



## 2023-2024 Back to School Packet

*We're excited to welcome your family to TPK for the new school year. Here's what you need to get ready for school to start!*

- This packet contains:
  - Back-to-school checklist
  - Administrative information
  - Details about back-to-school events
  - Information about our health policies and procedures
  - An overview of the school year, with information about various events
  - Frequently asked questions

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

- Complete your Brightwheel sign up. Email Stephanie at [sjaneiro@truropreschool.org](mailto:sjaneiro@truropreschool.org) if you have questions.
- Update all contact, pick up, and billing information in Brightwheel. It is imperative that this information be entered and kept up to date. Steps to do this are on page 2. **Your child cannot start school in September if this is not complete.**
- 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 7<sup>th</sup> and 18<sup>th</sup>, 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. You must use our MAT form; it can be downloaded from our website.
- Please review the updated 2023-2024 Parent Handbook, accessible from our website. **Important information has been added this summer regarding our transition to Brightwheel.**

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

## Brightwheel – Our Parent Portal

This year we are transitioning to a new platform for student management and parent portal: introducing Brightwheel!

- Please set up your parent portal account. You should have received an invitation to join Brightwheel. Please let us know if you did not receive this.
- Once your account is created, you can access Brightwheel via [the web](#) or the app (Search “Brightwheel” and it looks like a wreath made of rainbow sprinkles). **Using the web is best for data entry, but please also download the app and turn on notifications to ensure timely receipt of communication.**
- Note that some of your child’s information has migrated from our previous platform, but you will need to populate some personal information in your child’s profile. **Please add this data by August 6<sup>th</sup>, 2023. This is best done from the web** as the app does not have fields for all data that needs to be updated. From the Brightwheel [home page](#):
  - Select “Your Children.” If you have multiple children, please navigate back to this section to update each child individually.
  - Select your child’s name, which defaults to a profile page.
  - Personal Information, Birthdate, Address, and Contacts will all need to be updated. Uploading a photo would also be helpful. **Please make sure that all parents/guardians are listed with phone and email contact information.**
  - When adding contacts, note that parents automatically default to approved pick up, and that emergency contacts do not have a way to flag them as approved for pick up. Please feel free to add an individual as both options when appropriate.
- You will also need to set up your billing. From the Brightwheel [home page](#):
  - Select “Manage Payments” and then “Payment settings” at the top.
  - Select “Add Payment Method” and follow the prompts. Note that Brightwheel accepts bank transfers or credit card payments. There will be no additional charge for bank transfers, but if you choose to pay with a credit card, you will also be responsible for the additional 2.9% processing fee.
  - We will be utilizing Brightwheel’s auto-pay feature which will automatically withdrawal the balance of invoices on their due dates (the 10<sup>th</sup> of the month for tuition and 10 days after invoices created for all others). To pay by another method or change your billing settings, please do so before the invoice due date.
- *Please note: do not place tuition payment checks in your child’s backpack or give it to your child’s teacher as it may not get to the office in a timely fashion. If you choose to pay with a check, please come to the upper level glass walkway and press the buzzer to hand your payment directly to a member of the admin team.*

- You will input any information about your child’s medical needs or allergies under “Medical” and “Requirements.” Please also contact us directly in the office to make sure we have a comprehensive health plan for your child if necessary.
- To communicate with your teachers or the office:
  - Via the App: Select Home > Child’s Name > Message > Staff & Admins to reach your child’s teacher and the admin team or Admins only to reach the office.
  - Via the Web: Select Messaging > Select Child and message type.
    - Your child’s name by itself reaches your teacher and the admin team.
    - Your child’s name with the extra parent/admin label reaches the office only.

*For assistance with Brightwheel, please contact their help desk at [help@mybrightwheel.com](mailto:help@mybrightwheel.com).*

## Communication from TPK

With our transition to Brightwheel, we are moving to utilize that platform for the majority of our communication from the office and our teachers. However, you may still receive emails from us from time to time.

**We highly recommend that when you download the Brightwheel app you turn on notifications so that you receive any communication in a timely manner. Brightwheel does not push communication through to your email.**

From the office:

- The most important communication you will receive from us is our weekly News from TPK. We send it every Friday via Brightwheel newsletter with any news, upcoming events, and so forth.
- Additional school updates including school closings for inclement weather will also be communicated via Brightwheel messaging.

From the teacher:

- Your child’s teacher will also be sending weekly updates and any class specific news to parents via Brightwheel.

## Introducing Our Administrative Team



**Fiona Bracy, Director**  
[fbracy@truropreschool.org](mailto:fbracy@truropreschool.org)

Fiona joined TPK as a teacher in 2006 and later joined the office team as the Early Childhood Specialist and became Director in 2015. Her passion has always been to offer children an emotionally healthy place to grow and develop where they can thrive. Fiona grew up in the UK and after receiving her diploma in Early Childhood worked in a preschool in London and then set up a preschool program for an already established Christian grade school.

She moved to the USA in 2003. She has two grown children who are former TPK students. We love this place!



**Stephanie Janeiro, Administrator**  
[sjaneiro@truropreschool.org](mailto:sjaneiro@truropreschool.org)

Stephanie joined the TPK community first as a parent and then as the Administrator in 2022. With a passion for education and travel, Stephanie has an undergraduate degree in International Business, which she used when she lived and traveled abroad until she moved back to the States, earned her MBA, had children, and embarked on a different sort of adventuring until she joined the TPK admin team.

Her boys are now TPK alumni and currently pursuing their next academic endeavors at a local school.



**Vicki Ledebor, Classroom Resource Specialist**  
[vlledebor@truropreschool.org](mailto:vlledebor@truropreschool.org)

Vicki has been involved in Truro Preschool since 2001. She came to TPK as a parent and then started teaching a few years later. She has served on the school board and is now working as the Classroom Resource Specialist. Her current job involves providing resources for teachers and students so that they can have a rich and inviting experience at preschool.

She has two grown children, both TPK alumni, and she spends as much time as she can with her granddaughter, also a TPK alum.



**Cathy Robinson, Finance Administrator**  
[crobinson@truropreschool.org](mailto:crobinson@truropreschool.org)

Cathy is our Finance Administrator. She oversees the day-to-day financial operations and budget implementation for TPK. Cathy loves serving the body of Christ. In addition to her work at TPK, she also serves in her local church as the Administrator and Treasurer. She also serves on the Women's Leadership Team and as a Sunday School Teacher.

A northern Virginia native, Cathy grew up in the Falls Church area and now resides in Manassas with her husband Andy. She has five grown children and fourteen grandchildren whom she loves hanging out with.

*Please feel free to call the Preschool and leave a message or email any of us with questions.*

*We look forward to seeing you in September!*

## Promoting Health in Our Program

What we're doing:

- Our school has a robust cleaning schedule throughout the building and will continue to clean and disinfect throughout the day. We use a safe and effective cleaning solution.
- We use air purifiers to increase ventilation throughout the building.
- Children will wash their hands with soap and water all throughout the day: upon arrival, before and after eating, after visiting the playground, after using the bathroom, and other times as needed.

What you're doing:

- Do not send your child to school sick! Keep your child at home until they are fever free without fever reducing medication for 24 hours. This is extremely important – we know your child is eager to return to friends and classmates, but staying home until fully well is important for your child's health and that of others!
- If your child's temperature is over 100, or your child is displaying other symptoms of illness such as cough, sore throat, excessive fatigue, nausea or diarrhea, you will be called to pick your child up in a timely fashion. Please answer your phone!
- Call the office and contact your child's teacher if your child won't be coming to school, and indicate if this is due to illness. Please be specific regarding symptoms so we can track potential clusters of illness in the building.
- Please refer to the parent handbook for our full health and safety guidelines.

### Important Notice Regarding Allergies and Medication

*If your child needs to have any medication kept at school, please plan ahead to complete the needed authorization forms.*

In order to keep any medication at school, whether over-the-counter or prescription, we are required to have authorization. These forms must be filled out and signed by your child's doctor before the start of school – we cannot legally keep medication for your child without authorization. Please download the medication authorization form from our website or email Stephanie at [sjaneiro@truropreschool.org](mailto:sjaneiro@truropreschool.org) to receive forms.

## Daily Drop off and Pickup Procedures

Dropping your child off in the morning:

- You will have a designated spot to drop off and pick up your child.
- Come to your designated spot at 8:55am; your child's teaching team will greet the children at 9:00am and escort children into the building.

We reverse the process in the afternoon:

- Every person picking up a child needs a pickup card. We will make four pickup cards for you, which you will receive at Open House.
- Please make sure you have added any additional pickup people in Brightwheel as an "approved pickup contact." If someone come to pick up your child without a pickup card, we will check the pickup lists in Brightwheel to verify who can pick up your child and confirm against a photo ID.

Extended day drop off and pick up:

- For students who are enrolled in extended hours, we will provide you with additional information closer to the start of school.

Making special drop off / pick up arrangements:

- Please call the office if you need to make any special arrangements for drop off or pick up.

## Important Dates for Your Calendar

### **Orientation for All Parents (hybrid format) | Thursday, August 31st, 7:30 p.m.**

This session, conducted simultaneously in person and via Zoom, will give you a full orientation to TPK's operational plans for the coming school year. We will cover drop off and pickup, snack and lunch, health and safety on campus, and other important details. For the most engaging experience, we invite you to join us in person at the school for this event. However, for those unable to join on campus, we will set up a computer to stream the session via Zoom. A link for this will be sent out before the orientation meeting.

### **Open House | Tuesday, September 5th**

Open House is an important orientation time for you and your child. Please plan to come without other siblings so that you can get a good look at the classroom and get to know the teacher together. We will split the class roughly in half alphabetically by last name and schedule time slots for you to visit on Open House. More details to follow later this summer.

### **First Day of School | Wednesday, September 6th**

Beginning Wednesday, September 6th, classes will meet on their normal days and times.

### **Back to School Night | Thursday, September 28th, 7:30 p.m.**

This session will be an opportunity to hear from your child's teacher about their plans for the school year! Get to know your child's teacher, meet other parents, hear how you can participate, and more! Stay tuned for details.

### **Running for the Kids – our fall fundraiser! | Saturday, November 11th**

Save the date! We host a 1-mile family fun run to raise money to support the ongoing mission of the Preschool; this includes operational expenses as well as TPK's Caring & Scholarship Fund. You will register online, receive a t-shirt and instructions, and run/walk a mile with us. It's always a fun morning, including a moon bounce, food, music, games, and a raffle!

### **Class Celebrations**

At various points throughout the year your child's class may have special celebrations that parents will be invited to. Keep that in mind as you plan your school year and time off work if necessary. For more specifics please reach out to your child's teacher.

## School Supplies, Snack/Lunch, and What to Send With Your Child

### Is there a required supply list?

The only item we request that each family provide is one pack of white printer paper. You can bring it to the TPK office or give it to your child's teacher.

Most other supplies are purchased as needed and funded by a supply fee, although your child's teacher may ask for a few specifics like making playdoh that you can sign up for. The supply fee varies based on how many days your child attends school and will be payable through Brightwheel with your first tuition payment.

2 & 3 day students: \$60

5 day students: \$85

4 day students: \$75

Kindergarten students: \$125

We have a small wish list for the TPK office! These items are not required, but if you ever want to bless the office, we would happily receive any of the following:

Keurig K-cup coffee pods – Breakfast Blend!  
Card stock

Clothing donations, particularly for 5-6yo boys

### What do I need to send with my child?

- A backpack big enough to bring artwork and notes home as well as your child's lunchbox and water bottle.
- For 2's and 3's: a change of clothes. Sometimes potty accidents happen, especially during the first days of school. Our 2's and 3's classes keep a change of clothes in the classroom or backpacks just in case. If your child doesn't have a change of clothes and has a potty accident, we have clean clothes that children can borrow.
- Lunch for your child and a snack if your child's class has snack time. Your child's teacher will communicate to you the best way to plan snack and lunch for your child's specific class. (All food items need to be peanut- AND tree nut-free for the safety of our students with allergies.) Please be sure to include utensils, a napkin, and a reusable water bottle (labeled with your child's name, please). If your child is in an extended day class or coming for Stay & Play, plan for a little additional snack for the afternoon.



## Frequently Asked Questions

### **When will I know which class my child is in?**

You will receive communication confirming your child's teacher assignment and other details in late August.

### **My child is still working on potty training. What do I do?**

First of all – don't stress out about this. Dress your child in clothes that are big enough to maneuver easily and without snaps, buttons, or zippers. Then work with your child on going to the potty every couple of hours, or less if they are still having accidents. In the first weeks of school, we will take the children to the potty on a regular basis throughout the day. Please do not send your child to school in pull-ups. If an accident occurs, we will help your child change into dry clothes. See the Potty Policy in the parent handbook or call us for more information.

### **What about drop off and pickup?**

We do drop off and pickup outside. See the pickup page earlier in this packet for details. *Please note:* We have the ability to arrange curbside pickup for families with logistical needs, such as a sleeping baby in the back seat of the car or a grandparent with mobility needs making it difficult. Please call the Preschool office if you need assistance with pickup.

### **Can I be on the substitute list?**

We do sometimes need substitutes in our classrooms. As a sub, you would serve as the assistant for the day (if the lead teacher is out, the assistant takes the lead for the day). Substituting is a paid position; you would be required to take an online training in the prevention of sexual misconduct with children and background investigations in accordance with our licensing.

Email Fiona to learn more about our sub needs, [fbracy@truopreschool.org](mailto:fbracy@truopreschool.org).

### **How do I volunteer?**

We welcome parental involvement in our school! Volunteer opportunities include assisting with picture days, helping set up for a special event, supporting the Fun Run, career days, reading to a class and more. Interested persons can email Stephanie, [sjaneiro@truopreschool.org](mailto:sjaneiro@truopreschool.org) or respond to requests by your child's individual teacher throughout the year.

## **What is Stay & Play?**

In addition to offering classes geared towards families in need of full time extended day classes, we are pleased to offer a drop in afternoon option to families who need extended day on an intermittent basis. A select number of drop in care spaces are available for our 3 year old classes and up, and are available on a **first come, first served basis**. If you are enrolling your child for an afternoon in Stay & Play, please send them with an extra snack. A sign up link will be distributed shortly before the school year begins.

## **What is Practical Parenting?**

As parents, you are your child's most influential and consistent teacher. Practical parenting is a coaching platform we have developed that seeks to equip you with effective tools you can utilize in your parenting role. Fiona Bracy our Director and Vicki Ledebor our Resource Specialist meet with parents to pass on their extensive experience and wisdom on many parenting topics including managing challenging behaviors, sibling rivalry, protecting your children against predators and abuse, developing strong social and emotional skills in your child and more. These sessions are held monthly on Wednesdays.