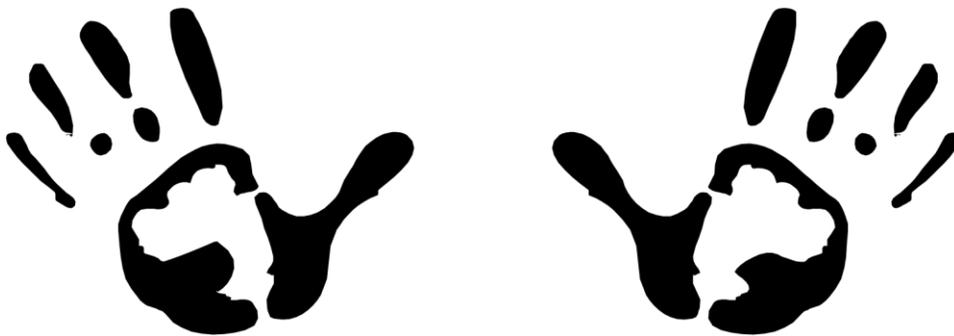


LITTLE HANDS PRESCHOOL

2017 - 2018 Parent Handbook

*(Jesus) put his arms around (the child) and said,
"Whoever welcomes in my name one of these children, welcomes me:
and whoever welcomes me, welcomes not only me
but also, the one who sent me."*

Mark 9:37



Lucia Juarbe, Preschool Director
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fupcdc.org/little-hands-preschool

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LITTLE HANDS PRESCHOOL
FIRST UNITED PRESBYTERIAN CHURCH OF DALE CITY
14391 Minnieville Road
Woodbridge, Virginia 22193
(703) 878-2366

MISSION STATEMENT

The Little Hands Preschool believes that each day of a child's life should be viewed as leading toward the total growth and development of a healthy and contributing member of society. In dedicating ourselves to developing the whole child, we have designed a program to foster an environment that encourages children to grow in the following areas:

Socially, children should learn to share and become a constructive, contributing member of groups as well as being able to function independently.

Emotionally, children should learn to recognize their own feelings and to develop a positive self-concept, confidence, and emotional control.

Intellectually, children's natural curiosity should be used to understand concepts and to develop an ability to communicate and question.

Creatively, children should be stimulated to develop self-expression, imagination, and the ability to discover new solutions to problems.

Physically, children should develop awareness and enjoyment of individual physical capacities and an appreciation of a healthy body.

Spiritually, children should develop an awareness of God's presence in our world. By being with persons expressing kindness, acceptance, and love, children become aware of the reality of God in their lives.

Consistent with Federal and State Law, Little Hands Preschool does not discriminate in any of its programs, procedures or practices on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex, sexual orientation, or veteran status.

PHILOSOPHY

The Preschool offers a developmentally appropriate program in a Christian environment where children learn in an atmosphere that encourages exploration and manipulation of a wide variety of materials. The program focuses on all areas of a child's development: social, emotional, intellectual, creative, physical, and spiritual. The staff is caring and qualified. They recognize that the best learning occurs in a secure, loving environment.

Research recommends a careful balance between children with special needs and typical children to maximize the benefits to all children. The young age of the children makes this an ideal time for them to learn and embrace the individual characteristics of all their peers without any preconceived prejudice. In each class, there will be no more than two children with a diagnosed developmental delay or a delay assessed by the classroom teacher and the Director. This is necessary to ensure the successful experience of all the children in the classroom.

The Preschool believes that play is the most developmentally appropriate approach for a young child's learning. Children are encouraged to play an active role in their learning through making choices and planning their activities. Seasonal and holiday themes provide a framework for children to learn about and to explore their world.

Many young children think about and try to make sense of issues related to faith and formalized religion and because the Little Hands Preschool is a church school, our program establishes an environment where learning about God, Jesus, and the Bible are addressed daily. Children are introduced to Bible stories, religious songs, Bible verses, prayers and scripture memorization appropriate to their age and understanding. Christian holiday celebrations are part of our program.

The Preschool program encourages children, in cooperation with responsible adults, to develop a positive self-concept and attitude toward learning. Curiosity about the world, confidence as a learner, creativity, and imagination are continuing goals of our program.

Relationships of mutual trust and respect for others, as children learn and play together in a small group atmosphere, are important bi-products of our program. Children develop a respect for their cultural uniqueness and the cultural diversity of others by getting to know children with different backgrounds, races, disabilities, and nationalities.

In all areas of our program, an emphasis is placed on the development of language skills. We recognize that a child learns to communicate effectively through developing language; which facilitates thinking and furthers learning. Stories, poems, music, and finger play increase the children's awareness of oral and written language.

Children learn to represent their ideas and feelings in a variety of ways through experiences in pretend play, drama, dance and movement, music, art, and construction. These creative experiences further feelings of confidence in children and allow them to express themselves through a variety of mediums.

ADMINISTRATION

ACTIVITY FEE

The activity fee includes: the school T-shirt, field trips, and special activities. Examples of special activities include, but are not limited to, Christmas activities, Day of Sharing, Dad's Night, Mother's Day Tea, and Graduation.

ARRIVAL AND DISMISSAL

The time of the program is from 9:00 a.m. to 12:00 p.m. Monday through Friday. The smooth flow of our program depends upon parents being prompt in bringing and picking up children each day. We find that children who arrive late miss greeting each other and the important beginnings of the school day. If you find you are going to be detained and unable to pick up your child at dismissal, notify the school immediately.

Parents or approved individuals drop off and pick up children at the classroom door and sign in and out each day.

Due to safety concerns, such as the high volume of traffic going through the parking area, parents must leave the preschool grounds when their child's class is over.

Late arrival for pickup will be assessed a late fee as follows:

5-10 minutes late	\$10.00
11-15 minutes late	\$15.00
16+ minutes late	\$30.00

BULLYING

While it is rare to see bullying in a preschool setting, it can happen. As with other policies, Little Hands Preschool follows Prince William County Public Schools lead for zero tolerance for fighting or bullying behaviors.

Bullying includes any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate another person. There is a real or perceived power imbalance between the aggressor or aggressors and victim; when bullying is repeated over time it is known to cause severe emotional trauma. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

Bullying behaviors include actions which cause the physical, verbal or emotional abuse of others and shall not be tolerated. Taunts, threats, insults, gossip, humiliation, pushing, tripping, and hitting are all considered bullying behaviors.

If a staff member observes any of these listed behaviors, a student complains, or a parent complains of another child bullying, the staff member will take aside the alleged

bully and explain his/her behavior and its seriousness. The staff member will fill out an incident report for each parent to sign and talk to both parents separately. Copies of the incident reports will be placed in each child's file. If the behavior continues, the accused child and his/her parents will meet with the Director to discuss the situation and an action plan will be developed to address the situation. Written records will be kept of the conferences (in accordance with Virginia and FUPCDC policy). Consequences for bullying can result in the child being expelled from the preschool.

CLASS SIZE

	OPTIMUM
Early three-year-old program	10
Three-year-old program	12
Pre-Kindergarten Four-year-old program	12
Pre-Kindergarten Five-year-old program	12

The religious exemption law requires that the staff to child ratio of one staff member to ten children from twenty-four months to six years will be maintained. Maximum number of enrolled students who may attend any one time is 100. Little Hands Preschool requires two staff members in the in the classroom at all times.

CLOTHING

Children should be dressed appropriately for school and the weather.

1. Children should wear washable, comfortable play clothes because the classroom can be a messy and fun world of paint, paste, and play dough.
2. Self-sufficiency involves important skills. Age appropriate clothes should be worn that can be put on, taken off, snapped, buttoned or zippered by your child.
3. Children should wear shoes suitable for running and climbing. We suggest shoes with closed toes, non-skid soles, and straps or ties so that the shoes can be fastened securely.
4. Parents will provide a complete change of clothing (underpants, socks, and clothes) in a zip lock bag, to be kept in the child's tote. Parents must check the bag periodically to make sure clothing is appropriate for the weather and that the child has not outgrown his/her clothes. If the clothes are used, please make sure to replace the clothing in case there is a future need.
5. All outerwear (coats, sweaters, hats, etc.) must be labeled with the child's name.

The Preschool will not be responsible for lost clothing. A lost and found box will be maintained in the Preschool Director's Office. Unclaimed items will be donated to charity at Christmas Break and the end of the school year.

CONFERENCES

Teachers and Assistants will conduct half-hour visits with each child and their parent/guardian in the classroom approximately one-week before the opening of school. The purpose of this visit is to familiarize your child to his/her classroom and for teachers to provide information to parents.

Parent-teacher conferences are held mid-year. Signup sheets will be placed outside each classroom. Classes will not be held on scheduled parent conference days. Parents are encouraged to arrange additional conferences at any time by requesting an appointment.

We ask that you do not bring any children with you to the conference. It is best not to talk in front of the child. What may seem like an everyday discussion can be unnerving to children.

You are welcome to make arrangements for child care with another parent. If you choose to do this, please let your child's teacher know so that conferences can be scheduled as closely together as possible.

The indoor playroom and playground will not be available during conference times.

EMERGENCY CONTACTS

Little Hands Preschool requires parents have their home phone, cell phone number, and cell phone provider on file. Parents will provide the names and phone numbers of those individuals over the age of 16 who have permission to pick up the student from school. Individuals not listed on the child's emergency contact list will not be allowed to sign that child out. Individuals on the list, who the staff does not recognize, will be asked to present photo identification before being allowed to sign the child out.

Please inform your child's teacher **and** the Director if there are any changes to your information.

EMERGENCY PROCEDURES

If a major emergency occurs during school hours, we do not intend to keep children from their parents. However, Little Hands Preschool will follow the lead of Prince William County School (PWCS) in determining when to implement "Shelter-In-Place". PWCS defines Shelter-In-Place as the school taking appropriate steps to implement those actions that will ensure the safety of the children as the first and highest priority. Depending on the specific event, this action may require that students remain in school for an extended period. Shelter-In-Place is a temporary measure designated to utilize a school/facility and its indoor atmosphere to separate students and staff from a hazardous outdoor environment (Prince William County Public Schools Crisis/Emergency Preparedness).

It is Little Hands Preschool's goal to return children to their parent/guardian as soon as it is determined to be safe to do so. Little Hands Preschool will follow the directions provided by PWCS and health and public safety officials.

Parents will be permitted to pick up their children unless public safety officials have declared a Shelter-In-Place response or there is some other reason why access to the Preschool/Church has been restricted.

Please make sure that all **emergency card information** is up to date. Students will only be released to those individuals listed on the school emergency card or who have written permission from a parent(s)/guardian.

EXCLUSION FROM PRESCHOOL PROGRAM

Inappropriate Behavior(s): When a student or parent's inappropriate behavior(s) impact the learning environment, the child may no longer participate in the program. Unacceptable behaviors for students include, but are not limited to, tantrums, biting, scratching, kicking, spitting, or bullying. Unacceptable behaviors for adults, including parents and staff, include but are not limited to illegal, unchristian or otherwise disruptive behaviors, bullying, foul or inappropriate language directed at staff members, parents or children, making threats, or sexual harassment to staff, children and/or others while on church property.

*Let no evil talk come out of your mouths, but only what is useful for building up, as there is need so that your words may give grace to those who hear.
-Ephesians 4:29*

The Preschool Director will counsel with the parent regarding occurrences of unacceptable behaviors. If the behavior persists, the Preschool Director may have the child removed from the program.

The discretion of the Preschool Director shall prevail in determining if the child is removed for up to a week. For temporary removal over a week or for permanent removal, the decision is at the discretion of the child's teacher, the Preschool Director, and Preschool Elder.

Appeals: The decision to remove a child from the Preschool may be appealed to the Advisory Board.

In the event the child is removed for the remainder of the school year, the parent shall receive a prorated tuition refund. Registration and activity fees shall not be refunded. If the child is removed temporarily, the parent shall continue to pay tuition in order to secure the child's placement in the program.

FIELD TRIPS

The Preschool does not provide transportation on field trips because of child car seat laws. Children are required to have a designated adult chaperone (parent, babysitter, grandparent, adult friend) with them at all times on field trips.

FIRST AID

A staff member trained and certified in First Aid is present whenever children are present.

HANDWASHING

Employees are instructed that hand washing is the single most important line of defense in preventing the transmission of disease-causing organisms.

Employees shall wash hands:

- Upon arrival at the preschool
- Immediately before handling food
- After handling food
- Before handling clean utensils or equipment.
- After using the toilet, assisting a child in using the toilet, or changing diapers
- After wiping a child's nose or mouth
- After handling of body fluids (e.g., saliva, nasal secretions, vomitus, feces, urine, blood, secretions from sores, pustulant discharge)
- Before and after attending to a cut or other injury
- After handling soiled items such as garbage, mops, cloths, and clothing
- Whenever hands are visibly soiled
- After removing disposable gloves
- After handling pets or other animals

Children shall wash hands:

- Upon arrival at the preschool
- After each diaper change or visit to the toilet
- After blowing nose or sneezing
- Immediately before snacks or food-tasting experiences
- Before and after water activity
- After playing on the playground
- After handling animals or animal cages
- Whenever hands are visibly soiled

Handwashing procedures are posted at each sink used for handwashing.

HEALTH, MEDICAL INFORMATION AND DAILY HEALTH SCREENING

State law requires each child to have on file by the start of each new school year an annual physical examination and a current dated health certificate, signed by a qualified medical professional as defined by the Commonwealth of Virginia. The form is to be updated whenever new immunizations or booster shots are received during the year.

Students will be excluded from attending preschool until his/her parent submits documentation of state required immunization.

A parent may choose not to immunize a child if the administrations conflict with a student's religious tenets or practices. Parents must submit a Certificate of Religious Exemption signed by the child's doctor or a Certificate of Religious Exemption that has been notarized.

A physician or local health department may submit a form stating one or more immunizations may be detrimental to the child's health, indicating the specific nature and probable duration of the medical condition or circumstance that prohibits immunization.

If there is an occurrence of an outbreak, potential epidemic or epidemic of a vaccine-preventable disease in the school, the State Health Commissioner may order the child to be excluded from school for the child's own protection, until the danger has passed.

Any child who is not well enough to participate in the full range of activities, including outside play, should not be sent to Preschool until ready to resume normal activities. Notify the Director or your child's teacher immediately if your child is diagnosed with any communicable disease.

According to a requirement of the state licensing agency, preschool staff is required to be certified in medical administration training (MAT) and is required to administer medication when needed. Parents are required to complete the Medication Consent Form, if medication is required for their child, which may need to be signed by the child's physician. The form is available in the preschool office.

Medication: Parents should make every effort for the child to receive the medication outside school hours. The school can give prescription medicine only when it is provided personally by the parent (it cannot be accepted from a child). Prescription medicine must be in the original container and be accompanied by a standard dosage/permission form from the child's physician. All other medications (i.e., Tylenol, Benadryl, bug spray or sunscreen) are given on a case-by-case basis.

Medication is to be brought to the Preschool Office and received by a certified MAT staff member, kept in the locked sick bay cabinet, and dispensed by the Preschool Director or designee. If medication requires refrigeration, parents must first check with the Preschool Director to see if refrigerated storage is available. The Preschool will not be responsible for lost or spilled medications. All medicines must be picked up by the parent, not the child,

at the end of the medicating period. The Preschool Director shall dispose of all medication not picked up by the parent within one week of the end of the medication period. The Preschool Director shall ensure that a log is kept of all medication dispensed.

Allergies: When a child's physician prescribes emergency allergy injections and there is the possibility that a child might need this treatment during the school day, the following procedure shall be implemented:

The parent must submit to the Preschool Director the procedure prescribed by the physician and arrange for staff to be trained on how to administer the treatment. All serums and medications should be stored together in an appropriate area. Parents will be responsible for ensuring the medication has not exceeded the expiration date. "Parents shall be informed that any person, who in good faith and without compensation, administers medication to an individual for whom an allergy treatment has been prescribed shall not be liable for any civil damages for acts or omissions resulting from the rendering of such treatment if they have reason to believe that the individual receiving the injection is suffering or is about to suffer a life-threatening anaphylactic reaction." (Virginia Codes §§ 8.01-226.5:1 and 22.1-274.2) Emergency Services (9-1-1) will be called immediately after treatment is given, then the parents will be called.

Accidents and Injuries: The Preschool Director shall ensure that a record is kept of all accidents, injuries and first aid administered to a child. In the event that a child is injured, an injury report will be completed. Parents will be notified of all injuries. In serious emergencies, the child shall not be moved and rescue service assistance shall be called by dialing 9-1-1. When this occurs and it is necessary to transport to the hospital, a responsible adult shall meet the ambulance at the hospital and remain with the patient until a family member arrives.

All Little Hands Preschool staff members have received instruction in performing the daily health screening of children from a health care professional.

Daily health screening: Observation of children is designed to alert staff to the signs and symptoms of an illness by promptly identifying changes in a child's pattern of behavior or physical appearance. Appropriate action may then be taken to protect the ill child from avoidable health risks and to prevent exposure of well children to an illness that might be contagious.

As each child enters the classroom, Little Hands Preschool staff will perform a simple daily health screening.

The daily health screening may be completed by one or all the following methods: looking at and touching the child's hands, cheeks; running the fingers behind the ears and down the neck glands for any sign of fever or swelling; looking at the eyes; checking for signs of a runny nose or coughing; and by noting any unexplained bruises or skin rashes.

Other benefits of the daily health screening include identification of other

conditions, such as vision, hearing, speech/language, or dental problems that may indicate the need for parents to consult their family physician for possible treatment or referral to a specialist. In addition, problems that affect the emotional well-being of a child may also be detected by noting changes in behavior or appearance such as listlessness, lack of interest, temper tantrums or a lasting noticeable change in personality.

Parents are expected to keep their children home when any of the following conditions are present. When a child presents with any of these conditions during the school day, they will be sent home.

- A fever of 100.0 or higher or a fever with behavior change
- Symptoms of severe illness such as lethargy (more than expected tiredness), uncontrolled coughing, inexplicable irritability or crying, difficulty breathing, wheezing, or other unusual signs (until medical evaluation determines the child can remain in care)
- Diarrhea, defined as more watery, less formed, more frequent stools not associated with a diet change or medication – a stool not contained by the child's ability to use the toilet. (Children in diapers who develop diarrhea must be excluded, and children who have learned to use the toilet, but cannot make it to the toilet in time, must also be excluded.)
- Blood in the stools not explained by diet change, medication or hard stools
- Vomiting two or more times in 24 hours
- Persistent abdominal pain (lasting more than 2 hours)
- Mouth sores with drooling
- Rash with fever or behavior change
- Purulent conjunctivitis (pink or red eye lining or whites of the eyes with white or yellow pus coming from the eyes)
- Lice
- Scabies
- Tuberculosis
- Impetigo
- Strep throat, or other streptococcal infection
- Chickenpox (varicella zoster) or shingles (herpes zoster)
- Whooping cough (pertussis)
- Mumps
- Hepatitis
- Measles
- Rubella
- Unspecified respiratory tract illness
- Herpes simplex

HOLIDAYS

The Preschool will closely follow those holidays observed by PWCS (Prince William County Schools). A yearly calendar shall be published at the beginning of each school year.

LIABILITY INSURANCE

Both the Church and the Preschool are covered by a commercial insurance company that specializes in the coverage of churches and related entities such as preschools, the policy coverage is reviewed by the Finance and Administration Committee every three years.

MEDIA RELEASE

The parents shall sign to either grant or deny permission for photographs, images or video taken of their child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos and digital images such as those on the First United Presbyterian Church Website, Facebook page, and/or any other form of social media. Names of children will not be published and parents will not be compensated for use of their child's image.

NEWSLETTERS

A Preschool newsletter is published monthly during the school year to help keep parents informed. It includes announcements, news from the Preschool Director, and articles of general interest. Each teacher publishes a classroom newsletter with announcements and a calendar of upcoming events. Copies of newsletters and calendars will be sent home in the child's tote bag, book bag or by email.

OUTDOOR PLAY

The children have 30 minutes of outdoor play each day. Children will have outdoor play if the temperature is 40 degrees or above, the heat index is 95 degrees or below, or if the air quality does not exceed code orange. Children will have indoor gross motor activity if the temperature is below 40 degrees the weather does not meet specified conditions listed above.

Children not appropriately dressed for outdoor play may not be allowed to participate in outdoor play. Indoor arrangements will be made for the student during that time.

PARENTAL INVOLVEMENT

The Preschool has an open-door policy toward parents. Parents are welcomed and encouraged to participate in all aspects of the program. In addition to attending parent/teacher conferences each year, parents are encouraged to become involved with the preschool, including but not limited to: substituting in the classrooms, help with painting preschool tee shirts, helping with PJ & Pancake Day or preparing materials at home, or joining Preschool committees. Please let your child's teacher know if you would like to help.

PHYSICAL FACILITIES

The Preschool is housed in the education wing of the First United Presbyterian Church of Dale City. The preschool is a dedicated mission and community outreach of the church and provides facilities and services on behalf of their dedication to that mission. The grassy areas and playground are to be used for appropriate outdoor activities.

POTTY TRAINING

All children, except for in the Early Three-year-old class, must be potty trained in order to attend preschool.

We do understand that some children may have occasional accidents; however, we are unable to handle regular changing.

In the event of an accident, parents of children in the Three-year-old, Pre-Kindergarten Four-year-old and Pre-Kindergarten Five-year-old classes will be called if their child requires a change and will need to come change their child's diaper/pull up in order for the child to remain in class. If we are unable to reach a parent, we will make arrangements to change the child; however, if the problem persists, the child may be removed from the preschool until potty training is successful.

PROOF OF CHILD'S IDENTITY AND AGE

Persons enrolling a child in the preschool shall provide proof of a child's identity and age. Proof may include a certified copy of the child's birth certificate, notification of birth (hospital, physician or midwife record), birth registration card, passport, copy of the placement agreement or other proof of a child's identity from a child placing agency (foster care and adoption agencies), or a copy of entrustment agreement conferring temporary legal custody of a child to an independent foster parent.

In addition, a person enrolling a child in the preschool must provide information including the name(s) of previous programs and schools and the location (city and state).

These items shall be provided prior to the first day of school. Children will not be able to attend school until all information is provided.

REGISTRATION, TUITION, WITHDRAWAL

A refundable registration fee must accompany each registration form. The registration fee will be returned in the event of NO PLACEMENT for the child being registered. (Note that this is different from the child being placed in a 2nd or 3rd choice class.) In February, the exact date to be determined by the Advisory Board the registration

period will commence. Priority placement will be given to staff member children, currently enrolled Little Hands Preschool families, and church members. Within a reasonable period of time a letter of the child's placement will be sent to the parents.

Tuition is set by the Advisory Board based on a nine-month school year. Payments are divided into nine equal payments for the convenience of parents. Parents are responsible for eight additional tuition payments after payment of the advance tuition, due the first of each month. For those who prefer, tuition may be paid on a quarterly, semi-annual or annual basis. Checks should be made out to the **Little Hands Preschool** and placed in the tuition box next to Room 11. We encourage parents to initiate automatic withdrawals from their bank account (please see Director) There is a \$20.00 penalty for payments received after the 10th day of the month. Unless prior arrangements have been made with the Director, the student will be dropped from enrollment after the 20th day of the month when tuition and late payment fee have not been received. Checks returned for any reason shall be assessed a \$25.00 fee.

A child may be withdrawn with a 30-calendar day written notice to the Preschool Director. The May 2018 tuition will be refunded provided there is no outstanding balance. If the 30-calendar day written notice is not given, the May 2018 tuition is forfeited. Activity Fees will be refunded if written notice is given prior to August 31, 2017. Registration Fees shall not be refunded.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, § 63.2-1716, Little Hands Preschool is religiously exempt from licensure and is classified as a "religiously exempt child day center."

REPORTING SUSPECTED CHILD ABUSE/NEGLECT

Virginia law requires that allegations of abuse or neglect of children shall be reported immediately to proper authorities. In Prince William County that report is made to Child Protection Services. When a report is made to Child Protective Services, the Pastor, as Head-of-Staff, shall be notified immediately.

SAFETY CHECKS

Daily inspections of building and grounds are conducted to promote the safety of all in the areas used by the Preschool.

SCHOOL CLOSURE FOR UNFORESEEN REASONS

The preschool will observe PWCS closing for weather emergencies as follows:

No School in PWCS.....	No Preschool
1 hour late in PWCS.....	1 hour late in preschool, with classes running for 2½ hours. The times will be 10:00 a.m. to 12:30 p.m.
2 hours late in PWCS.....	2 hours late, with classes running for 2 hours. The times will be 11:00 a.m. to 1:00 p.m.

We will follow Prince William County Public School's policy for early closing. If we receive confirmation from the County that public schools will close early, we will call parents to pick their children up from the preschool as soon as possible.

Opening and closing decisions are made and the information is normally released by 5 a.m. using the following methods

- Text Message: Register smart phones and computers at pwcs.edu to receive up-to-date weather closing announcements by text message.
- Online: Check pwcs.edu web site for weather announcements.
- Broadcast: Local radio and TV news carry delay and closing information within minutes of getting announcements and repeat them regularly.
- Phone: Information may also be obtained by calling Prince William County Schools' main number at 703.791.2776 and selecting #3.

A telephone tree will be used for any emergency early closings.

The Church reserves the right to close the preschool due to specific church events, which may include funerals.

The Preschool may be closed due to unforeseen events; including, but not limited to, power or water outages.

Class schedules will not be altered to make up any days that were canceled, unless approved by the Preschool Advisory Board. Tuition will not be refunded for days missed.

SNACK INFORMATION

Little Hands Preschool does not provide food services. Parents provide their child's snack.

Little Hands Preschool will not serve peanuts or tree nuts or products containing either, and children shall not bring peanuts or tree nut products for snack.

Good nutrition, like good health, is essential to a child's learning and enjoyment. A nutritious snack provided by the parents will be a part of the learning experience. Examples: a piece of fruit, ½ sandwich, small yogurt (with a spoon), or a small bag of crackers. Please do not send candy.

Classes containing children with food allergies will be required to adhere to the food restrictions of the allergies. All allergies listed on the registration forms will be addressed with the Director, teachers and parents.

We recognize birthdays during snack period, please coordinate this with your child's teacher.

STAFF QUALIFICATIONS

We strive to find teachers and teacher assistants who have a degree in Early Childhood Education or a related field and have experience working with preschool children. Personal qualifications include a warm outgoing personality and obvious pleasure in working with children and parents.

Staff will participate in curriculum in planning sessions and attend staff meetings twice a month. Professional development sessions will occur throughout the year. In addition, teachers and teacher assistants are encouraged to attend professional conferences and workshops.

All staff must be certified annually by a practicing physician to be free of any disability, which would prevent them from caring for children. Members of the preschool staff are trained in medication administration, first aid, CPR, recognizing signs of child abuse and neglect, and daily health screening. All paid Preschool and Church staff who work with the preschool students are required to pass a criminal background check as required by Virginia and FUPCDC policy.

2017-2018 Preschool Advisory Board

Adrienne Baker	Parent Representative
Amy Chambers	Preschool Staff Representative
Jeff Cobb	Elder for Little Hands Preschool
Jeri Fields	Pastor, ex-officio
Carole Hughes	Secretary
Lucia Juarbe	Preschool Director
Sue Lickiss	Treasurer
Hope MacDonald	Parent Representative
Betty Matthews	Deacon
Kathy McNeely	Church Representative
Dave Stokes	Church Representative

First United Presbyterian Church of Dale City

14391 Minnieville Rd

Woodbridge, VA 22193

(703) 670-7834

fupcdc.org

Rev. Jeri Fields, Pastor for Interim Ministry

Worship

Traditional 8:30 AM

Education Hour 9:45 AM

Contemporary 11:00 AM

Nursery is available from 8:15 AM – 12:15 PM while parents participate in Sunday morning worship and adult education.

Passion for Christ-Compassion for Others

Loving God-Loving Others

Connect-Grow-Serve

RECEIPT OF HANDBOOK FOR PARENTS

PARENT INITIALS
HERE

Activity Fee	_____	Page 3
Arrival and Dismissal	_____	page 3
Bullying	_____	Page 3
Class Size	_____	page 4
Clothing	_____	page 4
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First Aid	_____	page 7
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School Closure for Unforeseen Events	_____	page 14
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Staff Qualifications	_____	page 15
Receipt of Handbook for Parents	_____	Page 17

This is to verify that I have read the Little Hands Preschool Parent Handbook and I agree to comply with the policies outlined in the parent handbook.

Signed: _____ Date: _____

Name printed: _____

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RECEIPT OF HANDBOOK FOR PRESCHOOL RECORDS

PARENT INITIALS
HERE

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Arrival and Dismissal	_____	page 3
Bullying	_____	Page 3
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