

Truro Preschool and Kindergarten



Parent Handbook
2020–2021

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An Administrative Note Regarding Changes to This Document

Due to the changing nature of the COVID-19 health situation, we may need to make amendments to this handbook, to the information provided on our website, or to the information provided to you in your summer packet. These changes may be necessary to maintain compliance with health guidance or licensing requirements. The TPK Administration will communicate any changes to you.

Welcome!

Dear Parents:

Welcome to Truro Preschool & Kindergarten! We are so blessed and happy to have you in our school family.

Our goal is to provide a loving and welcoming Christ-centered program for young children. We want children to find joy in exploring and discovering the wonderful world God has created for them to live in. Our intent is that the atmosphere and environment we provide will motivate children to be all God has intended for them.

As a staff we are committed to providing...

A loving and nurturing environment, allowing children to develop to the full potential God has planned for them.

- Children will know that they are loved by God, their teachers, and the Preschool staff through the acceptance and encouragement they receive at school.
- The environment and activities will be appropriate to the developmental abilities of the children. Children will be helped to develop appropriate behavior through various means of guidance and discipline such as offering choices within safe and teacher-led parameters. Conscious Discipline is used in the classroom and uses daily conflicts to teach character development, conflict resolution, social skills, and self-control.

A creative, concrete curriculum in which children will learn through play experiences.

- Activities will be presented in a variety of ways so that skills are learned with joy and eagerness.
- Teachers will create hands-on learning experiences that stimulate the children to discover and explore the world.
- Materials will be arranged to allow children to work independently and in small groups. Teachers will encourage the children to use the materials to try out their new ideas and problem-solving methods, recognizing this process is more important than the product.

A balance of experiences to help children grow in all areas.

- Activities will be provided to develop cognitive, emotional, social, physical, and spiritual knowledge and skills.
- Daily schedules will have a balance of quiet and active times, structured and unstructured times.
- Thematic units will be varied and involve science, math, language, community helpers, culture, art, music, and history.

We are so grateful we can serve your family and look forward to a great year together!

Sincerely,

Truro Preschool & Kindergarten Staff

Back-to-School To-Do's for Families

In August, you'll receive a packet of information via email. It will include a calendar, information about lunch, what you need to send with your child, and other important back-to-school information. For 2020-2021, this packet will also include detailed information about our COVID-19 plans and policies.

Families will need to complete the following before starting school:

- For new students only, we must see an original birth certificate or passport (this is a licensing requirement). You can bring that to the office during business hours or to your Open House day.
- Complete a Pickup Authorization Form, located in your summer packet.
- Have your child's Virginia School Entrance Health Form completed by your child's doctor. We need a new form for each student each year (they are good for one year starting the date they are signed by the medical practice). This form can also be downloaded from the Enrollment tab of our website.
- If your child has allergies or needs medication kept at school, a Medication Consent Form is required. This form can be downloaded from the Enrollment tab of our website. Please notify us now if your child needs to have medication kept at school.
- You will be asked to sign an acknowledgement that you have read this handbook and agree to abide by these policies. That signature form will be in your summer packet.

History of the Preschool

Truro Preschool & Kindergarten began in March 1979 as a ministry to the children of several members of the church congregation who desired a weekday preschool program that would incorporate Biblical teachings and Christian values. From a small beginning with 9 children the school has grown to the current capacity of over 150 children serving over 130 families.

In March of 2019 we celebrated 40 years of serving the Fairfax community.

Administration

Truro Preschool & Kindergarten is a ministry of Truro Anglican Church. The Preschool is accountable to the Rector and Vestry of Truro Anglican Church. The Preschool Board manages the affairs and oversees the policies of the school, while the Director of the Preschool is responsible for the daily activities of the school.

Hours of Business

Class Hours are 9am-1pm. The office is open from 9am to 4:00pm Monday through Friday during the school year. We are closed during school holidays; during closures, phone messages are accessed at regular intervals.

Contact Information

TPK Office Phone	(703) 691-1006 - <i>reach all the office staff here!</i>
Fiona Bracy	fbracy@truroanglican.com
Sarah Tarvid	starvid@truroanglican.com
Carey Lansing	clansing@truroanglican.com
Vicki Ledeboer	vledeboer@truroanglican.com
TPK Board President Tricia Tabb	triciatpk@aol.com

Financial Information

What fees are paid by parents?

The following fees are paid to the Preschool:

- Registration fees are due at the time of registration.
- Tuition deposits are due the May prior to the start of school. Your tuition deposit is applied to your child's tuition for the following May, with regular tuition collected September through April.
- Supply fee: This fee will be applied to your FACTS account prior to the start of school.
 - 2-day students \$25
 - 3-day students \$35
 - 4-day students \$45
 - 5-day students \$55
 - Kindergarten \$75

Are any of these fees refundable?

For the 2020-21 school year only, the tuition deposit is refundable if operational changes we make due to COVID-19 means that we are no longer able to serve your family and you choose to withdraw your child from our program.

We are entirely dependent on tuition to operate the Preschool and to pay our teachers' salaries and benefits. The tuition that you agreed to pay for the school year determines our Preschool budget.

The following policies apply to your tuition payments:

- Extended absence: If your child is absent from school for an extended time, such as due to family travel, and you wish your child to come back after you return, you are responsible for the tuition payments during your child's absence. Refunds in tuition are not granted for student absences.
- Inclement weather: Refunds in tuition are not granted for school closings due to inclement weather.

Tuition Payments and Other Fees

We utilize FACTS, a tuition management company, for the collection of tuition and other fees. You must directly sign up with FACTS on-line and depending on how you set-up your account there is a fee of no more than \$45.00 annually per family.

You have several options on how you set up your payments: there is no charge if you choose to make one payment for the entire year; \$10.00 if you choose to make 2 payments; and \$45.00 if you set up a monthly payment plan. With FACTS you can pay by Credit Card, with an automated payment set up as an Electronic Funds Transfer (EFT) from your checking or savings account, or by check. You may choose your due date within the FACTS system.

Tuition and other payments can be made in the Preschool Office by check, cash, or credit card; we will credit your payments to your FACTS account if needed. If you choose or need to pay by credit card in the office there will be a 3% surcharge, in addition to your payment, to offset the bank charges in processing these payments. Please call the office if you need to make a payment in person and we can meet you at the glass walkway.

Your tuition is considered late 5 business days after your due date at which time a late fee of \$15.00 will be applied to your account. If late payment occurs more than three times during the year, you will be assessed \$25.00 for any additional late payments. Please be prompt with your payments.

Should circumstances create difficulty in paying your Preschool tuition at any time during the year, please contact the Preschool Administrator. Every effort will be made to work with you to fulfill your commitment.

Returned Checks

For any payment returned for non-payment a Preschool fee of \$30.00 will be charged to your account. You may also be charged a FACTS Returned Payment Fee for each payment attempt that is returned. We understand that errors do happen; however, returned checks and their associated fees create a financial burden for the Preschool.

Tuition Assistance and Multi-Child Discounts

We would like as many children as possible to have the opportunity to attend our school. Due to the limited availability of tuition assistance funds, we require anyone requesting tuition assistance to follow the guidelines below:

- Prayerfully consider the amount of tuition assistance to request.
- Obtain a Tuition Assistance form from the Preschool Office. Complete and return to the Preschool Administrator. *Please know and trust that any information you provide on these forms is held in the strictest confidence.*
- Make your request by March 15 of each year. You will receive a reply no later than the middle of July.

We ask that you prayerfully consider your financial need before requesting a 10% 'multi-child' discount. If you have more than one child in the Preschool the 'multi-child' discount of 10% in the tuition rate would apply to your youngest child's tuition. This request should be made **in writing** to the attention of the Preschool Finance Administrator.

Health Information

Accidents/Medical Emergencies

In the event your child becomes ill or is injured while at school, we will care for your child according to best First Aid and health practices. TPK staff are First Aid certified. We will document any incident or accident and communicate these events to parents.

In a medical emergency we will call 911 first and then we will contact you.

Communicable Diseases

All communicable diseases (i.e., chickenpox, fifth disease, hand-foot-mouth disease, strep throat, lice, COVID-19, etc.) should be reported to the office as soon as possible. We follow the recommendations of the *Communicable Disease Reference Chart for School Personnel* provided by the Virginia Department of Health regarding exclusion and admission to school.

COVID-19 Specific Health Information

Due to the current COVID-19 situation, we must all take precautions to protect our community from illness. If your child has symptoms that are typical of COVID-19, your child must be symptom free for a full 72 hours without taking medication before returning to school. These symptoms include: Fever (over 100 degrees), rash or persistent cough. We strongly encourage any child experiencing these symptoms to be diagnosed by a medical professional.

If your child has a positive test for COVID-19 or has come in contact with someone with a positive COVID-19 test, or your family is in quarantine, inform the office immediately. We will follow procedures outlined by the health department, DSS and the CDC. In the event of a reportable illness, such as COVID-19, we will respond in accordance with guidance from Fairfax County Department of Health. This may include a quarantine period for individuals or groups.

Illnesses

If your child becomes sick at school, a staff member will take care of them until you have arrived. The school will call you at home or at work. If neither parent can be reached, we will call your emergency contacts. Due to COVID-19 it is imperative that someone on your contact list is reachable during school hours. The guidelines that follow are designed to tell you when your child must stay home from school; however, if your child feels unwell, is uncomfortable, and cannot participate in class, the TPK staff will send your child home even if fever, vomiting, or other significant symptoms are not present.

For the safety of our community, children who have been ill should not return to school until they are **100% symptom free for the specified period of time, according to the guidelines below**. If a child comes back to school too soon, he or she will be sent home. We know children are eager to return to their friends, but it's hard to learn when they are still tired and feeling unwell. We will look forward to welcoming your child back when they are fully well!

Health Check for TPK Students

Your child will be temperature checked daily upon arrival to school and you will be asked some health-related questions before leaving your child in our care. If your child has a fever or other symptoms at dropoff, they will not be allowed to attend school until they are symptom free for the specified period of time. You must not use fever-reducing medications before bringing your child to school.

So that we can track the presence of illness within the school, if your child is sick, you must contact the office to inform us of your child's symptoms. This allows us to be aware of illnesses occurring in our student population.

The following general guidelines apply to common illnesses. If your child feels unwell, we may call you to pick up your child even if these guidelines are not met.

- Fever- Your child must be fever free *without the use of fever-reducing medication* and have no other symptoms for 72 hours before returning to school. A fever is a temp over 100. Due to the COVID-19 pandemic, we strongly encourage any persistent fever to be diagnosed by a medical professional.
- Vomiting - Any occurrence of vomiting will result in your child being sent home. Your child must be able to keep food and liquids down for 24 hours and have no other symptoms before returning to school.
- Diarrhea - Any occurrence of diarrhea will result in your child being sent home. Your child must be diarrhea free with no other symptoms for 24 hours before returning to school.
- Strep Infection or on an antibiotic - Your child must be on a prescribed antibiotic for 24 hours and be symptom free for 24 hours before returning to school. If un-medicated, the child's health care provider must provide written documentation stating the child is not contagious and is able to attend school.
- Conjunctivitis or Pink Eye - When a child has red eyes or eyes with drainage, they are required to see their doctor and have the condition diagnosed and treated for 24 hours before returning to school.
- Rashes - Any rash on your child that is unidentifiable will be required to be diagnosed by your physician. If the rash is contagious, we require that your child be treated for a minimum of 24 hours or for the amount of time that your physician prescribes before returning to school.
- Runny nose/coughing - If a child has a green, gunky nasal discharge they must stay home. If your child is uncomfortable and unable to participate in class, regardless of other symptoms, they should stay home.
- Earache, red eyes, and sore throat - A child should be kept home if they exhibit any of these symptoms. If any of these symptoms develop during the school day, they will be sent home.
- Head lice - If live lice or nits are discovered you must notify the preschool office. A child who has head lice may not return to school until the child has been treated with an appropriate head lice treatment and is nit free.
- New medications - to be aware of any adverse reaction, please keep your child home for 24 hours before sending them to school when they are taking a new medication.

Medications Administered at School

No medications are given at school unless we have documentation on file. Please see the TPK office for details and for medication authorization forms. This policy applies to all medications, both over-the-counter and prescription.

Food and Peanut Allergies

We make every effort to protect the health of children with food and environmental allergies.

If your child has a life-threatening allergy...

- To keep medication at school for your child, documentation is required. Please contact the TPK office to request medication forms. These are due no later than your Open House day.
- We will have a brief meeting with you to talk about your child's allergy, symptoms, and how to respond in the event of an accidental exposure.

For all families, to protect our students with allergies...

- TPK is a **peanut- and tree-nut-free** school. Please do not pack foods containing peanuts or tree nuts in your child's lunch or snack.

Special Health Needs

When a child has a special health need, an individualized health plan is developed. This plan tells us what your child's health need is, how we respond to it at school, what medication your child may need, and what symptoms tell us that your child needs additional care. Please contact us with any special health needs your child may have so that we can work with you to develop a health plan for your child.

Please see the TPK office for details and for medication authorization forms.

Arrival & Pick-Up

Arrival Procedures

Our Preschool classes begins at 9:00 a.m. When dropping off your child...

- Please wait in your car until 8:55.
- The teachers will meet you in their designated spot to receive your child.
- Adults should wear a mask and children are encouraged to wear one while the groups form.
- Please form a line, allowing for social distancing of adults, while the teacher does a temperature check and asks a few brief health questions.
- The teaching assistant will gather the children and wait until most have arrived before escorting them into the building.
- Your timeliness is of utmost importance this year. For late arrivals, please call the office. Wait at the glass walkway doors at the front of the building (not the blue awning door), call us, and an office staff member will come and escort your child to class.
- The handicap spaces in the parking lot are for vehicles with valid DMV placards.
- Need help getting your child to class in the morning due to a sleeping baby or mobility need? Call the TPK office and we will be happy to help.

For your child's safety and that of others...

- Watch for cars! Please hold your child's hand in the parking lot, and never leave a child unattended in the lot or your vehicle.
- Watch for kids! **DO NOT use your cell phone in the parking lot at all**, and use extra caution when your car is in motion.

Child Pick-Up Procedures

We are committed to your child's safety and well-being; our pick-up procedures are designed to promote both.

- Teachers will escort their classes out to the designated pick up point by 1:00.
- Remain in your car until your class arrives
- Wear a mask
- Bring your pick-up card
- Once you have collected your child, please return immediately to your car and exit campus.
- Due to the current health situation, there is no opportunity to play on the grounds after school
- Each family fills up a Pick-Up Authorization Form. This tells us who is authorized to pick up your child each day.
- Cherry red Pick-Up cards are used to match children to adults at pick-up time. Bring it to pick-up each day, and if another person such as a grandparent or babysitter is picking up your child, give that person a Pick-Up card to present to TPK staff.
- We may ask for identification if an adult arrives to pick up a child without a Pick-Up card. If that individual is not on the Pick-Up Authorization form, we will not release the child to that person without parental consent.

We know that sometimes you need to make changes to your Pick-Up plan, including at the last minute. Please call the TPK office and let us know.

- Is your child going home with another student? Please call the office to let us know. When you pick up more than one child please maintain social distance during this process. Please note both the parent of the child going home and the family picking up must verify this arrangement with the office.
- Picking up early? Call the office and we will bring your child to the glass walkway doors.

Please remember that as of July 1, 2007 Virginia law requires that all children under the age of eight (8 years old) be in an appropriate car/booster seat whenever they are in any vehicle.

Special Circumstances at Pick-Up

Sometimes special circumstances require additional documentation. In child custody cases or other circumstances in which there is concern regarding the release of children, please provide written documentation explicitly stating pick-up authorizations and restrictions.

Late Pick-Up

We know that things happen and sometimes traffic is unpredictable – but your child counts on you to pick them up on time. If a parent is late picking up, a staff member will remain with the child until parents arrive. Teachers will escort remaining children back into the building at 1:10. You will need to call the office and have an office staff member collect your child and bring them to the front glass entrance.

- Please call the office if you know you are going to be late so that we can tell your child. This is very helpful as children can be anxious when a parent is late.
- If you are repeatedly late in picking up your child (more than 15 minutes after Pick-Up) you will be given a warning and then assessed a fee for every time you are late. The late Pick-Up fee is \$5 plus an additional \$5 penalty for every 5 minutes (or portion thereof).

We know that things happen and do not assess a fee the first time you are late. However, if we observe a pattern, the above fees are applied.

Administrative Information

Absences

If your child will be absent from school, **you must call (703) 691-1006 /email admin@truropreschool.org and email your child's teacher. Due to the current health situation, it is necessary for us to track absences and illnesses daily.** Be sure to include the reason for your child's absence. If your child is ill, you must let us know your child's specific symptoms (such as fever, sore throat, vomiting).

Child Abuse or Neglect

TPK staff is required by Virginia State law to report any suspicions of child abuse or neglect. Virginia State law allows Child Protective Services (CPS) to interview children before notifying parents.

Communication

Communication between the school and parents and the classroom teacher and parents are an important key to your child's success in Preschool.

- The Administration primarily communicates through the weekly "NEWS FROM TPK" sent Friday afternoons by e-mail. You will also occasionally receive other notes and communication from the Office. Please read this email, as it contains information you need!
- Teachers communicate with parents via a weekly e-mail, Shutterfly entry, brief notes, and phone calls as necessary. Your child's teacher has a TPK e-mail address that will be used for communications with you. Please be respectful of your teacher's time outside of school hours.
- If you need to be in contact with your child's teacher, please email your teacher directly. Teachers will respond in a timely fashion.

Confidentiality

The TPK staff makes it a priority to maintain confidentiality of our students and families. This includes any accidents, incidents, or conversations regarding specific students and families. We will hold conversations in a private and individual manner.

Emergency Plans

TPK has developed thorough plans and procedures for unexpected events such as severe weather or other emergencies.

- Monthly fire drills and twice-yearly tornado drills allow students to practice exiting the building or assembling in a safe place. (These will be executed under the advice of the Fire Department to promote social distancing between classes.)
- Our staff is First Aid and CPR certified.
- We maintain emergency supplies of snacks and water.
- We will communicate with you via announcement posted on TPK's website, through a text message or email.

Substitute Teachers and Assistants

At times during the school year, we use substitutes to cover for a teacher or assistant who is absent. This is how substitute teachers are identified and trained:

- A personal interview with the Director or Administrator
- A required substitute training time, to cover school policies and procedures and a review of basic First Aid.
- A brief training course called “Ministry Safe”, to educate staff in the prevention of sexual misconduct involving children.
- A criminal background check will also be done by the Preschool.

If you would like to apply to be on our substitute roster, please call the Preschool Director.

Inclement Weather and School Closings

Inclement Weather Closings

If it becomes necessary to close due to inclement weather we will communicate to you in the following ways:

- On the TPK website: www.truropreschool.org
- On the TPK voice mail greeting: If our operating status changes, you can call the Preschool office at (703) 691-1006 and hear our status on the greeting.
- In an schoolwide email and/or text message

School Closings due to COVID-19

The COVID-19 health situation has changed rapidly since the beginning of the pandemic. We acknowledge the possibility of individual classes closing for quarantine, or for the school to close entirely due to a local or widespread health situation, in accordance with local or statewide guidance.

In that event, TPK has plans in place to provide distance learning for your child. Distance learning will include daily contact via Zoom with your child’s teacher, as well as lesson plans and activities which we will share with you to support your child’s continued learning.

Classroom Information

The following items pertain primarily to your child's classroom. These items are in alphabetical order:

Birthday Celebrations

Birthdays are important events at TPK. We love to celebrate these milestones with you. Due to health restrictions, we will be celebrating birthdays a little differently this year – we will not be celebrating with food brought in from home, but we will mark the occasion in a special way!

- Your child's teacher will provide you with details about how birthdays will be celebrated in the classroom.
- One special way that you can mark your child's birthday is by donating a book to our library as a "Birthday Blessing". If you are interested in donating a book to honor your child's birthday, once you have purchased the book, it is to be given to the Classroom Resource Specialist who will place a name plate in the book with your child's name and birthday. The book will then be given to your child's teacher to read so your child can share it with their classmates and then placed in the library.

Chapel

Children engage in Chapel each week. In Chapel, children hear Bible stories, worship, and pray. We are happy to share our Chapel schedule with parents – please call the Preschool office to learn more.

Classroom Discipline and Aggressive Behavior

Some of the most important aspects of growth for preschoolers and kindergartners are helping them relate appropriately to others, express their emotions in acceptable ways, and participate properly in classroom activities. A developmentally appropriate environment with interesting, well-planned centers helps children focus and make good choices. Children are guided in their behavior through clearly stated expectations, modeling of appropriate behaviors, positive reinforcement, correction, and redirection. Our teachers are trained to use Conscious Discipline techniques, and you can find out more information at www.consciousdiscipline.com. If children are having significant or recurring difficulties in any of the above areas parents are contacted so they and the Preschool staff can work together to help the child.

In the case of aggressive behavior, the following steps will be taken:

- If a child physically injures another child the teacher will calm the injured child and, if necessary, treat any wounds.
- The teacher will calmly and firmly talk to the aggressor discussing and modeling, when necessary, appropriate ways of handling a conflict.
- You will be notified by a phone call or by written report.

In some circumstances, the teacher and the TPK director may need to work with parents to help a child whose behavior is repeatedly aggressive. These supports may

include behavior modification techniques, use of a shadow to support a child's behavior, or other means as appropriate.

Conferences

Two official Parent-Teacher Conferences are held each year. All parents are requested to meet with their child's Teacher via Zoom at scheduled times in the fall and spring to discuss the child's progress, adjustment to school, and goals for development. However, if you have any concerns regarding your child's progress or development, please contact your child's Teacher to schedule a Zoom conference at any time in addition to these "official" conferences.

You will see your child's progress report organized under these headings:

- **In wisdom (cognitive/language)** - We want children to develop their abilities to think, to solve problems, to be creative, to acquire knowledge about the world in which they live, and to communicate well. We want children to know that God is the source of all wisdom and the source of all the wonderful things they are learning about. (Genesis 1:31a, James 1:5a, Colossians 2:3)
- **In stature (fine/gross motor skills)** - We want children to develop strong, healthy, well-coordinated bodies capable of performing the tasks God has planned for them. We want them to honor God with their bodies. (Psalms.139:13-14a, I Corinthians 6:19-20)
- **In favor with man (social/emotional)** - We want children to have a healthy feeling of self-worth knowing God has made them special and has given them unique gifts and has a plan for their lives. (Ephesians 2:10a, Jeremiah 29:11, Mark 6:34a, Luke 10-36-37)
- **In favor with God (spiritual)** - We want children to grow in their knowledge and love of God as revealed in the Scriptures and in the people and the world around them. We want them to apply these truths in their practical, everyday living experiences. We want children to come to know Christ and to be joyful in their love for Him. (Psalms 119:105, Matthew 25:21, Psalms 16:11)

Developmental Concerns & Special Needs

If concerns arise that a child's development and/or behavior may be atypical for their age, we will work with the teacher and parents to support that child. We will help parents identify the screening, support, and professional resources to best meet your child's needs, which may include developmental pediatricians; hearing, language, and other screenings; classroom support; and the help of Fairfax County resources such as Child Find.

Field Trips

There will be no physical field trips at this time. Teachers will be encouraged to share some of the amazing virtual field trips with your children.

Observers and Visitors

We will not be allowing observers or visitors to our facility at this time. Masked TPK office staff will still be allowed in classrooms to observe children, evaluate staff, and support classroom operations.

Playground

Children will be outside on the playground or in the courtyard every day unless temperatures go below freezing, it is raining or snowing, or if the playground is wet or covered in snow. Children should dress appropriately for the weather, including jackets, hats, and gloves as needed. Tennis shoes or closed-toe shoes are best for safety on the playground equipment. Playground equipment will be cleaned between each class as long as we remain in phased openings. During inclement weather, classes will participate in fun physical activities indoors.

Currently, due to health regulations, the playground is only open to TPK students. In order to promote safe social distancing, please refrain from congregating after school hours on the Truro campus including the playground, courtyard and front yard.

Potty Training

All children must be potty trained before attending the Preschool.

- Potty Trained is defined as the ability to consistently control bladder and bowel functions **without** the use of Pull-Ups.
- We expect children to be able to wipe themselves adequately; we will on a case by case basis offer limited assistance with wiping.
- It is understood that occasional accidents may occur. We will help a child change into clean clothes.

If a child is struggling with potty training at school, the teacher and the Director will work with the parents to determine the best course of action to help that child.

Snacks/Lunch

All snack and lunch items must be peanut- and tree-nut-free.

- All food will be provided by parents. Your teacher will communicate specific procedures for your child's class.

Teacher Appreciation

Although the "official" time for Teacher Appreciation Week is in early May, TPK traditionally observes it during the last week of school. This will be coordinated by each class's Room Parent.

Family Participation

We value family participation! This year, your child's teacher will create ways for you to connect with your child's class virtually. Stay tuned for details!

Exemption from Licensure

The Code of Virginia, Section 63.1-196.3 allows child day care centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the exemption law. In compliance with the above Code, Truro Preschool & Kindergarten is exempt from licensure. Listed below are items necessary for disclosure to parents.

Applicants to Truro Preschool & Kindergarten are evaluated based on his or her:

- Personal relationship to Jesus Christ and their walk of faith,
- Experience working with preschool/kindergarten age children,
- Love for children and ability to relate to others,
- Educational background, and
- Ability to plan creatively and implement an effective program for children.

Truro Preschool & Kindergarten is located in the Education Building of Truro Anglican Church. The Upper Room is used for an indoor playroom when weather prohibits outside play. The Preschool library is also in the Upper Room. On the third floor the school occupies 3 classrooms, a teacher work room, and the school administrative office. On the second floor we occupy four classrooms. On the first floor, the school occupies 3 classrooms and the children's Chapel. The fenced playground behind the main church sanctuary includes climbers, swings, a sand box, running space, riding toys, and a tot lot.

Truro Preschool & Kindergarten provides no food service.

The maximum number of children that the school can enroll is 165.

Upon employment, all Truro Preschool & Kindergarten Staff are subject to a criminal background check.

The Truro Preschool & Kindergarten staff is required to receive annual certification from a practicing physician that they are free from any illness or disability which would prevent them from caring for children. They are also required to have a tuberculin skin test every two years.

Truro Preschool & Kindergarten admits students of any race, color, national and ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies or admission policies.

Truro Preschool & Kindergarten is covered by the general liability insurance policy through Brotherhood Mutual Insurance Company. NCG Insurance Agency is the agent that represents Brotherhood Mutual for this policy.

Truro Preschool & Kindergarten has implemented all necessary procedures and policies in keeping with the exemption from licensure requirements of the State of Virginia. Detailed information is available to parents, guardians and the general public in the School Administrator's office.