

EMMANUEL LUTHERAN PRESCHOOL

Serving the Community for over 50 Years!

2013-2014 Parent Handbook

Welcome to Emmanuel Lutheran Preschool!

We have tried to assemble information that will answer many of your questions and help to make our year together a positive experience for all involved. We suggest you read this handbook thoroughly now, and then keep it handy to check on information as the year progresses. Please contact the school office or the teacher for additional information or clarification. Again, we welcome you and your child!



"Love of God, Love of Learning, Love of Self and Others"

2589 Chain Bridge Road, Vienna, Virginia 22181-5577

Office Phone: 703-938-6187

Office Hours: 8:30am-12:30pm Monday through Friday

Preschool Director: Jenny Reinhart

Program Director: Dot Braksator

emmanuelpreschool@verizon.net

Web: ELCVIENNA.org/preschool

Dear Emmanuel Lutheran Preschool Parents -

Emmanuel Lutheran Preschool was established in 1960 for the purpose of a Christian outreach within the congregation to the community. **We have been serving our community for over 50 years!**

The Preschool is an integral part of the ministry of Emmanuel Lutheran Church. The purpose of Emmanuel Lutheran Preschool is to provide a developmentally appropriate and coordinated curriculum in a Christian context that will give the preschool child a basic foundation for his/her future social, physical, emotional, spiritual and educational needs. Emmanuel Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, 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 and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

The preschool program has a successful history of partnering with parents. We take great pride in our parent-teacher partnerships and we encourage you to share your thoughts and ideas with our teachers and faculty.

We look forward to a fantastic school year!

Sincerely,

A handwritten signature in cursive script that reads "Jenny".

Jenny Reinhart

Director, Emmanuel Lutheran Preschool

2013-2014 Preschool Staff

Preschool Director	Jenny Reinhart
Program Director	Dot Braksator
Registrar/Car Pool Coordinator	Amy Vernon
Music	Jennifer Condon
Creative Movement/IMS	Joy Harrington
Science Special 4's	Julie Drake
Science Special 3's	Sue Colwell
Super Science (Mon)	Sarah Carey/Maureen Barrett/Alea Wilson
Above & Beyond (Thurs)	Melissa Reed/Kristin Heath

Class	Lead Teacher	Assistant Teacher
2 1/2 yr old (MT)	Dianne Bergin	Elizabeth Marron + Amy O'Brien
2 1/2 yr old (ThF)	Dianne Bergin	Liz Haas + Elizabeth Marron
3 yr old (MTW)	Julie Drake	Connie O'Connor
3 yr old (MTW)	Janelle Swensson	Maria Bricker
3 yr old (WThF)	Maureen Barrett	Jennifer Miller
4 yr old (TWThF)	Cindy Merchant	Laura Wood – Co-Teacher
4 yr old (TWThF)	Sarah Carey	Karen Walraven
4 yr old (TWThF)	Sue Colwell	Alea Wilson
	Floater: Cathy Church, Amy Kish, Adele Hubbard	

Emmanuel Lutheran Preschool Organizational Chart

Emmanuel Lutheran Church Council:	Dennis Moyer, President
Emmanuel Lutheran Preschool Board:	Julie Brown, Board Chair
Director, Emmanuel Lutheran Preschool:	Jenny Reinhart
	Staff, Emmanuel Lutheran Preschool

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ABSENCES

If your child will not be attending school, or if an absence is anticipated, please call the office at 703-938-6187 or email emmanuelpreschool@verizon.net

ACCIDENTS

When accidents occur at school, parents will be notified immediately if the injury is of a serious nature. If the parent(s) cannot be reached, the school will contact the person listed on the child's emergency information record. Should transport to Fairfax Hospital Emergency Room be necessary, Fairfax Rescue Squad will be called. Any costs incurred are to be paid by the parent(s) of the child transported to emergency care. See Health Policy section for further information regarding illnesses.

ARRIVAL AND PICK UP POLICY/CARPOOL

Note: Due to new county requirements for our Non Residential Use Permit, we were required to make some changes to our policies. They are included in our policies below.

Arrival - 2's classes will begin accepting children at 8:55 am and pick up time is promptly at 11:55 am. 3's and 4's classes begin accepting children at 9:00 am and they should be picked up promptly at 12 noon. All children should arrive and be picked up at the outside classroom door by an authorized adult. Children who are brought to school after scheduled classes have begun (outside classroom doors are locked at 9:15 am) should be brought to the office. Office staff will escort them to their classroom. When children are late they are greeted by the Lead Teacher or Assistant and helped to join into the class activity. If a child arrives much later in the preschool day and the class has left the classroom for an activity, parents bring their children to the office and ELP personnel will escort the child to join their class and the teacher will be notified that the child has arrived. All children must be escorted to the classroom teacher by an adult.

Our registrar is our new Carpool Coordinator. Parents wishing to carpool must give permission for the coordinator to share their names and contact information with other families for carpool possibilities. The coordinator will put families in touch with each other. It is then each families responsibility to make arrangements between themselves. Our teachers and staff may not transport children at any time. Please note that any persons authorized for drop off and/or pick up a child must be noted in the child's preschool file.

Pick Up – It is extremely difficult for children to be the last one picked up. If you are late, they worry and so do we. 2's classes pick up time is promptly at 11:55 am. 3's and 4's classes should be picked up promptly at 12 Noon. All children should be picked up at the outside classroom door by an authorized adult when arriving on time. If teachers have an adult who is on a cell phone or otherwise distracted at pickup, they will inform the parent that they "will wait while they finish their call" or until the adult is ready to receive the child. A child can be released only to those persons previously authorized on their preschool registration paperwork or specified in a signed written note to the teacher. Phone permission may be taken only if a parent calling can be identified by the office staff. All car pool schedules need to be in writing and given to

the appropriate teachers. Any car pool or temporary pickup changes need to be recorded ahead of time with the teacher.

Parents are asked to call the preschool office to notify them of any emergency or last minute problems which might affect pick up. The office will then notify the teacher. If a teacher does not know the person who asks to pick up a child, she will ask for official identification like a picture ID/driver's license. If a child is being picked up early, the teacher should be notified as soon as possible, but preferably in advance. At the end of the school day, our staff are tasked with cleaning up their classrooms, stacking chairs and generally preparing for their next class. One to two afternoons per month they attend staff meetings and/or training.

If you arrive late for pickup, you will be asked to come to the office to collect your child and sign the late pick-up sheet. The policy is as follows:

- **1st Late Pickup – One grace period is observed. Fee is waived**
- **2nd Late Pickup – A late fee of \$30 will be charged plus \$5 a minute for each additional min.**
- **3rd Late Pickup – Late fee of \$30 plus \$5 a minute for each additional minute. Parents will be asked to meet with the Director.** We understand emergency situations affect pick up. Please always notify us if you will be late so we can let the teacher and your child know. School staffers are not permitted to transport students to or from school.

Option: If a parent calls to notify they will be late- we may be able to offer a space in our afterschool lunch program if there is one available that day. In this case, the lunch fee is \$20. However, if the preschool is not able to accommodate the child, the parent must pick up their child from the office as quickly as possible and is required to pay any applicable late fees.

BIRTHDAY PARTY POLICY

Children's birthdays are recognized and celebrated during snack time. If the parent would like to provide a birthday snack, like cookies, Rice Krispie treats, ice cream cups, or Jello jigglers for example, it is appreciated. A snack should be provided for each child in the classroom and the parent should consult with the teacher BEFORE bringing in any food to the classroom. Note: Parents of children with food allergies provide their own snacks for special events and birthdays. Children with summer birthdays may have a special celebration during the month of May or anytime during the year, after consulting with the teacher. No invitation to parties should be distributed at school unless the entire class is invited. **No balloons, goodie bags, or favors should be brought to school.** NOTE: **Please ask your teacher for our handout on special birthday Do's and Don'ts.**

CHAPEL

We have a short chapel program generally every Wednesday and dates are noted on our school calendar. Parents are invited to join us upstairs and sit with their child. The children sing songs, hear a message based on a story from The Story for Little Ones and share a responsive prayer.

CHILD ABUSE AND NEGLECT

Child abuse is mistreatment or neglect of a child. The abuse may come from many sources including parents, siblings, and caregivers outside the home. The injury or harm done to children in today's society is of great concern to us all. Child abuse now takes the form of physical, verbal, emotional and sexual abuse. The school staff has a moral and legal responsibility to protect children from such abuse. As mandated, Emmanuel Lutheran faculty and staff are legally obligated to report any instances of suspected child abuse and neglect to Child Protective Services (CPS). Parental permission is not needed for the child to be interviewed by Child Protective Services staff. Parental permission is not needed to release information that relates to or documents concerns about abuse and neglect.

Emmanuel Lutheran Preschool abides by the Emmanuel Lutheran Church Child Protection Policy and all staff have background checks on file. Copies of the Child Protection Policy may be obtained from the Preschool Director.

CHURCH WELCOME

All families of Emmanuel Lutheran preschool are invited to attend Sunday worship services, Sunday School or any of the other special programs of the Church. Information on Church activities can be obtained from the Preschool Office and will be distributed to classes as appropriate.

Worship Times:	8:45a.m. Revelation Worship/11:15a.m. Traditional
Sunday School Hours:	10:00 - 11:00 a.m.
Church office:	703-938-2119
Website:	www.elcvienna.org

CLASS SIZE POLICY

Each preschool classroom will have a teacher and an assistant present. We provide a Floater to help in individual classrooms as time allows. The size of the class will be limited as follows:

- 2 1/2 Year Old Preschool will have no more than 12 students
- 3 Year Old Preschool will have no more than 13 students
- 4-Year-Old Pre-Kindergarten will have from 12 students to not more than 20 students in Room 1, our largest classroom.

CLOTHING POLICY

Children should wear clothing and shoes that allow them to explore all aspects of the preschool day from painting to playground. Clothing should be durable, casual and washable so children can safely climb, run and jump. They should also be loose fitting and easy to remove and put back on for toileting purposes. Elastic waist pants work well, no belts, hooks, snaps or suspenders, unless children can manage those themselves.

Shoes should preferably be sneakers, but always closed-toe with a rubber soles; not Crocs or sandals which are not appropriate for preschool movement and safety. During winter months, children should wear warm coats and bring hats, gloves and mittens. All clothing and outerwear should be labeled with the child's last name. Hooded garments with long drawstrings should not be worn to school. Families should provide extra clothes, socks and even shoes, if possible, in their child's tote bags in case of emergency and these extras should be changed seasonally.

COMMUNICATION

The preschool will send notices, teacher newsletters and monthly themes, as well as activities and calendars with many school activities by email as much as possible. If you wish to have a hard copy, please ask the office. A parent bulletin board will highlight Fairfax County and community resources. Please try to read all the information you receive from the school. You may notify the school of absences by email at emmanuelpreschool@verizon.net

The preschool website is www.ELCVIENNA.org/preschool and the church website is www.ELCVIENNA.org, you may click on the preschool link for more information and to see our school calendar of events.

CURRICULUM

Emmanuel Lutheran Preschool exists to work with parents to nurture the spiritual, emotional, social, intellectual and physical growth of each child enrolled in the program.

The Staff believes that each child is a "unique" child of God made by Him in love. We strive to provide a Christian atmosphere and environment that is as child-centered and as hands-on as possible--allowing children, via many rich experiences, to be as competent as they are able to be at this time in their lives.

Play is vital to growing children and is a major portion of our class time. Classrooms will be set up with activity and learning centers (art, housekeeping, reading, math, science, music, large and small muscle, etc.) that permit children to experiment with and explore their environment.

Our program is planned to include active and quiet child-selected and teacher-directed activities. All activities are developmentally appropriate for the age span of the children within each classroom. **The goal for each student is to instill a love of God, love of learning, and love of self and others.**

Chapel is generally every week for the 3 and 4 year old programs. Creative movement/integrated motor skills (4s only), and music are usually also offered weekly.

DAYS OF OPERATION POLICY

2 1/2 Year Old Classes:

2 day Monday-Tuesday program from 8:55 am to 11:55 am

2 day Thursday-Friday program from 8:55 am to 11:55 am

3 Year Old Classes:

3 day classes - on Monday - Wednesday 9am -12N

& Wednesday-Friday 9am-12N

4 Year Old Classes:

4 day classes - Tuesday-Friday 9am - 12N

Special Programs:

(Parents may sign up in office for an additional monthly cost)

Super Science Program 4s: Mondays 9am - 12N

Above & Beyond Program 3s: Thursdays 9am - 12N

DISCIPLINE/CHILD GUIDANCE

When children are in a well supervised environment and are provided opportunities for a variety of interesting activities, discipline is rarely needed. Physical discipline is not administered in any form. Most discipline can be handled with some quiet words and positive redirection of activity. Praising a child is much more effective than harsh words. Teachers are positive and use "redirection" to direct appropriate play and activities. Time out may be used occasionally. In the belief that no real learning takes place without discipline, the school has some basic rules of good behavior: "You may not hurt anyone, you may not destroy or damage property, and you may not be disrespectful to children or adults." Aggressive behavior (e.g., biting, hitting) is dealt with in a firm decisive manner. Parents will be notified and in the event of repeated behavior, parents will be called to remove their child from school that day.

Every child needs to have limits set for behavior in order to develop into a well-adjusted, self-disciplined individual. Until such time as the child is able to develop their own inner control, and thereby set his or her own limits, he or she looks to adults to set limits for him or her and to teach appropriate behavior.

A major life change or crisis at home can affect your child's behavior at school. Let teachers know of any joyous happenings, upsetting experiences, or important changes at home. This information will be kept in confidence but will help teachers with any change in behavior. Also, let teachers know what a child has been told about an impending birth, serious illness, adoption, recent death, etc. so they can follow these conversations appropriately.

ENTRANCE REQUIREMENT POLICY

Emmanuel Preschool follows Fairfax County's guidelines for school enrollment. **Students must have all completed forms on file in the office before the first day of class.**

2-1/2-Year- Old Classes:

Our licensing currently requires a child to be 30 months to start. These children may still be in disposable diapers or pullups. Changing facilities are available - parents provide disposable diapers. Only ELP Staff or the child's own parent may change their diapers.

3-Year-Old Preschool Classes:

The child must be three (3) years old on or before September 30 of the current school year. Children must be completely toilet trained and able to handle their toileting needs. They may not wear diapers or Pull ups.

4-Year-Old Prekindergarten Classes:

The child must be four (4) years old on or before September 30 of the current school year. Children must be completely toilet trained and able to handle their toileting needs. They may not wear diapers or Pull ups.

FIELD TRIPS

Field trips will be arranged for the four-year-old classes only. An advance notice of the trips will be sent home to the parent(s). Permission slips must be signed by the parent and returned to the teacher as soon as possible before the day of the field trip. If transportation is provided for field trips, it will be in commercial buses. At this time the two- and three-year-olds will not go on off site field trips.

FIRE AND DISASTER EMERGENCY DRILLS

Fire/emergency drills are held monthly, as required by Fairfax County Fire and Safety. Each classroom has a Shelter-in-Place plan and emergency evacuation plan. ELP has a disaster box with supplies available with emergency supplies and a complete list of student information so we can contact parents in case of an emergency.

HEALTH (AND WELLNESS) POLICY

We want you to help us keep all our children healthy, **please do not bring sick children to school**. A daily health screening will be conducted as the children arrive at preschool. Parents are asked to remain at the door as the teacher greets your child. If we are to create a healthy atmosphere for our preschool, we have to depend on the parents to help us maintain it. The preschool reserves the right to request parents take a child home who is unable to fully participate in ALL aspects of the preschool day.

Symptoms that are cause for keeping your child home are:

- A persistent cold (constant flow of mucus and/or yellowish-green mucus discharge from the nose)
- persistent coughing and/or sneezing
- red eyes/drainage/conjunctivitis (child is not readmitted to school until after 24 hours with no discharge and/ or 24 hours after receiving prescription medication and no longer have drainage)
- flushed skin, unexplained rashes or skin eruptions especially on upper chest/torso

- earache, headache, red eyes, sore throat, chills
- diarrhea, stomach pain, vomiting (a child that has had diarrhea or vomited at any time in the last 24 hours should not be sent to school the next morning)
- fever (child must be fever free **without medication** for 24 hours before returning to school.)
- chicken pox (7 days exclusion)
- if your child has a communicable disease (i.e. strep throat, etc.) you must report this to the school office within 24 hours.

For any illness that requires an antibiotic, child must be on an antibiotic at least 24 hours before returning to school. For a persistent problem (like red eyes, runny nose, rash), the preschool may require a doctor's note stating a child is not contagious. Allergies must be documented by the child's physician.

A child that has vomited or has had diarrhea as recently as the evening before or the morning of that school day should not be sent to school. A child that has been sent home sick from school should not return until 24 hours later.

Licensing requires that the school must be notified within 24 hours if a child or any other household member has been diagnosed as having a communicable disease. Significant outbreaks require a Health Dept. notification.

Our preschool reserves the right to exclude any child at any time that is unable to fully participate in ALL aspects of the preschool day. For example, if a child is too sick to play outside on the playground, the child should be kept at home. We go outside everyday unless it is raining or extremely cold.

Should your child show the above symptoms or become ill during class, we will call either parent or the emergency number you have given us and will keep your child isolated and comfortable, but should be picked up in a timely manner. **We will make every attempt to immediately reach parents and/or emergency contacts on file. If a child requiring pickup is left waiting in the office for an unusually long amount of time, you may be charged a late pick-up fee. Please be sure to keep all phone numbers up to date.**

In the event of a Pandemic Flu or other serious health outbreak, we will follow guidelines as set out in the Fairfax County School's response plan. As a general rule, there will be no make-up for class time lost.

NOTE: We ask all of our staff to follow these health policies as well.

INSURANCE

Emmanuel Lutheran Preschool is insured with National Church Group Insurance Agency, Inc. through Emmanuel Lutheran Church.

LATE FEES

Late Pickup Fees: If you arrive late for pickup, you will be asked to come to the office to collect your child and sign the late pick-up sheet. The policy is as follows:

- 1st Late Pickup – Fee is waived
- 2nd Late Pickup – A late fee of \$30 will be charged
- 3rd Late Pickup – Late fee of \$30 and parents will be asked to discuss the repeated problem with the office

Tuition Fees: A late fee of \$20 will be charged for tuition received after the 5th of the month and a \$30 fee will be charged for returned checks.

LICENSING AND INSPECTIONS

Emmanuel Lutheran Preschool is licensed by the Commonwealth of Virginia and as such is inspected yearly by the Fire Department and the Child Care Office, Commonwealth of Virginia. The current report from the licensing specialist and Fire Prevention Code Permit are posted on the Parents' Information Board outside the Preschool Office.

LUNCH/AFTERSCHOOL PROGRAMS

We offer optional afterschool programs for an additional fee for the three- or four-year-old classes. Programs are generally offered Tuesdays, and Thursdays after school from 12Noon to 1:00pm. More information can be found on the ELP Afterschool Lunch/Special Programs information sheet in the office or on our website.

Sign Ups – Information regarding signups is provided via email at the beginning of the school year. We strongly recommend three-year-olds wait until they are settled into class before attending an afterschool program; generally the end of October is a good time to try these programs.

When we offer signups, these afterschool programs can fill up quickly. We strongly encourage parents to sign up early. We do not offer any refunds or exchanges.

MEDICATION POLICY

Generally no medications will be given to a child by any staff member. Exceptions to administer oral medications or an Epi-pen will only be made with a physicians' signed permission statement. All medications will be stored in the office or classroom out of the children's reach. We train many staff annually in CPR and First Aid. We also train in Health Screening, Medical Administration Training and the shorter version called PMAT. Sunscreen, insect, and diaper lotions should be applied at home before arriving at school.

PARENT/TEACHER CONFERENCES

We are always willing to share our observations of your child with you. Most often these will be informal conversations or phone calls, however, the three and four year old teachers will conduct a formal parent teacher conference at least once during the school year and will prepare short written reports which in the Fall and Spring. Teachers of the 2 ½ year old classes will prepare short written reports which are given to parents. If a problem or concern arises

during the school year, the teacher and/or Director are always available to meet with the parent(s) at a prearranged time. Drop off and pick up time is not the appropriate time for these discussions.

PARENT PARTICIPATION AND VISITATION

We hope that you will always feel welcome to visit our preschool. Visitors should come to the preschool office, sign in and receive a visitor's badge before entering any classroom. We encourage parents to volunteer with their child's teacher for special events, reading to a classroom story, sharing a special snack, or other opportunities offered by their classroom. Parents should not engage the teacher or assistant in a conversation regarding the child during the visit. Questions should be handled at a later time outside of class time. Feel free to contact the teacher by email or phone to discuss any concerns.

PARENTING LIBRARY

The Parents' Information Board is located in the hallway outside the Preschool Office. The Parenting Library is located in the lower foyer off the playground. Books may be checked out free of charge.

PLAYGROUND RULES

A fenced, fully equipped playground is provided and will be used every day weather permitting. Please dress children appropriately, with sneakers and layering in cold weather. Please do not allow children to wear sandals or crocs (**see Clothing Policy**). There will always be two adults on the playground with each class. The playground equipment has been designed to help young children develop their large motor skills and climbing, jumping and running are encouraged. For the safety of the children, there are some limitations as to how the equipment should be used. Gravel must stay on the ground and throwing of gravel is not allowed. Children are not allowed to climb the fence, brick wall, or to climb on top of the playhouse at any time. They must go down the slides on their bottoms, feet first. These rules apply during off school hours as well.

RECORD/RECOMMENDATION REQUESTS

All children's records are treated confidentially. Parents wishing to have records sent to another party/school or wanting a teacher to complete a school recommendation form must contact the office and fill out and sign a release. Records/forms will be forwarded directly to the party/school. Please allow at least one business week for these forms.

REGISTRATION

Application for admission shall be made by the form provided by the center. The application may be hand-delivered or mailed to the school. A non-refundable registration fee of \$80 must accompany each application. Each child must apply each year (including returning children) for which this fee is charged. The Director is authorized to place children in classes which best serve their social and developmental interests. Accordingly, the school is unable to honor requests for specific teachers or classes.

If a child is withdrawn within the school term without continuing to pay tuition to hold their spot and desires re-admission, the child must wait until space is available and re-register with all the accompanying fees. When capacity enrollment is reached, a waiting list will be established and continued for the current school year. Children on the waiting list must re-apply for the following school year. A new waiting list will be established each school year. Registration for the following school year is available to Emmanuel Lutheran Church members, to currently enrolled students and their siblings, and to alumni families before registration is opened to the public. Registration is done by a Lottery process. A Virginia State Health form must be completed and signed by a physician before a child enters the preschool program. A record of immunizations is also required. Student records are confidential and will not be released to anyone without written parental permission.

SAFETY

We have created a comprehensive safety plan using the FCPS plan as guidelines. We have installed covers for the windows, new door locks and adopted procedures which all staff will adhere to. We will make every attempt to ensure the safety of every child entrusted in Emmanuel's care.

SEPARATION PROCESS

The process of separation from parents as a child enters school is one of the most important experiences of a young child's life. Children learn to feel comfortable with others and learn to trust that their parents will come back for them. Here are some suggestions for ways to make this transition successful:

Children should arrive on time so they can enjoy their free choice time with friends. Place an emphasis on what they will be doing that day. Teacher newsletters and classroom whiteboards often tell you what will be happening in class that week.

When you drop off your child, reassure them that you will be back at the end of the school day. Children pick up your tone—be positive. Make this a quick goodbye, but do not sneak out. Be on time so you are there for pick up.

Don't hesitate to ask the teacher for help and follow their guidance with separation. It is better if you drop them at the door and do not enter the classroom unless the teacher suggests it. Our staff has a lot of experience and knows what works best.

Ask the office to call you and let you know how your child is doing in your absence. We're happy to contact you.

SHOW AND SHARE/TELL

As part of the language development program, children may be encouraged by their teacher to bring something special from home. Show and share/tell procedures will be established by each teacher. No guns or toys of destruction are permitted in the classroom. Please do not let your child bring any items to school except on Show and Share/Tell days. Any toy or other item brought into the classroom will be placed in the child's tote bag to return home. All items

brought to school should be labeled with the child's name or placed in a bag with the child's name on it.

SNACK POLICY

A mid-morning snack will be provided each day. Children are encouraged to "taste and try" new foods. The children are offered 100% juice and water with crackers, pretzels, or goldfish & cheerios. At times, this snack may be supplemented (for classes that do not have allergy prohibitions) with fruits and vegetables. No candy or large marshmallows are permitted. Peanut butter, raisins, popcorn, or nuts may be offered only in the 4's classes. Snacks from home should be provided as a treat for the whole class. Please let your teachers know if you would be interested in providing a class snack PRIOR to bringing it in. If a parent wishes to send fresh fruit, vegetables, 100% fruit juice or other nutritional snacks for the whole class, the teacher should also be notified ahead of time. NOTE: If a child is allergic to any foods served at school, the child's parent is asked to provide foods that are acceptable. We will store them in an air tight container or the freezer if necessary. A complete list of snacks and ingredients is available in the office. Despite our best efforts, we cannot guarantee that our environment will be at all times free of allergens. Parents of children with allergies must sign a list of acceptable school-provided snacks. Children with allergies will not be given snacks sent in by another parent on special event days.

Please note that despite our efforts, we cannot guarantee that our environment will be at all times free of allergens for your child. We rely largely on the cooperation of informed parents and other adults so we cannot completely control what items come into the school. Also, other activities occur in the building outside of school hours, and though our signs are posted, we cannot be responsible for what is brought into the building at these times. If you have any questions and/or concerns on this matter, please speak to the Director.

SNOW DAY POLICY

Emmanuel Lutheran Preschool will follow the Fairfax County Public School ruling on snow and bad weather days with one exception: on days of late openings, the preschool will be open from 10:30 a.m. to 12:30 p.m. As a general rule, there will be no make-up for class time lost.

SPECIAL NEEDS POLICY

If a child's special needs can be accommodated at Emmanuel Lutheran Preschool, then the child can be considered for enrollment. As with any enrollment there is a 30-day probationary period. Parents of any special needs child will be informed that our staff is not specifically trained in Special Education and often cannot make special provisions within the classroom to accommodate only that child. Any changes that might be made must be done with the consideration of every child in the classroom.

If a large portion of any staff member's time is spent dealing only with the special needs of any child, the Director should be notified. It is the policy of Emmanuel Lutheran Preschool that all children shall receive equal amounts of time from the teaching staff. If the special needs of a child are preventing this balance of staff and child interaction, the parents of that child will be asked to meet with the Director to discuss these concerns and may be instructed as to how the

preschool might help them find another program to better meet the needs of their child. The school will do everything in our power to refer the family to a program that meets the child's needs.

STUDENT WITHDRAWAL POLICY

The Board reserves the right to ask for the withdrawal of any child for any cause deemed advisable by the Board, or if tuition payments fall one month in arrears. The Board reserves the right to cancel any class and/or contracts(s) if there is not sufficient enrollment to justify its continuance. One month's notice is required in the event the parents must withdraw their child.

TOTE BAGS (No backpacks please)

The preschool provides a tote bag each year for each child enrolled. Children are given these at our Sneak Peek and may put their first name on their bags and decorate them as they would like. The cost to replace a tote is \$10.00. **We recommend you do not launder the bag as it has a tendency to shrink and/or wrinkle.**

TRAFFIC PATTERN/PARKING LOT

To protect our children (and parents!) please remember the following rules:

- (1) Always enter from the upper driveway no more than 10mph (near DePaul's Urban Farm) & stay to the right (the church uses this as a two-way driveway)
- (2) Always exit from the lower driveway (nearest McDonald's)
- (3) **NEVER** use the lower driveway to enter
- (4) **NEVER** park in the coned-off areas in front of classrooms 1-4.

DRIVE SLOWLY PLEASE! 10 mph speed limit in the entire parking lot.

DO NOT HONK HORNS. This is strictly prohibited in our Non Residential Use Permit.

Please note: You may see church visitors exiting from the upper entrance, preschool parents are use the upper drive as an exit.

TUITION POLICY

The Board will review registration and tuition fees yearly. There will be a \$30 discount on tuition per family for two or more children enrolled from the same family. Tuition is an annual fee that is divided into nine equal monthly payments. Therefore, the fees remain the same regardless of absences, holidays, and vacations. Checks should be made payable to Emmanuel Lutheran Preschool and mailed or brought to the school by the first of each month. September tuition is due May 1st for all currently enrolled students. Monthly payments begin on September 1st, and so on for subsequent months. Tuition may be adjusted for children enrolling after the 15th of any given month. No deduction will be given for absences or vacations. A late fee of \$20 will be charged for tuition received after the 5th of the month and a \$30 fee will be charged for returned checks.

TUITION:

Nine Monthly Tuition Payments	for a two day 2's class	\$180 per month
	for a three day 3's class	\$275 per month
	for a four day 3's class	\$360 per month
	for a four day 4's class	\$370 per month
	for a five day 4's class	\$460 per month
One-Time Activity fee	for the 2-1/2's	\$50 per year
	for the 3's	\$65 per year
	for the 4's	\$85 per year
One-Time Registration Fee	\$80 per child	\$70 for each additional child

**The preschool offers a free electronic payment plan for tuition at no cost to you. Please ask about it in the office.

REGISTRATION/ACTIVITY FEES:

Fees for Registration, first tuition payment, and activities are **not refundable**. Any other request for refund of tuition must be submitted in writing to the ELP Board and may be dropped off in the office. It will be considered by the ELP Board at a regularly scheduled meeting. (Please see tuition policies.) Requests for tuition statements for tax purposes require one week to process. **Families enrolling after preschool begins, pay registration and activity fees and the first month's tuition.** At that time, they must make a plan with the office to prepay by one month.

We welcome you to Emmanuel Lutheran Preschool and look forward to being a part of helping your child learn and grow.