be able to use the toilet with minimal staff assistance. Pull on pants with elastic waists are best. Please avoid overalls, tight jeans with belts and or buttons that make it difficult for children to be independent.

Because children play outside daily, sneakers are the preferred footwear. Smooth soled shoes are too slick for outdoor climbing and running and for the uncarpeted areas inside. In the summer, well fitting, heavy soled sandals are allowed if there is a heel strap. Flip flops are not allowed as the children have difficulty keeping them on their feet while walking and running on the playground. Teachers will inform parents if they notice children experiencing difficulty because of their footwear.

7.4 TOYS BROUGHT FROM HOME:

Toys from home are not allowed in the preschool. Toys from home tend to be a distraction to the children as well as the teachers. Many also are a choking hazard to some of the children – especially toys with small parts. Occasionally, teachers may have a special day where toys from home are allowed. Ample notice will be given to the parents when this occurs. Toy swords, guns, sabers or any other toy that promotes violent play is never allowed in the classrooms or on the playground. We teach children that school is a safe place and weapons are not safe for children.

7.5 CONFIDENTIALITY:

The individual dignity of children, families and employees will be respected and protected always in accordance with law. Information about children, families or employees will not be divulged to anyone other than persons who are authorized to receive that information. This policy extends to both internal and external disclosure.

Student files are kept in a locked file cabinet in the office. These records include children's applications, medical records, conference reports and any other information shared with the preschool. Information about your children is released only with written consent by the parent

Parents are encouraged to share information about their child with their child's teacher. Let teachers know the joyous happenings, upsetting experiences, or important changes at home which may affect behavior. Remember that a crisis at home affects a child's behavior at school. Information shared with a teacher is kept confidential. However, the teacher may share information with the director who is also bound by confidentiality.

7.6 FUNDRAISING:

The one fundraiser that parents are asked to participate is the Harris Teeter Together In Education card program. This program is connected to customers VIC card. If you shop at Harris Teeter and use your VIC card, please register it for FAIRLINGTON PRESCHOOL. Our Harris Teeter

number is **5236**. This is a program that earns money for the preschool and costs you NOTHING except the time it takes to register. If you have family and friends who shop Harris Teeter, ask them to sign up their cards for these programs also!

Occasionally, we may run different fundraisers such as picture days, book fairs, sales, etc.

7.7 ORGANIZATIONAL STRUCTURE:

Fairlington Preschool is an outreach ministry of Fairlington United Methodist Church. It operates under the direction of the Preschool Board, a committee made up of church members and family members from the preschool. The preschool reports to the Minister of Congregational Family Life, Christian White, and operates with the full approval and knowledge of the Trustees of Fairlington United Methodist Church and the authority of the Church Counsel. Rev. Janine Howard is the Senior Minister of Fairlington United Methodist Church.