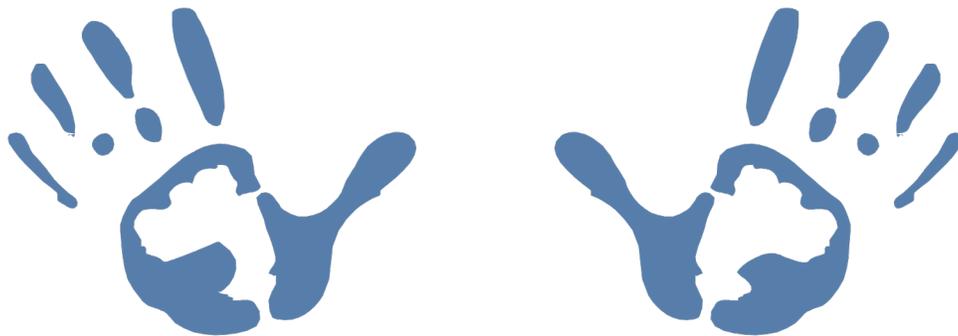


# LITTLE HANDS PRESCHOOL

## 2018 – 2019 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



Tiffany Ramsey, Preschool Director  
(703) 878-2366

[littlehands@fupcdc.org](mailto:littlehands@fupcdc.org)

[fupcdc.org/little-hands-preschool](http://fupcdc.org/little-hands-preschool)

**LITTLE HANDS PRESCHOOL**  
**A ministry of outreach of the**  
**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 constructive, contributing members 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 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.*

**This page intentionally is blank**

## TABLE OF CONTENTS

Mission Statement.....	<i>i</i>
Table of Contents.....	<i>iii</i>
Welcome Letter from Director .....	<i>iii</i>
Philosophy.....	1
Activity Fee.....	2
Arrival and Dismissal.....	2
Bullying.....	2
Class Size.....	3
Clothing.....	3
Conferences.....	4
Emergency Contacts.....	4
Emergency Procedures.....	4
Exclusion from Preschool Program.....	5
Field Trips.....	6
First Aid.....	6
Handwashing.....	6
Health and Medical Information.....	7
Holidays.....	10
Liability Insurance.....	11
Media Release.....	11
Newsletters.....	11
Outdoor Play.....	11
Parental Involvement.....	11
Physical Facilities.....	12
Potty Training.....	12
Proof of Identity and Age.....	12
Registration, Tuition, Withdrawal.....	12
Religious Exemption.....	13
Reporting Suspected Child Abuse/Neglect.....	13
Safety Checks.....	13
School Closure for Unforeseen Events.....	13
Snack Information.....	14
Staff Qualifications.....	15
Receipt of Handbook for Parents.....	16
Receipt of Handbook for Preschool Records.....	17

**This page intentionally is blank**



# Little Hands Preschool



First United Presbyterian Church of Dale City

---

Tiffany Ramsey, Preschool Director  
Number: 703.878.2366  
Jeri Fields, Pastor for Interim Ministry  
Church Phone Number: 703.670.7834

14391 Minnieville Preschool Phone  
Woodbridge, VA 22191  
Church Email: [Office@fupcdc.org](mailto:Office@fupcdc.org)  
Web Page: [fupcdc.org](http://fupcdc.org)

Dear Parent / Guardians:

This letter is to welcome you to Little Hands Preschool. We are delighted with your decision to join the Little Hands Preschool family. We are looking forward to fostering a collaborative relationship that enables your child to grow, learn and thrive. Our curriculum focuses on fostering educational experiences that develop your child's individual talents, abilities and interests.

At Little Hands Preschool we love working with children and find it to be a rewarding experience full of wonder, discovery and achievement. Every teacher is highly trained, knowledgeable, supportive and places an emphasis on helping your child develop at their own pace. Please know that Little Hands Preschool staff and I are here to support you in any way possible. You may call on any one of us, if you need assistance.

We are honored that you have entrusted your child in our care. We invite and welcome you to become a parent volunteer because they serve an invaluable role within each classroom. We look forward to what God will do as we work together to build a firm foundation of knowledge for your child.

Sincerely,

Tiffany Ramsey  
Little Hands Preschool Director

## **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.

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 by-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, 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, 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.

## **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 9:15 am to 12:15 pm. 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 at 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 made to handle the situation. Written records will be kept of the conferences. Consequences for bullying can result in the child being expelled from the preschool.

### **CLASS SIZE**

	OPTIMUM
Room 8	10
Room 10	12
Room 13	12
Room 14	12
Rooms 15 and 17	10

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 2 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 area 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**

Staff will conduct half-hour visits with each child and their parent/guardian in the classroom approximately one-week before the opening of school for the child to become familiar with the staff and classroom. The teacher will highlight important information in the LHP Parent Handbook and have the parent sign two copies-one for the parent to keep and one to file in the Child's file in the Director's Office.

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 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 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 PROCEEDURES**

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 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.

### **BEHAVIOR MANAGEMENT / POSITIVE GUIDANCE**

Little Hands Preschool employs a positive guidance approach to deal with children's challenging behavior. Teaching staff makes every effort to connect and foster a relationship with all children, helping a child develop a sense of belonging and social competence.

Helping each child to resolve and develop conflict resolution skills is a large part of working with young children, and is an important part of the curriculum. When challenging child behaviors occur teachers observe activities, events, interactions and other contextual factors to identify and predict the causes that contribute to the child's use of challenging behavior.

Staff establishes simple and clear rules that are appropriate to the developmental stage of the children. These class rules are stated positively, posted for parents to read, continually explained to the children and consistently used throughout the day.

All behavior management strategies are appropriate to the child's age, developmental stage and individual development. Our goal is to model and teach children self – regulation skills. We work with parents and recognize that parental feedback and involvement is important to encourage children's positive behavior. Staff uses activity modifications, environmental modifications, redirection to another activity, peer or adult support, a visit to the preschool director and other teaching strategies to support the child's appropriate behavior.

### **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 another child. An Incident Report is recorded, dated and signed by a teacher. A staff member will explain the incident to the parent / guardian upon pick up. If a parent/ guardian is not present upon pick up, a phone call will be made in an effort to speak to them. In the case that the parent can still not be reached, the Director will be notified.

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, persistent 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 their parents submit 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 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 (9-11) 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. 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 (Child may return to school after fever free for 24 hours).
- Symptoms of severe illness such as lethargy (more than expected tiredness), uncontrolled coughing, inexplicable irritability or crying, difficulty breathing, wheezing, or other unusual signs (Child may return when Doctor's medical evaluation determines the child can remain in

school).

- 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 until symptom free for 24 hours, and children who have learned to use the toilet, but cannot make it to the toilet in time, must also be excluded until they have been symptom free for 24 hours.)
- Blood in the stools not explained by diet change, medication or hard stools
- Vomiting (Child may return after symptom free for 24 hours).
- Persistent abdominal pain (lasting more than 2 hours).
- Mouth sores with drooling (Follow advice of child's physician and/or your health department).
- Rash with fever or behavior change (Child may return when Doctor's medical evaluation determines the child can remain in school).
- Purulent conjunctivitis (pink or red eye lining or whites of the eyes with white or yellow pus coming from the eyes) (Child may return after symptom free or until 24 hours of antibiotic treatment has been completed).
- Lice (Child may return to school when hair free from nits).
- Scabies (Child may return after 24 hours of appropriate treatment has been completed).
- Tuberculosis (Child may return when Doctor's medical evaluation determines the child can remain in school).
- Impetigo (Child may return when lesions are healed or until 24 hours of antibiotic treatment has been completed).
- Strep throat, or other streptococcal infection (Child may return after 24 hours of antibiotic treatment has been completed).
- Chickenpox (varicella zoster) or shingles (herpes zoster) (Child may return to school after at least five days from when eruptions first appear and until vesicles are dry).
- Whooping cough (pertussis) (Child may return when Doctor's medical evaluation determines the child can remain in school; usually 5 days after initiation of appropriate antibiotic therapy).
- Mumps (Child may return 5 days after the onset).
- Hepatitis (Follow advice of child's physician and / or your health department).
- Measles (Child may return after at least 4 days after the appearance of the rash).
- Rubella (Child may return after at least 4 days after the appearance of the rash).
- Ring worm (Child may return to school after it has been treated for 24 hours and is covered. After treatment and 24 hours, it is no longer contagious).
- Unspecified respiratory tract illness (Follow advice of child's physician and / or your health department and child may return when symptom free).
- Herpes simplex (Follow advice of child's physician and/or your health department).

## **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 **annually** 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 a minimum of 20 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 is not a code orange or above. Children will have indoor gross motor activity if the temperature is below 40 degrees or the weather does not meet specified conditions. LHP follows the guidelines of PWCS policy for outdoor play activities.

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, and is provided without charge to the preschool. The grassy areas and playground are to be used for appropriate outdoor activities.

### **POTTY TRAINING**

All children, except for students 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 members, 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 and 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 20<sup>th</sup> 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, 2018](#). Registration Fees shall not be refunded, unless there is a military clause and upon presentation of orders.

### **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 or 2 hour delay PWCS.....

2 hours late, with classes running for 2 hours. The times will be 11:15 a.m. to 1:15 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.

Attempts will be made to contact all parents and guardians.

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 is a peanut and tree nut free school. We 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 [staff paid by First United Presbyterian Church of Dale City \(FUPCDC\)](#) who work with the preschool students are required to pass a criminal background check. [Little Hands Preschool is a religious exempt facility and will abide by state regulations regarding all background checks.](#)

## **2018-2019 Preschool Advisory Board**

Mallorie Marino	Parent Representative
Vanessa Blum	Preschool Staff Representative
Jeff Cobb	Elder
Jeri Fields	Pastor, ex-officio
Carole Hughes	Secretary
Tiffany Ramsey	Preschool Director
Sue Lickiss	Treasurer
Therese Same	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**

**Nursery available from 8:15 AM – 12:15 PM while parents participate in Sunday morning worship.**

**Contemporary 11:00 AM**

**Passion for Christ-Compassion for Others  
Loving God-Loving Others  
Connect-Grow-Serve**

**RECEIPT OF HANDBOOK FOR PARENTS**

	PARENT INTIALS HERE	
Activity Fee	_____	page 2
Arrival and Dismissal	_____	page 2
Bullying	_____	page 2
Class Size	_____	page 3
Clothing	_____	page 3
Conferences	_____	page 4
Emergency Contacts	_____	page 4
Emergency Procedures	_____	page 4
Exclusion from Preschool Program	_____	page 5
Field Trips	_____	page 6
Handwashing	_____	page 6
Health and Medical Information	_____	page 7
Holidays	_____	page 10
Liability Insurance	_____	page 11
Media Release	_____	page 11
Newsletters	_____	page 11
Outdoor Play	_____	page 11
Parental Involvement	_____	page 11
Physical Facilities	_____	page 12
Potty Training	_____	page 12
Proof of Age	_____	page 12
Registration, Tuition, Withdrawal	_____	page 12
Reporting Suspected Child Abuse/Neglect	_____	page 13
School Closure for Unforeseen Events	_____	page 13
Snack Information	_____	page 14
Staff Qualifications	_____	page 15
Receipt of Handbook for Parents	_____	page 16

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: \_\_\_\_\_

**This page intentionally is blank**

## RECEIPT OF HANDBOOK FOR PRESCHOOL RECORDS

	PARENT INITIALS HERE	
Activity Fee	_____	page 2
Arrival and Dismissal	_____	page 2
Bullying	_____	page 2
Class Size	_____	page 3
Clothing	_____	page 3
Conferences	_____	page 4
Emergency Contacts	_____	page 4
Emergency Procedures	_____	page 4
Exclusion from Preschool Program	_____	page 5
Field Trips	_____	page 6
Handwashing	_____	page 6
Health and Medical Information	_____	page 7
Holidays	_____	page 10
Liability Insurance	_____	page 11
Media Release	_____	page 11
Newsletters	_____	page 11
Outdoor Play	_____	page 11
Parental Involvement	_____	page 11
Physical Facilities	_____	page 12
Potty Training	_____	page 12
Proof of Age	_____	page 12
Registration, Tuition, Withdrawal	_____	page 12
Reporting Suspected Child Abuse/Neglect	_____	page 13
School Closure for Unforeseen Events	_____	page 13
Snack Information	_____	page 14
Staff Qualifications	_____	page 15
Receipt of Handbook for Parents	_____	page 16

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: \_\_\_\_\_