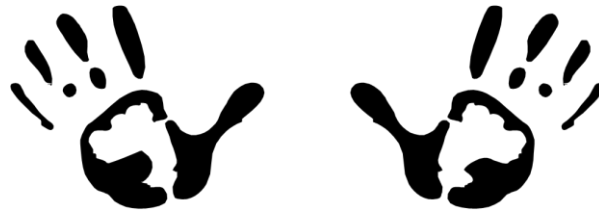


LITTLE HANDS PRESCHOOL

2009 - 2010 PARENT HANDBOOK

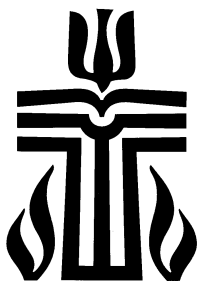
*(Jesus) put his arms around (the child) and said,
"Whoever welcomes in my name one of these children, welcomes me:
and whoever welcomes me, welcomes not only me
but also the one who sent me."*

Mark 9:37



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LITTLE HANDS PRESCHOOL
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MISSION STATEMENT

The Little Hands Preschool believes that each day of a child's life should be viewed as leading toward the total growth and development of a healthy and contributing member of society. In dedicating ourselves to developing the whole child, we have designed a program to foster an environment that encourages children to grow in the following areas:

Socially, children should learn to share and become a constructive, contributing member of groups as well as being able to function independently.

Emotionally, children should learn to recognize their own feelings and to develop a positive self-concept, confidence and emotional control.

Intellectually, children's natural curiosity should be used to understand concepts and an ability to communicate and question.

Creatively, children should be stimulated to develop self-expression, imagination and the ability to discover new solutions to problems.

Physically, children should develop awareness and enjoyment of individual physical capacities and an appreciation of a healthy body.

Spiritually, children should develop an awareness of God's presence in our world. By being with persons expressing kindness, acceptance, and love, children become aware of the reality of God in their lives.

Consistent with Federal and State law, Little Hands Preschool does not discriminate in any of its programs, procedures or practices on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex, sexual orientation, or veteran status.

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THE CURRICULUM

The Preschool offers a developmentally appropriate program in a Christian environment where children learn in an atmosphere that encourages exploration and manipulation of a wide variety of materials. The program focuses on all areas of a child's development; social, emotional, intellectual, creative, physical, and spiritual. A caring staff of qualified teachers who recognize that the best learning occurs in a secure, loving environment leads it.

Research recommends a careful balance between children with special needs and typical children to maximize the benefits to all children. The young age of the children makes this an ideal time for them to learn and embrace the individual characteristics of all their peers without any preconceived prejudice. In each class, there will be no more than two children with a diagnosed developmental delay or a delay assessed by the classroom teacher and the director. This is necessary to insure the successful experience of all the children in the classroom

The Preschool believes that play is the most developmentally appropriate approach for a young child's learning. Children are encouraged to play an active role in their learning through making choices and planning their activities. Seasonal and holiday themes provide a framework for children to learn about and to explore their world.

Because young children think about and try to make sense of issues related to faith and formalized religion and because the Little Hands Preschool is a church school, our program establishes an environment where learning about God, Jesus and the Bible are addressed daily. Children are introduced to Bible stories, religious songs, bible verses, prayers and scripture memorization appropriate to their age and understanding. Christian holiday celebrations are part of our program.

The Preschool program encourages children, in cooperation with responsible adults, to develop a positive self-concept and attitude toward learning. Curiosity about the world, confidence as a learner, creativity and imagination are continuing goals of our program.

Relationships of mutual trust and respect for others, as children learn and play together in a small group atmosphere, are important by-products of our program. Children develop a respect for their cultural uniqueness and the cultural diversity of others by getting to know children with different backgrounds, races, and nationalities.

In all areas of our program, an emphasis is placed on the development of language skills. We recognize that it is through expanded language that a child learns to communicate effectively which facilitates his thinking and furthers his learning. Stories, poems, and finger plays expand the children's awareness of oral and written language.

Through experiences in pretend play, drama, dance and movement, music, art and construction, children learn to represent their ideas and feelings in a variety of ways. Creative experiences further feelings of confidence in children and allow them to express themselves through a variety of mediums.

Our program encourages our children to think critically and use reasoning skills to solve problems. We recognize that children construct their knowledge and learn about the cause and effect of the physical world by manipulating objects. Hands-on activities thus become an essential component of our program. Finally, we aim to help children develop competency in the management of their bodies in both gross and fine motor areas. Children also learn to care for themselves as good health practices are encouraged, modeled and taught.

**LITTLE HANDS PRESCHOOL BYLAWS
FIRST UNITED PRESBYTERIAN CHURCH OF DALE CITY**

Article I. Name and Location

The name of this school is Little Hands Preschool, hereafter referred to as the Preschool. The facilities are located at 14391 Minnieville Road, Woodbridge, Virginia 22193. (703) 878-2366.

Article II. Purpose

The Preschool is a community outreach service, established by and under the auspices of the Session of the First United Presbyterian Church of Dale City and governed by a Session appointed Advisory Board with recognition that it is in a church environment and has Christian foundations. The spiritual enrichment of children will be primarily through the loving example of adults and through learning concepts such as sharing, cooperating, respecting and caring for others. There will be a prescribed Christian education curriculum, including prayer, Bible stories, songs, and Chapel Talk with a Pastor or ordained member of FUPCDC, or a person appointed by the Pastor of the church once a month.

The Preschool combines the expertise of trained teachers with the talents of assistants to create a warm and friendly environment. Parent involvement is valued in seeking to give children a happy experience away from home in the company of peers, guided by loving and accepting teachers.

Recognizing children are unique individuals, the Preschool program encourages children to develop at their own pace. The program emphasizes the development of the whole child--socially, emotionally, intellectually, creatively, physically and spiritually.

The Preschool strives to create a relaxed and nurturing atmosphere in which children can grow more self-confident and independent as they learn more about themselves and the world around them by exploring and expressing, imagining and discovering. Most importantly, their natural curiosity is encouraged and where they can experiment, free of judgment or fear of failure in an atmosphere.

Article III. Registration

The registration shall be open to children who will be at least 30 months old upon enrollment.

Enrollment is the child's first day of school. All children must be fully toilet trained, except for those in the Early Three's class and those children with a diagnosed developmental delay that inhibits them from being toilet trained. State regulation requires that all children must be 30 months or older to be enrolled in the Early Three's class. The Preschool uses the Prince William County public school birth date policy as a guide for assigning children to classes. Subject to the approval of the Preschool Director, registration will be accepted for each school session until the capacity of the school is filled.

Registration fees will be a matter of organizational policy stated in Preschool facts sheets given to parents prior to registration. The fact sheet will reflect the fees for the next school year.

Children will be placed in classes based on the following guidelines:

Section 1. Lottery Process

Before the first registration period, children of teachers and children of FUPCDC church staff will receive placement.

1. The first registration period, priority registration, will begin in February (the exact date will be determined by the Board) and is open concurrently to members of the FUPCDC congregation and families who have children currently enrolled in the program. During the registration period, registration packets will be provided to these families and the Preschool Director will accept the completed forms. When registration forms are turned in, each form will be assigned a lottery number. Families registering more than one child will be given the same lottery number for each child's registration form. No significance is given to the number assigned to each form. Prior to the end of the enrollment period, the Preschool Director will post a list outside his/her office in alphabetical order of each form received in order to give parents the opportunity to ensure their child's form was received. The lottery system described below will then be used to fill the remaining classes. If there is no slot available, the parent(s) may request their child's name be placed on a waiting list. A waiting list will be maintained and families will be contacted as classroom slots become available during the school year.
2. The second registration, community registration, will be open to the public and commence after the priority registration. The community registration will be conducted in the same manner as outlined for priority registration. Packets will be available for a reasonable period to allow the general public time to pick up packets and return completed forms. The lottery process will be conducted as listed below. If there is no slot available, the parent(s) may request their child's name be placed on a waiting list. A waiting list will be maintained and families will be contacted as classroom slots become available during the school year.
3. The Lottery Process: The Registration Committee (see Section 2) will conduct the lottery of the registration forms by randomly selecting lottery numbers. When a lottery number is pulled, the corresponding form will be drawn from the pile of submitted forms. The form will be processed and the child or children (if more than

one child from a family is registering) will be placed in the first available class using the class preference provided on the registration form.

4. Families will be notified by letter of their child's placement within a reasonable period after both registration periods have been completed.

Section 2. Registration Committee

The Registration Committee shall consist of two (2) members with the following qualifications:

1. The Preschool Director
2. A Preschool Board Member (with no vested interest in the Preschool enrollment process.)

The Advisory Board will select the board member for the Registration Committee. The Registration Committee members will serve together for one year's registration period. Their duties will include conducting the lottery process for each of the registration sessions; priority and community.

Article IV. Advisory Board

Section 1. The responsibility of the Advisory Board is to oversee all matters of policy and the expenditure of funds for the school. The Advisory Board is responsible to the Session of First United Presbyterian Church of Dale City.

Section 2. The Advisory Board shall consist of twelve (12) members ten (10) of which will be voting members, with the following qualifications:

1. The Preschool Elder, who will serve as Chair;
2. The Preschool Director;
3. The Preschool Deacon
4. A church member who is knowledgeable about finance to serve as Treasurer;
5. A church member who is concerned with the education of young children;
6. A church member concerned with the church's community outreach;
7. A church member who is concerned with the use and maintenance of the property;
8. A teacher or assistant of the Preschool;
9. A parent representative;
10. A parent representative.
11. Immediate Past Elder as nonvoting member at the current Elder's discretion.
Immediate past elder to serve for a one year transition period.
12. Pastor (ex-officio) non-voting member

The Preschool Elder and Deacon are nominated to their positions by the Nominating Committee approved by the Session and elected by the congregation.

The Preschool Elder will nominate and recommend the Treasurer to be elected by the Session for a one year term. The Session may reappoint the Treasurer at the end of each year. There is no limit on the number of terms that an individual can serve in the position of Treasurer.

The board members who are members of the Church and serve as those interested in education of young children, the outreach program, and buildings and grounds are to be appointed by the Session via nominations from the Nominating Team.

The Staff of the Preschool will select the teacher/assistant representative to the Board.

The two Parent representative positions are to be elected by the Parents Advisory Committee with input from the Preschool Director.

The immediate past Elder is self-explanatory and will be without a vote.

A pastor of the church shall be an ex-officio member of the board without vote.

Section 3. The Advisory Board shall meet a minimum of five (5) times each year, as evenly spaced as possible, and at such other times as needed. Meetings may be called by the Chair by oral or written notice.

Section 4. A quorum for the transaction of any business shall be 5 voting members of the Advisory Board. The act of the majority of the Board at a meeting at which a quorum of the Board is present shall be the act of the Advisory Board.

Section 5. All Advisory Board meetings will open and close with prayer following the *Constitution of the Presbyterian Church (U.S.A.), Book of Order*.

Section 6. All Advisory Board meetings are open to all interested parties. The exception to the meetings being open to all interested parties is the discussion of individual staff salaries tuition assistance and any other discussion as the Advisory Board deems appropriate.

Section 7. *Robert's Rules of Order* shall be the parliamentary authority for Advisory Board meetings.

Article V. Officers

Section 1. The officers of the Board shall be a Chair, a Secretary and a Treasurer. The Preschool Elder shall be the chair. The Advisory Board Secretary shall be elected for a term of one year. The election of a secretary for the succeeding school year shall be held no later than the May meeting.

Section 2. The Preschool Elder or the Elder's designee shall preside at board meetings. The Elder will oversee the organizational responsibility for the maintenance of Board records, fund raising efforts and disbursement of funds. The Elder will also provide a report to Sessions during regularly scheduled session meetings.

Section 3. The Preschool Treasurer shall have general supervision of the financial affairs of the Board. The Preschool Treasurer shall keep the Board and Session informed of the Preschool's financial status and see that all financial records are kept in accordance with bookkeeping procedures approved by the Session. The Preschool Treasurer will provide a financial statement to the Preschool Advisory Board during regularly scheduled meetings for review and acceptance. The Preschool Elder will provide that statement, after the Advisory Board reviews and accepts it, to the Session through the Finance Team. During the months that there is no board meeting the Treasurer will provide a preliminary report to the Elder who will forward it to the Session.

The Preschool Treasurer, in cooperation with the Preschool Director and the Preschool Elder, shall develop the budget. The budget shall be presented to the Advisory Board for approval no later than the January meeting preceding each school year. The Preschool Director will present the budget to the FUPCDC Session no later than the February meeting. Any revised budget shall be approved first by the Advisory Board and then the Session. An annual financial review shall be completed in accordance with the *Book of Order*.

Section 4. The Secretary shall record and preserve the minutes of all the meetings of the Advisory Board, keep attendance records and shall be the custodian of its by-laws and other permanent records.

Article VI. Preschool Director

Section 1. The Preschool Director shall be responsible for (i) the overall administration of the Preschool program, (ii) maintaining a cooperative relationship with the Advisory Board, (iii) annually preparing and submitting the proposed staffing no later than the May Board meeting or as soon after as practical, and (iv) recommending compensation for the Preschool staff.

Section 2. Hiring Process for the Director will be conducted by the FUPCDC Personnel Team under established procedures for the professional staff of the church.

Section 3. The Preschool Elder shall provide an annual review and evaluation to the Preschool Director within thirty (30) days at the end of the preschool year. The evaluation will be signed by the preschool Director, the preschool Elder, and the Clerk of Session. The Preschool elder will acknowledge to the Session that the evaluation was completed.

Article VII. Property

Section 1. Equipment purchased by the Preschool shall be the property of FUPCDC for the exclusive use of the Preschool. The primary use of this equipment is for the Preschool. However, the Preschool Director will maintain a cooperative relationship with regard to use of equipment by the Preschool and other organizations affiliated with the church. Unresolved issues over the use and care of equipment will first be referred to the Building and Grounds Team and then, if necessary, to the Session for final action.

Section 2. If equipment is lost, damaged or destroyed, the group responsible for the loss or damage will be responsible for replacing the equipment allowing for reasonable use.

Section 3. Maintenance and repair of equipment will be the responsibility of the primary user. The Advisory Board, in conjunction with the Building and Grounds Team, will arbitrate disputes over replacement of equipment.

Article VIII. Amendments

These bylaws may be amended at any regular or special meeting of the Advisory Board at which a quorum of *five (5) voting members* is present and be passed by a two-thirds majority vote. Notice of the general character of any proposed amendment must be provided to the Advisory Board at least ten (10) days prior to a Board meeting. The Board will present the amendment to the Session of FUPCDC which is the ultimate authority to approve amendments.

This version of the bylaws of Little Hands Preschool was approved by the Session of the First United Presbyterian Church of Dale City on October 20, 2009. This version of the bylaws supersedes and replaces all previous versions, which are now rendered null and void.

REGISTRATION, TUITION, WITHDRAWAL

A refundable registration fee must accompany each registration form. The registration fee will be returned in the event of NO PLACEMENT for the child being registered. (Note that this is different from the child being placed in a 2nd or 3rd choice class.) In February, the exact date to be determined by the Board, the registration period, priority and community, will commence. NOTE: Please see by-laws for additional information about automatic placement for children of teachers and FUPCDC church staff. Letter of their child's placement within a reasonable period of time will notify families after both registration periods have been completed.

Confirmation of enrollment from a parent is required within 10 days of having received notice of admission. At that time, the Activity fee and one month's tuition are due in full. The tuition will be credited to May of the following school year (the last month of school).

Parents are responsible for eight additional tuition payments, due the first of each month. For those who prefer, tuition may be paid on a quarterly, semi-annual or annual basis. Checks should be made out to the **Little Hands Preschool** and placed in the tuition box next to the office. There is a \$20.00 penalty for payments received after the 10th day of the month. If tuition and late payment are not received, the student will be dropped from enrollment after the 20th day of the month, unless prior arrangements have been made with the director. Checks returned by the bank for any reason will be assessed a \$25.00 fee.

A child may be withdrawn with 30-calendar day written notice to the Preschool Director. The May 2005 tuition will be refunded provided there is no outstanding balance. If the 30-calendar

day written notice is not given, the May 2009 tuition is forfeited. However, the activities fee will be refunded if written notice is given prior to August 31, 2008. Registration fee shall not be refunded.

HEALTH AND MEDICAL INFORMATION

State law requires each child to have on file by the start of each new school year an annual physical examination and a current dated health certificate, signed by a licensed physician. The form is to be updated whenever new immunizations or booster shots are received during the year.

Any child who is not well enough to participate in the full range of activities, including outside play, should not be sent to Preschool until ready to resume normal activities. Notify the Director or your child's teacher immediately if your child is diagnosed with any communicable disease.

Medication: Parents should make every effort for the child to receive the medication outside of the school. The school can give prescription medicine only if this is provided personally by the parent (it cannot be accepted from a child). Prescription medicine must be in the original container and be accompanied by a standard dosage/permission form from the child's physician. All other medications are given on a case-by-case basis.

Medication is to be brought to the office, kept in the locked sick bay cabinet, and dispensed by the Preschool Director or designee. If medication requires refrigeration, parents must first check with the Preschool Director to see if refrigerated storage is available. The Preschool will not be responsible for lost or spilled medications. All medicines must be picked up by the parent, not the child, at the end of the medicating period. The Preschool Director shall dispose of all medication not picked up by the parent within one week of the end of the medication period. The Preschool Director shall ensure that a log is kept of all medication dispensed.

Allergies: When a child's physician prescribes emergency allergy injections and there is the possibility that a child might need this treatment during the school day, the following procedure shall be implemented:

The parent must submit to the Preschool Director the procedure prescribed by the physician and arrange for staff to be trained how to administer the treatment. All serums and medications should be stored together in an appropriate area. Parents will be responsible for ensuring the medication has not exceeded the expiration date. Parents shall be informed that any person, who in good faith and without compensation, administers medication to an individual for whom an allergy treatment has been prescribed shall not be liable for any civil damages for acts or omissions resulting from the rendering of such treatment if they have reason to believe that the individual receiving the injection is suffering or is about to suffer a life-threatening anaphylactic reaction. The parents will be notified immediately after treatment is given.

Accidents and Injuries: The Preschool Director shall ensure that a record is kept of all accidents, injuries and first aid. In the event that a child is injured, an injury report will be completed. Parents will be notified of all injuries. In serious emergencies, the child shall not be moved and rescue service assistance shall be called by dialing 9-1-1. When this occurs and it is necessary to transport to the hospital, a responsible adult shall meet the ambulance at the hospital and remain with the patient until a family member arrives.

Head Lice: If at any time head lice are found, all of the children in that class will be inspected. A letter will be sent to all parents of children who may have been in contact with the infested child. Any student who is suspected of having lice will be sent home with a notice to the parent of the suspected lice infestation. The child will be excluded from preschool until the parent provides either 1) a written statement from a physician or the Health Department providing confirmation that the child no longer has head lice or 2) a statement from a physician, the Health Department or the parent confirming that an approved shampoo treatment has been applied and that all nits have been removed with a fine tooth combing. The staff will recheck the child in 8 to 10 days after return to ensure that the infestation does not reappear.

CHILDREN MUST BE KEPT HOME WHEN THEY:

- have a fever or have had one during the previous 24-hour period.
- have vomited or have had diarrhea during the previous 24-hour period.
- have a thick nasal discharge.
- have a constant cough.
- have head lice, ring worm or scabies.
- are fussy, cranky and generally irritable; or are within the contagious period of a communicable disease (chicken pox, impetigo, conjunctivitis).

EXCLUSION FROM PRESCHOOL PROGRAM

Inappropriate Behavior(s): When a student or parent's inappropriate behaviors impact the learning environment, the child may no longer participate in the program. Unacceptable behaviors for students include but are not limited to tantrums, biting, scratching, kicking and, spitting. Unacceptable behaviors for adults, including parents and staff, include but are not limited to illegal, unchristian or otherwise disruptive behaviors, foul or inappropriate language directed at staff members, parents or children.

Let no evil talk come out of your mouths, but only what is useful for building up, as there is need so that your words may give grace to those who hear.

-Ephesians 4:29

The Preschool Director will counsel with the parent regarding occurrences of unacceptable behaviors. If the behavior persists, the Preschool Director may have the child removed from the program. The discretion of the Preschool Director shall prevail in determining if the child is removed temporarily or for the remainder of the year.

In the event the child is removed for the remainder of the school year, the parent shall receive a prorated tuition refund. Registration and activity fees shall not be refunded. If the child is removed temporarily, the parent shall continue to pay tuition in order to secure the child's placement in the program.

Appeals: The decision to remove a child from the Preschool can be appealed to the Advisory Board.

STAFF QUALIFICATIONS

We strive to find teachers and teacher assistants who have a degree in Early Childhood Education or a related field and experience working with preschool children. Personal qualifications include a warm outgoing personality and obvious pleasure in working with children and parents. Staff participates in weekly curriculum planning sessions and attends monthly staff meetings. There is an ongoing program of professional development. In addition, teachers and teacher assistants are encouraged to attend professional conferences and workshops. All staff must be certified annually by a practicing physician to be free of any disability, which would prevent them from caring for children. The preschool staff is trained in first aid, CPR, recognizing signs of child abuse and daily health screening. All paid preschool and church staff who work with the preschool students are required to pass a criminal background check.

CLASS SIZE

	OPTIMUM
Early three year old program	10
Three year old program	12
Pre Kindergarten Four year old program	12
Pre Kindergarten Five year old program	12

PHYSICAL FACILITIES

The Preschool is housed in the Education Building of the FUPCDC, which is provided without charge to the program. The grassy areas and playground will be used for appropriate outdoor activities.

PUBLIC LIABILITY INSURANCE

The Preschool and FUPCDC are covered by public liability insurance.

EMERGENCY PROCEEDURES

If a major emergency occurs during school hours, we do not intend to keep children from their parents. However, Little Hands Preschool will follow the lead of Prince William County School Division (PWCS) in determining if and when to implement "Shelter-In-Place". PWCS defines Shelter-In-Place as the school taking appropriate steps to implement those actions that will ensure the safety of the children as the first and highest priority. Depending on the specific event, this action may require that students remain in school for an extended period; for example, in the event of biological threat. Shelter-In-Place is a temporary measure designated to utilize a school/facility and its indoor atmosphere to separate students and staff from hazardous outdoor environment (Prince William County Public Schools Crisis/Emergency Preparedness).

It will be Little Hands Preschool's goal to return children to their parent/guardian as soon as it is determined to be safe to do so. Little Hands Preschool will follow the directions provided by PWCS and health and public safety officials.

Parents will be permitted to pick up their children unless public safety officials have declared a Shelter-In-Place response or there is some other reason why access to the school/church has been restricted.

Please make sure that all **emergency card information** is up to date. Students will only be released to those individuals listed on the school emergency card or who have written permission from a parent(s)/guardian.

Some of our students may take critical medications before and after the school day. In order for Little Hands Preschool to be able to administer medications to your child for up to 72 hours, **a medication form MUST be completed and returned to the school along with the necessary medications.**

Each medication must be in its original labeled container.

Only medications that are **critical** to your child's health should be brought to school. This is a decision between you and your health care provider.

To manage some health concerns, such as diabetes or food allergies, specific foods may be needed. Students on special diets need to have a 72-hour supply of non-perishable food. Please provide foods, **only if** your child requires a special diet. Please place foods in a bag or container and label with your child's name and special dietary restrictions and instructions.

In addition, we request that parents check their child's clothing and make sure clothing is appropriate to the season and that it fits your child.

We ask that parents/guardians also pack a toothbrush and toothpaste, a blanket or towel, and attach a comforting note to your child, and if you wish, a stuffed animal or other stuffed friend. The note will be read to the child in event of a Shelter-In-Place event. Please make sure the note is positive and upbeat. Our intent is not to scare the children, but to let them know that you are thinking about them and will be with them as soon as it is possible.

A parent/guardian will be asked to sign a copy of this letter to signify that you have read our emergency procedure.

It is our hope that we will not have to implement these procedures. However, in the interest of safety for all the children, it is best that we be prepared for an emergency.

HOLIDAY AND WEATHER POLICY

The preschool will closely follow those holidays observed by PWCS (Prince William County Schools). A yearly calendar shall be published at the beginning of each school year.

CANCELLATION

The preschool will observe PWCS closing for weather emergencies as follows:

No school in PWCNo preschool
1 hour late in PWC.....1 hour late in preschool
2 hours late in PWC.....Preschool will start 2 hours late, with both morning and afternoon sessions running for 2 hours. The times will be 11:00am to 1:00 PM or 11:15 to 1:15 and 1:30 PM to 3:30 PM.

We will follow Prince William County Public School's policy for early closing. If we receive confirmation from the County that public schools will close early, we will call parents to pick their children up for the preschool as soon as possible. Afternoon classes will be cancelled.

Check local radio and TV stations for school closing information. A telephone tree will be used for any emergency early closings.

MAKE UP

Of cancellation dates, as determined by Prince William County Schools, are made up prior to the close of the preschool year, classes will be made up. Dates scheduled by the by PWCS after

the end of the preschool year will not be made up. Class schedules will not be altered to make up any days lost.

ARRIVAL AND DISMISSAL

The starting time of the Preschool will be adjusted according to the starting times of local Elementary Schools. The approximate time of the program will be from 9:00 a.m. to 12:00 noon for morning classes and 12:30 p.m. to 3:30 p.m. for afternoon classes. The smooth flow of our program depends largely upon parents being prompt in bringing and picking up children each day. We find that children who arrive late miss greeting each other and the important beginnings of the school day. If you find you are going to be detained and unable to pick up your child at dismissal, notify the school immediately.

The Preschool Director will determine if the reason for a parent arriving late is excusable. Unexcused late arrival for pickup will be assessed a late fee as follows:

5 minutes late	\$ 5.00
6-10 minutes late	\$10.00
11-15 minutes late	\$15.00
16+ minutes late	\$30.00

CLOTHING

Children should be dressed appropriately for school and the weather.

1. Your child should wear washable, comfortable play clothes because the classroom can be a messy and fun world of paint, paste and play dough.
2. Self-sufficiency involves important skills. Age appropriate clothes should be worn that can be put on, taken off, snapped, buttoned or zippered by your child.
3. Children should wear shoes suitable for running and climbing. We suggest shoes with closed toes, non-skid soles, and straps or ties so that the shoes can be fastened securely.
4. Parents will provide a complete change of clothing (underpants, socks, and clothes) in a ziplock bag, to be kept in the child's tote.
5. All "removable clothing" (coats, sweaters, hats, etc.) must be labeled.

The Preschool will not be responsible for lost clothing. A lost and found area will be maintained in the Preschool Director's office. The contents of the lost and found will be donated to charity after sufficient notification to parents.

SNACK INFORMATION

Little Hands Preschool is a peanut free school. We will not serve peanuts or peanut products and children may not bring peanuts or peanut products for snack.

Good nutrition, like good health, is essential to a child's learning and enjoyment. A nutritious snack provided by the parents will be a part of the learning experience. Examples: a piece of fruit, ½ sandwich, small yogurt (with a spoon), or a small bag of crackers. Please do not send candy. Classes (not classrooms) with food allergies will be required to adhere to the food restrictions of the allergies unless the restrictions are so severe that it disrupts the educational environment of the class, Little Hands Preschool or church activities.

We celebrate birthdays during snack period. We prefer that you do not send elaborate favors or candy. Please coordinate this with your child's teacher.

CONFERENCES AND NEWSLETTER

Teacher and Assistants will conduct half hour visits with each child and their parent(s) in the classroom approximately one-week before the opening of school. Parent-teacher conferences are held at the mid-year. Class will not be held on scheduled parent conference days. Parents are encouraged to arrange conferences any time by requesting an appointment.

A Preschool newsletter is published monthly during the school year to help keep parents informed. It includes announcements, news from the Preschool Director, and articles of general interest. Each teacher publishes a classroom newsletter with announcements and a calendar of upcoming events.

PARENT INVOLVEMENT

The Preschool has an open door policy toward parents. Parents are welcomed and encouraged to participate in all aspects of the program. In addition to attending parent/teacher conferences each year, the parents are encouraged to become involved with the preschool through substituting in the classrooms, helping with fund raising, chaperoning field trips, member of the Advisory Board, etc.