

Truro Preschool and Kindergarten



Parent Handbook 2018–2019

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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.

We hope this booklet will give you insight into our school and staff. We want to do all we can to meet your child's needs. We are requesting that each family read the Parent Handbook.

We appreciate the time you take in reading our Parent Handbook! We're sure you'll agree that it's packed with information that is helpful for you and your child.

Please feel free to contact the Preschool Office if you have questions regarding the information included in this Parent Handbook.

We look forward to a wonderful year together!

Sincerely in Christ,

Truro Preschool & Kindergarten Staff

Our Beginnings

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 will be celebrating 40 years of serving the Fairfax community.

About Our Administration

Truro Preschool & Kindergarten is a ministry of Truro Anglican Church. The Preschool is accountable to the Rector and Vestry of Truro Anglican in all matters and is part of the Outreach Ministry of the church.

A Preschool Board, comprised of the Rector (*ex officio*), the Truro Preschool and Kindergarten Chaplain, who is an Associate Rector of Truro Anglican Church, the Preschool Director, and up to 9 appointed members, manages the affairs and oversees the policies of the school.

The Director of the Preschool is responsible for the daily activities of the school.

The Director is assisted by an Administrator who manages the business and financial aspects of Truro Preschool & Kindergarten. The Early Childhood Development Specialist and the Administrative Assistant support the teaching staff. A Lead Teacher and Teaching Assistant work in each classroom with the children.

Contact information for the Administrative Staff and Preschool Board can be found on page 31 of this Handbook.

Business Hours

The core hours of our classes are 9am-1pm, with extended day programs available.

The office is open from 9am to 4:00pm Monday through Friday during the school year. We are closed during the summer, during school holidays, and on inclement weather days; and phone messages are accessed at regular intervals.

Philosophy

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.

Goals

Truro Preschool & Kindergarten is a Christian school for children aged two and one-half through Kindergarten. Our school is founded on these words which command us to love God and teach our children about Him.

“Hear, O Israel: The Lord our God is one Lord; and you shall love the Lord your God with all your heart, and with all your soul, and with all your might. And these words which I command you this day shall be upon your heart; and you shall teach them diligently to your children, and shall talk of them when you sit down, and when you rise. And you shall bind them as a sign upon your hand, and they shall be as frontlets between your eyes. And you shall write them on the doorposts of your house and on your gates.” Deuteronomy 6:4-9

IT IS OUR GOAL FOR CHILDREN TO GROW

AS CHRIST GREW (Luke 2:52):

In wisdom - 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 - 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 - 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 - 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)

Snapshot of Our Program

Our 2 ½ Program:

One of the primary goals in our 2 ½ year old class is to help children have a positive first experience in school. We provide a loving atmosphere where children are encouraged to explore and discover the world around them to help them make a successful transition from home to school. Part of the transition to school means learning to share and cooperate with new friends. Language is growing by leaps and bounds at this age and much time is spent helping them express their thoughts, ideas, and feelings. The children are very busy trying on dress-ups, brushing colors on easel paper, squeezing play dough, stacking blocks, putting puzzles together, digging in the sand and water tables, singing songs, and listening to stories.

Our 3's Program:

Our three year olds are involved in a wide variety of group and individual activities. Three year-olds expand their problem solving abilities, grasp of language, and memory/listening skills while enjoying relationships with classmates and teachers. This is a year full of activities to help the children strengthen the small muscles needed for writing, understand and follow directions, learn to count objects up to 5, and grow in their ability to focus during group times. Circle time stories and finger plays, center time "hands-on" learning experiences, and creative movement are all part of the three year-old's preschool experience.

Our 4's Program:

The four's program follows the Foundation Blocks for Pre-K. The Foundation Blocks include literacy, mathematics, science, history, and physical/motor development. Each Foundation Block box is organized and aligned to build towards the Virginia Kindergarten Standards of Learning. The student's activities include connecting sounds with letters and begin to identify the beginning sound of a word; recognizing and writing their own name; forming numbers and letters with downwards strokes; rhyming and putting their ideas into words. Students work with numbers 1-20 and recognize and create patterns. A wide variety of multi-sensory tasks designed to stimulate and strengthen early math development, pre-reading, and pre-writing skills are offered. Units of study are introduced each month with story time, imaginative play, games, art, and "hands-on" activities to support the topics.

Our Pre-Kindergarten Program:

Our Pre-Kindergarten program is for children who have completed a 4's program. This class provides a unique opportunity for those children who would benefit from an extra year of academic and social development. It offers an in-depth review of the Virginia Standards of Learning for Pre-K and focuses on building self-confidence, social skills, and independence

Your child will be very excited to dive into this unique and hands-on curriculum as they discover and explore different habitats around the world..

The language program offers a comprehensive, well-balanced and integrated approach with the objective of preparing children to enter the world of communication by recognizing the patterns and rhythms of sounds, displaying knowledge of written and spoken words, and demonstrating imagination and creativity in expressing ideas orally and in writing. The goal is to give them a solid, rich foundation so that they will be ready to launch into reading. We emphasize phonics and reinforce language instruction throughout the curriculum to ensure that children are prepared for kindergarten.

If your child is not currently enrolled in TPK an informal assessment of the child by our Early Childhood Development Specialist is required before registering for this class.

Our Kindergarten Program:

The Kindergarten program at TPK is a developmental approach to teaching academics. The kindergarten curriculum is designed to address and help students meet all of the Virginia Standards of Learning (SOL) objectives and is creative, comprehensive, and purposeful with learning goals for Bible, literature, math, science, social studies, art, music, and physical education. We seek to provide a loving, nurturing atmosphere which prepares children emotionally and academically for elementary school.

READING PROGRAM - Treasures by Macmillan/McGraw-Hill.

This comprehensive series will target all areas of reading and writing through phonics, comprehension strategies, and interactive and independent writing experiences.

Students will experience the world of reading through whole group and small group instruction. Every day will include oral language practices through speaking opportunities, listening skills, and read-aloud. Daily phonics is developed using decodable readers, student practice and activity books. This new and innovative program will provide strategies for comprehension using fiction and non-fiction, Big Books, leveled readers for teacher guided reading practice, and daily read-aloud anthologies. Our early writers will benefit with a comprehensive writing program to include handwriting, shared writing, interactive writing, and independent writing.

MATH PROGRAM - Everyday Math by Houghton Mifflin, and Windows on Science published by Creative Publications.

These publications offer a wide variety of hands on activities for learning. The children learn by first hearing the concept, experiencing the activity, and then explaining what occurred. By explaining their drawings and through group discussions the children put into words what they observed while doing the activity. The teacher helps them summarize the results.

The goal of the math program is to help children develop an understanding of basic mathematical relationships. The curriculum is concrete and sequential with a progression of concept development from the concrete to the abstract. Children will have many opportunities to develop mathematical concepts using manipulatives before working solely with numbers

and symbols. Counting, classifying and graphing, patterning, measuring, adding and subtracting, money, and time are all part of the math curriculum.

Our Chapel Program:

All children attend Chapel once a week where they learn Bible concepts, hear Bible Stories, learn Scripture, sing, and pray. Puppets, skits, flannel board stories, and guitar music make Chapel a fun and active time where children learn how to worship and praise God.

Additional Programs We Offer

- Breakfast Bunch ~ we offer before school care beginning at 8am until 8:55am Mondays through Fridays. The classroom staff will collect the children and take them to class
- Lunch Bunch ~ this programs is for 3 year olds and older and goes from 1-2pm Mondays through Thursdays
- The Imagination Factory ~ for 4 year olds and older and goes from 1-3:30pm Mondays through Thursdays
- Stay and Play ~ this is offered on Fridays and children can be picked up at 1pm or 3:30pm.

Overview of the School Year

Please consult the School Calendar for specific dates of these special events and activities

Meet and Greet

On a Thursday afternoon in late August, right before our school year begins, we invite you and your children to join us for a time of casual play on the playground. You'll have the chance to meet your child's teacher and assistant as well as other families and students and we'll have staff members ready to take any paperwork you need to turn in (such as birth certificates, Health forms, allergy forms, afternoon program registrations, and so on).

Open House

This is scheduled on the Tuesday following Labor Day and is an important orientation time for your child. If possible you should plan to come without other siblings so you can devote full attention to your preschooler/kindergartener and his or her introduction to school. During Open House please help your child discover the classroom and meet teachers and other classmates. After time in the room feel free to walk the halls, see the Chapel, or visit the office to help your child become familiar with the school environment. On your way out you are welcome to play on our playground. There is a specific time scheduled for each student that is assigned alphabetically by your last name and this information is in the Summer Mailing that is emailed to you in early August.

New Parent Orientation

This meeting is held on the Tuesday evening following Labor Day in September. This is a time to acquaint parents new to our school with a variety of procedures and special events we have during the year, such as Pick-Up Procedures, Snowflake Carnival, and Preschool Sunday. It is a good time to ask questions as well as hear from us. New parents -- plan to come! (Parents only please! Childcare is not provided.)

First Day of School

Following the Open House, we will begin school as follows. The first week is a shorter week for some classes, and we'll begin our regular routine the following week.

5-day classes: Three days of class on Wednesday, Thursday, and Friday

4-day classes: Two days of class on Wednesday and Thursday

3-day classes: One day of class on Wednesday

2-day classes: Two days of class on Thursday and Friday

Room Parent Meeting

Each class **needs** a Room Parent. It is their job to coordinate special activities with the Teacher and the Truro Preschool Administration during the school year. All interested parents are encouraged to come to this meeting to learn simple and important ways to support your teacher and classroom.

Room Parents play an integral part planning and staffing of our Snowflake Carnival which will occur in February. We look forward to parent participation to help us with this celebration.

Back to School Night

Please make plans to attend – this is an important evening for new families and returning families alike!

This is a night for all parents to visit the school to meet the Truro Preschool Staff and visit the classrooms. The evening begins with light refreshments on the brick walkway in front of the Sanctuary followed by a not-to-miss slide show of the first weeks of School in the Sanctuary. You will then have the opportunity to sign up to volunteer in the school, visit your child's classroom, and hear from your child's teacher. This is an extremely important evening when the Teachers share their goals for the class and review procedures for the school. (This evening is for **parents only**; we are unable to provide childcare.)

Library Presentations

The Truro Preschool Library is a great place for children to enjoy books. On a regular basis Preschool staff and special guests prepare and present stories to our children.

1M Family Fun Run "Running for the Kids"

This event is held on the third Saturday of October and is our main fundraising event of the year. It is a great day of building community and, in addition to the 1M event, includes a raffle, Moon Bounces, Face Painting, and many more activities for the children and adults alike.

Staff Retreats, In-Service Training, & Staff Workdays

These are scheduled throughout the school year. There is no school on these days so that our staff can meet together for a time of spiritual worship, prayer, and teaching; attend training; clean rooms and equipment, refresh supplies, and the classroom environment.

State required In-Service Training provides valuable continued education for our staff.

These are invaluable times of growing closer to God and each other for the purpose of ministry to the children.

Dress-Up Day/Literacy Week

These special days are celebrated during the first week of November. Your child is invited to come to school dressed in the costume of their choosing that is related to a favorite book or character. Please keep our goals in mind when choosing costumes for this special week. If at all possible, do not send your children in costumes that encourage shooting or fighting or that in any way might be very scary.

On this day, parents are invited to a parade on their Dress-Up Day. Please watch your emails for more specific information closer to the date.

School Photos

These are taken in the fall and spring each year. Children's photos will be taken individually in the fall and back in time for Christmas. Spring photos will include individual as well as a group class photo; Kindergarten students will have their photos taken in caps and gowns.

Parent Teacher Conferences

Regular school is canceled so that parents and teachers can meet to discuss their child's progress twice a year. In the fall they are held on the Monday of Thanksgiving week. Another Conference is scheduled before the end of school. Child care is available for preschool children and siblings during the time of conferences. Make plans to attend your child's conference!

Nativity Pageant

You will not see a Santa Claus at TPK; while we are not opposed to Santa we work very hard to teach your children that Christmas is Christ's birthday.

It is our tradition to share the story of Jesus' birth through the eyes of our Kindergarten students. They portray the Nativity Pageant for their parents and the rest of the school children and their families. The focus of this special Chapel is on celebrating the birthday of Jesus and giving back to Him the gift of our talents.

Before the Kindergarten portion of the Pageant begins each of the other classes will present a song or poem as their gift to Jesus.

The Nativity Pageant is held in the Undercroft and is scheduled during the third week of December.

Registration for the 2019-2020 School Year

Registration for the next school year begins in January. All returning families need to re-register for the following year. This is how we know which class you would like your child to be placed in. Returning families have first priority registration (alumni families register ahead of open registration as well). Please check the School Calendar for the specific dates.

Snowflake Carnival

This event happens towards the end of the winter season and the children will have a fun-filled day which will include snow cones, cotton candy, face painting, and a moon bounce! Parent volunteers are needed to support this event.

Preschool Sunday during a Truro Anglican Church Service

This is the traditional Sunday when the Preschool participates in the worship service with Truro Anglican Church. All children and families are invited to attend Truro Anglican Church for the service where the children sing several songs and recite Bible verses for the whole congregation. This is a wonderful opportunity for our school community to worship together with the Truro congregation. All TPK families are welcome to join us following the service for a special time of community fellowship and meal; donations are welcome to assist us in defraying this cost.

End of the Year Class Party

This party is planned by Room Parents. This activity may be held off-site at a local park or a private home and also can be held on-site.

Kindergarten Graduation

This is held in the Historic Chapel on the last Thursday evening of the School Year at 7pm. All parents, family, and friends are welcome to attend this brief ceremony, followed by a reception. It is a sweet time when the children share songs and scriptures that they have learned during the school year, receive their diplomas, and view a DVD of The Kindergarten School Year.

Financial Information

Non-refundable Fees

All registration fees and tuition deposits are non-refundable. Registration fees are due at the time of registration. To guarantee the space for the upcoming school year a tuition deposit in the amount of one month's tuition is due in May of each year. This is your tuition payment for the month of May for the coming school year. (Example, the tuition deposit you pay in May of 2018 is your tuition payment for May 2019; for the remainder of the school year tuition is paid from September until April.) Again, neither of these fees is refundable.

Tuition

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. If you choose (or need) to leave the school for any reason, you will forfeit your registration fee and tuition deposit.

If you happen to withdraw before the end of the school year your tuition deposit will still apply to the month of May and you are responsible for the tuition payments up until the time your child is withdrawn.

Additionally, if you travel and are away for an extended period of time, you are responsible for the tuition while you are away if you intend for your child to return to school after you return from traveling.

Refunds in tuition are not granted for student absences or school closings due to inclement weather.

For Kindergarten, we require that you fulfill your financial commitment to us for the year as it is nearly impossible to fill a Kindergarten spot once the school year has begun. You will be asked to sign a Financial Agreement when you register your Kindergartner confirming this commitment.

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. Also with FACTS you have the flexibility of choosing your due date.

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 this becomes a chronic problem (occurring more than three times during the year), you will be assessed \$25.00 for any additional late payments. Please be prompt with your payments.

If you experience problems throughout the year in meeting your tuition payment obligation please contact the Preschool Administrator. Every effort will be made to work with you to fulfill your commitment.

Late Pick-Up Fees

The late Pick-Up fee is \$5 plus an additional \$5 penalty for every 5 minutes (or portion thereof) charged per family after your child's session ends. Example: arrive at 1:19pm after pick-up is completed (1:10pm) \$5 late fee + penalty fee of \$10 = \$15.

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 mistakes 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 April.

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 Administrator.

Health Information

Accidents/Medical Emergencies

In the event your child has an accident at school we will care for your child according to our emergency policies. A *Truro Preschool Accident Report* will be completed detailing the accident and what treatment your child received. This written record will be sent home to you and a copy is retained in your child's Preschool Office folder. Depending on the severity of the accident your child's teacher may also call you to explain what occurred and to expect the accident report.

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, 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.

Food and Nut Allergies

If your child has a life-threatening allergy you will need to meet with the Preschool Early Childhood Development Specialist and/or the designated Preschool Administrator before your child is admitted to the Preschool.

Please be aware that Truro Anglican Church is not nut-free. The Education Building is shared space and it is used for many church activities. We cannot guarantee that nut products are not used in the classrooms during any of these activities.

However, we take this issue very seriously and will take every precaution, to the best of our ability, during school hours to keep our classrooms and the Education Building nut free. The tabletops are cleaned thoroughly with soap and disinfectant on a daily basis. All of the snacks served, to the best of our knowledge, are nut-free.

If you have a child with a nut or food allergy, we require that you provide your child's snack. Please make arrangements with our Administrative Assistant or ECDS to have the monthly snack schedule e-mailed or sent home in your child's backpack so you are able to send in a similar snack to what the other children are having.

There is a sign that is posted on the door of any classroom with a child that has a life-threatening allergy. If you notice that this sign is not posted please tell the classroom teacher and the office and we will make sure it is replaced ASAP!

It is our desire to provide a safe environment for you and your child while they are in our care.

Special Treats for Birthday Celebrations

We do celebrate birthdays in our classrooms. In some cases, a parent will bring a treat to share; this is at the discretion of the classroom teacher. If your child has an allergy, the teacher will work with you to make sure your child is safe.

The teacher will inform you of any snack or food item that they are aware of coming into the classroom. If unexpected snacks are brought to school, every effort will be made to contact you.

You, the parent of the child with the allergy, will call the parent bringing in the special snack to find out what it is so you can prepare a similar item.

It is your responsibility to provide the alternate snack for your child.

Illnesses

If your child becomes sick at school he or she will be taken to the office to be cared for until your arrival. The school will call you at home or at work. If either parent cannot be reached, we will call your emergency contacts. At the Administration's discretion a child may be sent home if they are uncomfortable and are not participating in class. We expect children to be able to wipe their nose, wash their hands, and cough into their elbow.

Children who have been ill should not return to school until they are 100% symptom free for a full 24 hours without taking medication. This means: no vomiting, no diarrhea, no fever (temp. over 100°), no severe coughing, and no thick nasal discharge. If a child comes back to school too soon, he or she will be sent home.

Health Check for TPK Students

Please note that this Health Check for TPK Students is also located outside of each classroom door.

Children are not allowed to attend school if they are sick. Please follow these guidelines. And if your child is sick we would appreciate a phone call to the office.

- *Fever-* Your child must be fever free without the use of fever-reducing medication and have no other symptoms for 24 hours before returning to school. A fever is a temp over 100.
- *Vomiting* – Any occurrence of vomiting indicates the removal from school and 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 indicates the removal from school and your child must be diarrhea free with no other symptoms for 24hrs.
- *Strep Infection or on an antibiotic* – Children must be on medication 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 to determine what it is and if it is contagious. 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. And if your child is uncomfortable and are unable to participate in class 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 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-Please observe your child before sending them to school when they are trying a new medication in case they have an allergic reaction.

Medications

In the event of an injury, we provide basic First Aid to children. For administration of any medication beyond First Aid we are required by law to have prior authorization. An individualized health plan must be on file for the administration of any medication, prescription or over-the-counter; this definition includes prescription medication such as an auto-injector device or inhaler, OTC oral medication such as Tylenol or Benadryl, topical creams, lotions, sunscreen, and so on. See the TPK office staff for more information.

Required Forms

We are required by law to see an **original birth certificate** or **passport** for each child registering at TPK for the first time. We will copy the registry number from the document onto the child's registration form, verify that a staff member saw an original document, and return it to you.

We must also have on file an original State of Virginia School Entrance Health/Immunization Form with a physician's signature stating that the child is up-to-date on all his or her immunizations. This required form needs to be completed on a yearly basis so that your child's Health Form is no older than one year. (Example: if your child's Health Form was completed in February of the current year you will need to have a new form on file the following February.) A current, updated Health Form is required for your child to attend school.

Special Health Needs

We accept children with life-threatening allergies on a case-by-case basis.

If a child has special medical needs or severe allergies, the school requires an individualized health plan. These forms require school, parent, and physician participation. These forms will be mailed to you before school begins or may be picked up in the office. A personal appointment **MUST** be scheduled with the Administrative Staff before your child is able to attend school. At this meeting more specific information will be shared that will assist us in keeping your child safe.

Specific Specialized Health Procedures

When a child has a special health need an individualized health plan is developed.

The individualized health plan is developed through the efforts of the child's doctor, parents, and TPK personnel. The individualized health plan will include information from the child's doctor regarding the details of your child's needs including:

- Specific name of the condition
- Reasons for the health procedure to be administered in school
- Exact procedure to be followed in school to include the time to be administered at school, the time intervals between applications, the exact conditions or symptoms that require administering

the health procedure, and precautions that school staff should be aware of before, during and/or after the administration of the procedure.

The plan will also include signed medication authorizations by parents and doctors (if needed) and a specialized emergency plan, if necessary. When specific procedures are required, such as the use of inhalers or epi-pen, the MAT (Medical Administration Training which is a program established by the State of Virginia) trained administrative staff will work directly with the child in the administration of any medications. If there is any further training or information needed regarding your child's condition please set up a time and/or meeting with the Preschool Administration to arrange this training.

Arrival & Pick-Up

Arrival Procedures

Our Preschool classes begin promptly at 9:00am; please do not drop off your child prior to this time unless you are participating in Breakfast Bunch (an additional charge applies). Never leave a child unattended in a car; please call the Preschool Office if you need assistance.

Parents may park in any of the unreserved spots in the Truro Anglican Church parking lot; please respect and do not park in the Handicap Spaces in the front or back as well as the fire lanes which are designated by yellow curb painting in the back of the building. An adult must escort children to their classrooms. Parents or other adults bringing children to the second or third floors are asked to remain with their children in the covered walkway until the bell rings; those bringing children to the first floor may wait in the Chapel area until the bell is rung. The responsible adult must walk all children for whom they are responsible to their individual classrooms. Under no circumstances should a child of any age be allowed to exit a car or be left at the entrance to the building to walk to class alone.

Children are expected to be present by 9:10am each morning before being considered late to school. Unless prior arrangements are made we reserve the right to not accept any child dropped off after 9:30am; late drop-off causes disruption for your child, their classmates, and reduces your child's instruction time.

Child Pick-Up Procedures

At the end of the school day pickup is from your child's classroom door. We believe this supports the most age-appropriate and positive environment for the social and emotional health of your child. Even the pickup routine is a multi-sensory experience for your child; engaging them in a hug, hearing your voice, seeing your face supports them in the healthiest of ways, and allows them to have the most optimal transition from school to home.

While we understand that it can seem more convenient to pick up in your car, **for your child** it is best that he/she is greeted by a familiar face at the door with their teacher on the other side of it. We hope that this will also provide an opportunity for you to see your child's teacher at the end of the day, and will additionally build community with the other parents in your child's classroom. (Please be aware that if you need to have a more in-depth conversation with your child's teacher than the time allows, you may need to make an appointment.)

- Each family will fill out a Pickup Authorization Form which is found in your summer packet; these are also available in the Preschool Office. This will indicate to us who has your permission to pick up your child. You may make changes to this form anytime you need to; please visit the Preschool office to do so.
- Each family will receive pickup identification cards for each of their children. You will bring this card with you each day and present it to pick up your child. You will receive four cards, one for you and additional ones for the other parent, babysitter, nanny, or grandparent; if you need additional cards, please let the office know and we will gladly provide them. If you get to school

to pick up your child and discover you've forgotten your card, come to the TPK office for a pickup slip.

- You will come to the classroom door at 1pm to pick up your child. We know that traffic can be unpredictable and as a result, there is a 10-minute grace period for pickup. After this, the teacher may bring your child to the office to wait to be picked up. We reserve the right to charge a fee to any family who is consistently or egregiously late for pickup. Please call us if you know you are going to be late, as this allows us to help your child feel comfortable while waiting.

We know that some families have needs that make it challenging to come into the building at the end of the day, such as a sleeping baby in the back seat of the car or a child being picked up by a grandparent whose mobility needs make it difficult to come inside. We will be glad to arrange curbside pickup on a regular basis or as needed for families with such needs. Please come to the Preschool office to arrange this, or call us for occasional help with pickup.

In child custody cases or other issues of concern regarding the release of children, the Preschool requires a written note to the Administrator explicitly stating pick-up authorizations and restrictions. These written notes will be kept in the Child Pick-Up Authorization Book.

Many families arrange ride-share or carpool. At your request, we will provide a list of other children in your zip code or surrounding zip codes to help you facilitate the arrangement of a carpool. Those who are a part of a regular carpool arrangement should be listed on your pickup authorization form and updated whenever a change is made.

If your child is leaving school in a way other than your usual arrangement – for example - a playdate or with another individual – please visit the Preschool office to authorize this arrangement.

If your child is going home with another preschooler or you are bringing another child home with you the following procedure must be followed:

- The parent must complete a "Going Home Note" and turn it into the office for each day their child is going home with a child who is not on their Pick-Up list. The adult picking up a child not normally on their Pick-Up list must submit a "Pick-Up Note" to the office for each day he or she is picking up that child. These forms are available in the office and should be turned in daily by 9:30am.
- Call the TPK office if a last-minute arrangement is made.

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.

The Preschool has a few booster seats for borrowing should you have a need for a car seat.

Child Pick-Up Signs

All families are assigned (4) four pickup signs. **Every parent must have a Child Pick-Up Identification Sign.** This is how we know who is authorized to pick up your child.

If you require additional signs, an additional fee may be assessed.

If the Child Pick-Up Sign is not available (either lost or in another car) the parent or other individual picking up must show photo identification. This applies even if that individual is well known to staff members. **This must be routine policy and is for the protection of your child.**

If the appropriate forms and/or identification are not provided, the school will retain the child in the office until the matter is satisfactorily settled.

If there are any changes in your carpool or Pick-Up arrangements (adding or taking off someone on your list of authorized people) you must contact the office to make the appropriate changes.

Parents are responsible for informing the other members of their carpool when their child is absent from TPK.

Early Releases

Parents wishing to pick up their child(ren) before Pick-Up time must bring their Pick-Up Sign to the office and sign their child out. You will be given an Early Release Form to take to your child's classroom for their Pick-Up.

Late Pick-Up

Your child counts on you to be there for them and it creates a burden for our staff if you are late in picking up your child. Please call the office if you know you are going to be late so that we can tell your child. If you are repeatedly late in picking up your child (more than 10 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) charged per family after your child's session ends. Example: arrive at 1:19pm after Pick-Up has been completed at 1:10pm - \$5 late fee + penalty fee of \$10 = \$15.

We know that things happen and do not assess a fee the first time you are late. However, if it is a chronic problem, the fee will be charged.

General Information

Absences

We appreciate parents or guardians calling or emailing the Preschool Office daily to notify us that your child will be absent. This information will then be given to the child's classroom teacher.

Aggressive Behavior Policy

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.
- If your child sustains a physical injury by another child, the teacher will call you and explain the circumstances. A written accident report will also be sent home explaining the incident.
- An incident report will be sent as well to the parents of the aggressor and a copy will be filed in the child's record.

If this is a recurring problem for the child acting as an aggressor and causing physical harm, the child may not come back to school until a meeting has occurred between the Teacher, Director, the Early Childhood Development Specialist, and the child's parents to determine what further actions are needed. During this time of suspension the parent is responsible for tuition payments.

In cases of serious or potentially serious injuries, the TPK administration reserves the right to suspend a child from school. Additionally, if a child's behavior is continually disruptive and endangers the safety and/or the ability of the other children to learn and taking a disproportionate amount of the Teachers' time, the Director will discuss these concerns with the Executive Members of the Preschool Board. After consultation with the Board the student may be asked to leave the school.

Birthday Celebrations

Birthdays are important events at TPK. It is a time to celebrate the unique person God made each child to be. In consideration of children with allergies you **MUST** notify the teacher in advance if you are bringing in a special snack. Your child's teacher will send home additional information regarding how they will celebrate birthdays in their 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 Early Childhood Development 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 attend Chapel each week where they have the opportunity to hear Bible stories, worship, and pray. Please contact us for details on Chapel curriculum. Parents are welcome to visit Chapel with prior notification to the Preschool Office.

Child Abuse or Neglect

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

Classroom Discipline

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. Using a variety of [Conscious Discipline](#) techniques focused on safety, connection, and problem-solving, children are guided in their behavior through clearly stated expectations, modeling of appropriate behaviors, positive reinforcement, correction, and redirection. 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.

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!](#) There are important announcements you may miss if you don't.

We also use our website (www.truropreschool.org) to communicate important information to you. School closings are posted on the website as well as information regarding school-wide events, for example, our Fall Fundraiser - the 1M Family Fun Run - and registration information (available in January). Our phone system also has voice mail where you may leave messages for us as well as hear important announcements, when needed. We also will utilize a mass text message system for issues which required immediate school-wide communication.

In the event of a school closing as a result of inclement weather every effort will be made by the Preschool to keep parents notified through the voicemail system (703-691-1006), through the Truro Preschool website (www.truropreschool.org), and through text messages and emails.

Teachers communicate with parents via a monthly newsletter, white board announcements (posted outside each classroom door), brief notes, e-mails, 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 our teacher's time outside of school hours.

Two Parent-Teacher conferences are scheduled; one for November and another before the end of the school year. Each Teacher will post a 'sign-up' sheet outside of their classroom in the weeks preceding the conferences.

If you need to be in contact with your child's Teacher you may call or come by the Preschool Office where we will be glad to leave a message for the Teacher. Please allow our teachers at least 2 business days to return your call.

Conferences

Two official Parent-Teacher Conferences are held each year – one in the fall and one in the spring. All parents are requested to meet with their child's Teacher at these times 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 conference at any time in addition to these "official" conferences.

Confidentiality

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

Developmental Concerns

If a teacher has concerns that a child's development and/or behavior are atypical for their age, they will consult the Early Childhood Developmental Specialist (ECDS) who will discuss these concerns with the Director. If, after observations by the ECDS, it is determined a meeting is necessary, one will be scheduled with the parents, the classroom teacher, and the Director to discuss a team approach to help the child, as well as developing any means of extra support necessary. Occasionally, it is suggested the child visit a developmental pediatrician for hearing/vision tests and developmental screening. In addition, Fairfax County offers many resources to meet a variety of needs; one of these resources is [Child Find](#). These programs are designed to address speech and language, motor skills and coordination, and emotional and behavioral development. Our staff can assist you in finding the program or professional that can best determine and meet your child's needs. At your request, we will be advocates for your child, working together with the schools and county agencies.

Students with Special Needs

Children with special needs are considered for enrollment on a case-by-case basis. It is imperative that when registering a child a parent is honest and forthcoming with all of their child's needs. TPK has a long history of working with children that already have an IEP (Individualized Educational Program). We will work with families that have employed a trained shadow to facilitate a child's social development while in school, therapists that come to the school to work with a child in the classroom, or with professionals that parents are using to further evaluate their child. If during the course of the year a child's special needs affect our ability to provide an appropriate learning environment we will evaluate with the parents whether we are the best school to fit their child's needs.

If the special needs of a specific child are taking a disproportionate amount of the Teachers' time, the Teacher, ECDS, and Director will meet with the parents to discuss an appropriate course of action. Sometimes extra support in the form of a shadow or other para-professional to help the child succeed in the classroom may be necessary. It may become necessary for the parents to look for another program that is better able to meet their child's specific needs. We will make every effort to assist you in this process.

Early Withdrawal from School

If for any reason you withdraw your child before the end of the school year you must notify Preschool Office, preferably in writing. Please refer to the section on Tuition on page 14 regarding your responsibility for tuition for the remainder of the school year.

Emergency Plans

Recent events and severe weather have led us to create an emergency plan for your children should we need to move them from the Education Building to another location.

In the event of an emergency that requires our students to leave the education building we will assemble, with the Truro staff, in the Undercroft. We will have water, snacks, blankets, books, and toys, as well as the extra loving hands of the Truro Anglican Church staff. If this emergency is of a chemical nature or a weather emergency (like a tornado), it would be necessary for you to stay put and safe until authorities have announced an all-clear. You would only jeopardize yourself and us if you tried to pick up your child.

Our practice for these kinds of emergencies will be different from our monthly fire drills. We will plan specifically to travel to the Undercroft on our way to the playground and back so your children will be acquainted with the room.

Please be assured that we regularly participate in fire drills, have plans for medical emergencies, have trained our staff in First Aid and CPR for children, and have building lock-down procedures in place.

Incidents of other types, like those of September 11th, will require a different set of procedures. The administration will decide whether the school will remain open, post the status on the website, and communicate the proper procedure to campus staff. Parents may remove their children from school quietly if they choose (except during biological or chemical incident). At no time, under any circumstances, will students be left unattended at the school. The Preschool will keep parents notified through the voicemail system (703-691-1006), through text messages, and through the Truro Preschool website (www.truropreschool.org).

Field Trips

4 year old classes and older have the opportunity to participate in one Field Trip each year. Usually there is a nominal cost for these Field Trips. Specific information related to each trip will be sent home with the Field Trip Permission Slip. Parents must complete this form (to be returned to your child's teacher) and are responsible for the transportation of their child(ren) to and from the Field Trip. Remember, according to Virginia State law, all children under age eight *must* be secured in an appropriate child safety seat. Parents are responsible for providing the car seat and will be responsible for its proper installation. All children will wear tags with the name and phone number of our school.

Fire Drills and Emergency Evacuations

We have monthly fire drills and work closely with the Fairfax City Fire Department to ensure the safety of our school community. Emergency evacuation drills are held twice during the school year.

Mid-Year Enrollment

We welcome registration inquiries after the beginning of the school year and place new students as space permits. In the interest of facilitating a good transition into the classroom for students joining a class

already in progress, we may ask to have an informal “meet and greet” with your child before we place him or her in a class.

Observers

From time to time we may have observers from local universities, the community, or other preschools to visit our school and observe our program. They may make general observations of children and teaching staff. However, if a specific child is to be observed, the parents of the child must give *written* permission to the Preschool office for the observation to occur. This release will be placed in the child's file.

TPK staff is allowed in classrooms at any time to observe children and to evaluate teaching staff for professional growth, with permission of the Preschool Director. Parental notification of such observations is not required.

Parents are welcome and encouraged to visit their child's classroom after the first 6 weeks of the school year. The best interest of the child and class are taken into consideration when determining the length of time or frequency of visits. If there are custody issues, it is the parents' responsibility to inform the school administration of any visitation restrictions.

Playground

Children will be outside on the playground 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.

The playground is only available for the children attending Truro Preschool and Kindergarten that day during their scheduled playground time. **Parents with siblings are not permitted to be on the main playground or on the main playground equipment while classes are in session.** However, the fenced tot lot is open for general use unless it is being used by the 2 ½ year old classes or by one of Truro Anglican Church ministries.

Potty Training

2½ year- olds are required to have begun potty training. Parents will need to sign a Diaper Release Form before starting school so that we may change their child's diapers as needed.

All other 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. Parents may send in flushable wipes to assist with this. It is understood that occasional accidents may occur. The teacher will notify the parents and Director of any difficulties a child is having with potty training at two week intervals for the first six weeks of the school year.

If the potty training process has not been satisfactorily accomplished six weeks into the school year, it will be necessary for the child to withdraw. When potty training is accomplished, the child may be considered for re-enrollment if space is available.

School Closings

As much as possible, we follow Fairfax County Public Schools (FCPS) closure decisions in cases of inclement weather.

- When the County is **closed**, TPK is *closed*.
- When the County has a **2-hour delay** *Breakfast Bunch will not be held. Morning classes begin at 11:00 and end at 1:00. Lunch Bunch, The Imagination Factory, and Stay and Play will be held as normal.*
- When the County closes early the text message system will be implemented to inform parents of our decision.

Fairfax County Public Schools announcements can be found on the web at www.fcps.edu; on television Channel 'red21', and/or the local network stations; or by phone - FCPS Hot Line 800-839-FCPS (3277).

Every effort will also be made by the Preschool to keep parents notified through the voicemail system (703-691-1006), through the Truro Preschool website (www.truropreschool.org), through the text message system and by emails.

Snacks/Snunch

A snack is provided daily by the school and parents are asked to supplement the snack we provide by sending something you know your child will eat; if the item you are sending requires refrigeration make sure you put an ice pack in your child's snunch! *We try, to the best of our abilities, to be a nut-free school.* If your child has **any** food allergies these **must** be noted on registration materials as well as discussed with the teacher so that any special procedures for snack or food handling can be made. If your child has a life-threatening food allergy, the school requires an individualized health plan. These forms require school, parent, and physician participation. (See Health information on pages 16-19) You will be required to bring their daily snack. A monthly snack menu is posted on the bulletin board across from the school office and can be given to you monthly by request.

Substitutes

A personal interview with the Director, ECDS, or Administrator will be conducted, followed by an application process and concluding with a required substitute training of approximately 2 hours. This training time includes school policies and procedures and a review of basic First Aid. In order to be financially compensated for your time as a substitute you are required to complete a training video known as "Ministry Safe". A criminal background check will also be done by the Preschool.

Teacher Appreciation

Teacher Appreciation Week is in early May.

If you wish to solicit funds from parents in your child's class for a group gift/gift certificate at any time during the school year, please get approval from the Director. Working with the Director will give you some good ideas and prevent duplicate phone calls going out to other parents.

Visitors

All visitors in the classroom or on the playground who are not school staff must sign in at the office and receive a "visitor name tag" before joining the class and sign out when leaving the school campus. If you wish to visit a class that your child is not currently enrolled in, this may be pre-arranged through the office with the consent of the classroom teacher.

Volunteers

Parent volunteers are essential to our school. All volunteers must sign in and out at the Preschool Office and receive a volunteer name tag. Volunteers act under the supervision and authority of the Lead Teacher, Teaching Assistant, and Administrative Staff. Volunteers are assigned responsibilities within the classroom by the Lead or Assisting Teacher.

It is the teacher's, and not the volunteer's, responsibility to see that the program is implemented and that the classroom is properly managed. Any questions or concerns about the program or any children should be addressed to the Teacher. This helps to ensure continuity in the program as well as consistency and professionalism in the management of the class.

Any information or issues that may arise regarding the progress or development of specific children is to be kept in the strictest confidence and should only be discussed with classroom teaching staff or TPK administrative staff.

All children are to be spoken to individually in a quiet tone of voice and using positive language. Talking to the teachers or other adults in the room during class time is discouraged so that full attention is always given to the children.

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 located in a room off of 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 three classrooms. 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 beyond a daily snack.

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.

2018-2019 Contact Information

TRURO PRESCHOOL AND KINDERGARTEN

10520 Main Street ~ Fairfax, VA 22030

(703) 691-1006

Fax (703) 591-0737

www.truropreschool.org

Administrative Staff

Director - *Fiona Bracy*

fbracy@truroanglican.com

Administrator - *Carey Lansing*

clansing@truroanglican.com

Early Childhood Development Specialist - *Kathy Kan*

kkan@truroanglican.com

Administrative Assistant - *Sarah Tarvid*

starvid@truroanglican.com

Preschool Board Executive Members

Board President

Carolyn Baldwin

Board Vice-President

Catherine Brown

Board Secretary

Krista Wendle

Board Treasurer

James Yu