

Truro Preschool and Kindergarten



Parent Handbook
2022-2023

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An Administrative Note Regarding Changes to This Document

An administrative note: the information in this handbook or on our website could change in order to stay compliant with health guidance and licensing requirements.

Welcome!

Dear Parents:

Welcome to Truro Preschool and 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 invite children to experience God's love.

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.

- Teachers will present activities 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.
- Teachers will arrange materials 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.

- Teachers will provide activities to develop cognitive, emotional, social, physical, and spiritual knowledge and skills.
- Teachers will create daily schedules that have a balance of quiet and active times, structured and unstructured times.
- Teachers will use thematic units that will be varied and involve science, math, language, dramatic play, 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 and Kindergarten Staff

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

Over the summer, you will 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.

Back-to-school Checklist – All items on this list must be complete for your child to begin school.

- Confirm that your Sandbox account is active and accurate. Email Stephanie at sjaneiro@truopreschool.org if you have questions.
- Update all contact and pick up information in Sandbox. It is imperative that this information be up to date.
- 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 on one of our Paperwork Days, August 8th and 19th, or to Open House.
- 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 valid for one year starting the date they are signed by the medical practice). You can access the form on our website. This form can also be brought on a Paperwork Day or Open House.
- If your child has allergies or needs medication kept at school, a Medication Consent Form is required. This form can be downloaded from our website.
- Please review the updated 2022-2023 Parent Handbook.

History of the Preschool

Truro Preschool and 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.

Administration

Truro Preschool and 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

The office is open from 8:00am 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@truropreschool.org |
| Stephanie Janeiro | sjaneiro@truropreschool.org |
| Cathy Robinson | crobinson@truropreschool.org |
| Vicki Ledeboer | vledeboer@truropreschool.org |
| 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. If you register after the due date for the tuition deposit it will be due along with your registration fee once your child is accepted into a class. All tuition deposits are to be paid before your child begins school.
- Supply fee: This fee will be applied through Sandbox prior to the start of school.
 - 2-day students \$40
 - 3-day students \$50
 - 4-day students \$60
 - 5-day students \$70
 - Kindergarten \$100

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 2022 is your tuition payment for May 2023; for the remainder of the school year tuition is paid from September until April.) Again, neither of these fees is refundable.

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

TPK uses Sandbox, a student information and payment platform, for the payment of tuition, supply fees and other activities that may occur throughout the year. Every family needs to set up an account in Sandbox to manage their tuition payments.

You can pay your tuition by direct debit through Sandbox without a fee. You can also pay your tuition in the Preschool office by cash or check; we will credit your payments to your Sandbox 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. Please do not place tuition payments in your child's backpack or hand it to your child's teacher; if you pay by check, please hand it directly to a member of the office team.

Tuition invoices are distributed via Sandbox on the first business day of each month and are due by the 10th. Your bill is considered late if not paid by the 15th of that month, at which time a late fee of \$35.00 will be applied to your account. Please be prompt with payments.

For any account that is 2 or more months in arrears, we reserve the right to suspend your child until your account is brought up to date with all payments. Should circumstances create difficulty in paying your preschool tuition at any time during the year, please contact the Finance Administrator. We will make every effort to work with you to fulfill your commitment.

If you wish to be enrolled in automatic withdrawal on your TPK invoices, you can access and edit that information via the desktop version of your Sandbox portal (not the app): Settings > Payment Details > Select "Enable Automatic Withdrawal." Those who do not elect to enable automatic withdrawal will need to manually pay their tuition each month.

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 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 Financial Administrator. *Please know and trust that any information you provide on these forms is held in the strictest confidence.*
- Make your request at the time of registration. You will receive a reply within two weeks of applying.

We ask that you prayerfully consider your financial need before requesting a 10% 'multi-child', clergy, or military 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 that 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.

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. 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

Teaching teams will monitor the well-being of children in our care.

If your child has a fever or other symptoms at school, 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 24 hours before returning to school. A fever is a temp over 100.
- 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/Pinkeye – This condition can be either bacterial or viral. Your child should be seen by a doctor to have the condition diagnosed, and must stay home for the amount of time prescribed by your doctor.
- 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 – 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 Consent 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 access the Medication Consent Form on the website. 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.

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 a.m.
- The teachers will meet you in their designated spot to receive your child at 9:00 a.m.
- The teaching team will gather the children and wait until most have arrived before escorting them into the building.
- Your timeliness is of utmost importance. For late arrivals, please come through the glass walkway doors at the front of the building (not the blue awning door), and press the buzzer at the end of the hallway. 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...

- Our parking lot is a busy place. 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 at the end of the day.
- We will provide you with four Pick-Up Cards to be 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.
- Each family will have designated authorized individuals as "contacts" in Sandbox. We may ask for identification if an adult arrives to pick up a child without a Pick-Up card. If that individual is not in your child's contact list, 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. Call the TPK office and let us know.

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 legal documentation explicitly stating pick-up authorizations and restrictions.

Late Pick-Up

If a parent is late picking up, a staff member will remain with the child until parents arrive. When most of the children have been picked up, teachers will escort any remaining children back into the building. 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.

Administrative Information

Absences

If your child will be absent from school, **you must call (703) 691-1006/email sjaneiro@truropreschool.org and email your child's teacher.** 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).

Health Forms

It is a licensing requirement of our school that each child have a valid [School Entrance Health Form](#) from the Commonwealth of Virginia on file. A form is considered valid for one year after the date of the physician's signature. Your child must have a form on file before school begins in September. It is most convenient for both our office and your family if the form is completed over the summer, making it valid for the entire school year. If you have a mid-year signature on your form, it is your responsibility to bring an updated form to the office on or before the expiration date.

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 Sandbox update or email, brief notes and pictures, 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.

- Fire and safety drills allow students to practice exiting the building or assembling in a safe place.
- Our staff is First Aid and CPR certified.
- We maintain emergency supplies of snacks and water.
- We will communicate with you via email or a communication from your teacher.

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 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

We generally follow the decision of FCPS for weather related closings. If it becomes necessary to close due to inclement weather we will communicate to you via email.

Classroom Information

The following items pertain primarily to your child's classroom.

Birthday Celebrations

Birthdays are important events at TPK. We love to celebrate these milestones with you.

- 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 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 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 life 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

Field trips will happen both virtually and in person for 4 year old classes and older throughout the year. Your child's teacher will be sharing details with you as the time arises.

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. Please make sure to label all of these items with your child's name. Tennis shoes or closed-toe shoes are best for safety on the playground equipment. During inclement weather, classes will participate in fun physical activities indoors.

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.

Potty Training

All children in our 3's classes and older 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.

Room Parents

Each classroom will have at least one room parent to represent the class. Room parents help to support school wide functions, communicate with other parents when necessary, help coordinate classroom events like Thanksgiving feasts, parties, teacher appreciation, and teacher gifts. If you are interested in being a room parent, please let your teacher know.

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 and Kindergarten is exempt from licensure. Listed below are items necessary for disclosure to parents.

Applicants to Truro Preschool and 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 and 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 five 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 and Kindergarten provides no food service.

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

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

The Truro Preschool and 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 and 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 and 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 and 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.