



# Parent Handbook

2020-2021 SY

12410 Lee Jackson Highway

Fairfax, VA 22033-2861

703-691-9120

[cppdirector@cpcfairfax.org](mailto:cppdirector@cpcfairfax.org)

[www.cpp.cpcfairfax.org](http://www.cpp.cpcfairfax.org)



Email: [admin@cpcfairfax.org](mailto:admin@cpcfairfax.org) [www.cpcfairfax.org](http://www.cpcfairfax.org)

Church phone: 703-278-8365

Rev. 01/2020

## ***WELCOME***

The faculty and staff of Christ Presbyterian Preschool welcome you and your family. We will do our best to offer your child an enriched Christian learning environment as we will strive to make your child's education positive, interesting, stimulating and spiritual. We ask for your support, and ask that you be an active participant in your child's preschool experience. This handbook has been carefully prepared so that parents know and understand the policies and practices of CPP.

### ***CPP STUDENTS ARE GROWING IN FAITH, MIND AND CHARACTER***

We believe that every child is a special gift from God to be loved, nurtured and appreciated as a unique individual. We strive to create a secure, positive learning environment based on Christian principles, where young children can learn and develop at their own pace. Students in the 3 & 4's classes will have an opportunity to attend chapel once a month in the sanctuary.

Our preschool's curriculum is based on the principle that children learn best by doing. Our goal is to foster independent learning in a well-organized environment where children are encouraged to make choices and work together. Sensory, motor, perceptual, and language skills are introduced through a variety of materials and activities, which are both child-centered and teacher-directed. Work is planned with the emphasis on the **process** rather than the product, fostering a sense of accomplishment.

Based on the theory that children learn through play and their surroundings, the teachers plan their classrooms carefully encouraging active involvement, meaningful experimentation and reinforcement through repetition. Schedules are designed to balance structure and free choices, as well as active and quiet time.

Recognizing that children grow in predictable stages, we treat each child as an individual, working from the level each child has attained and moving forward a step at a time. We teach a love of learning by allowing children to experience their own stage of development and helping them to feel success without pressure.

### ***RELATIONSHIP OF THE PRESCHOOL TO THE CHURCH***

Christ Presbyterian Preschool (CPP) is a non-profit organization operated by Christ Presbyterian Church of Fairfax as an outreach community ministry. CPP is administered by a Board of Directors with church members serving on the Board. The Preschool Board is in place to provide the preschool efficient management, develop school policies and procedures, prepare job descriptions, and hire preschool staff. The Preschool is under the daily supervision of a Director.

### ***STAFF QUALIFICATIONS***

The teachers at CPP come with education and experience in working with young children. In addition, they are kind, caring, nurturing, and loving. They guide the children in developing socially, physically, intellectually, emotionally, and spiritually. CPP staff celebrates and teaches Christian truths. Teachers lead the children in prayers, singing Christian songs and learning Bible stories, as they navigate through their curriculum and projects.

The lead teachers are required to participate in several hours of professional development in early childhood education each year. All staff are required to furnish proof of a negative TB test and a criminal background check. In addition, a Child Abuse/Neglect and Daily Health Check class is done on a yearly basis.

All of our teachers hold a college degree and many hold a Bachelor's Degree or higher in

early childhood education or a related field. The Director holds a degree in Early Childhood Education and continues to stay current in early childhood education by participating in professional development classes and seminars. The staff is CPR certified and has first aid training. Many of our staff are certified in Emergency Medication Administration (EMAT).

### ***LICENSURE***

CPP has state religious exempt licensing. The school is inspected by the Fire and Health Departments annually and meets or exceeds all county and state regulations.

### ***INSURANCE***

\*\*CPP is covered by public liability insurance. Please note that we do not provide medical benefit insurance for your children in case of an accident.

### ***STUDENT GOALS AND OBJECTIVES***

Throughout your child's time at CPP, they will scaffold their learning using the following goals and objectives:

#### **Social/Emotional Development Objectives:**

1. Help your child make a smooth transition from home to school.
2. Encourage your child to develop desirable social habits such as self-regulation, fair play, and courtesy towards others.
3. Learn to work together in a group situation.
4. Set an example of fairness, honesty and integrity for your child to emulate.
5. Help your child create a positive self-concept.
6. Provide opportunities for your child to succeed.
7. Create a stronger sense of empathy towards other children.

#### **Physical Development Objectives:**

1. Help develop your child's fine and gross motor skills.
2. Encourage correct habits for healthful living.
3. Foster a love for nature and develop a curiosity for the natural world.

#### **Intellectual Development Objectives:**

1. Help extend your child's world by exploring a variety of concepts in the areas of math, language, science, social studies, music, movement, and our environment.
2. Help firmly establish foundational concepts that your child will build on as they grow.
3. Help provide opportunities for your child to question and reason.
4. Provide learning activities to further language development.

#### **Spiritual Development Objectives:**

1. Lead your child to appreciate the wonders of God's creation.
2. Lead your child to trust and believe in Jesus Christ.
3. Teach your child to speak to God in Prayer.

## ***THE IMPORTANCE OF PLAY***

Understanding the importance of play is essential to appreciate your child's growth and development. Play is a child's method of work, and learning how to play is essential to growth and development of the whole child. Adults provide an intentional environment and help to guide play, but must allow children to develop their play.

Play gives children the opportunity to:

- Build knowledge and skills layer by layer according to where the child is developmentally.
- Develop strong oral communication skills, create appropriate social interactions and become confident learners.
- Form the basis for participation in their community and foster understanding and respect for diversity.
- Have a profound, positive effect on children with special needs.
- Allow appropriate interaction for children who speak English as a second language.
- Foster creativity in completing tasks, solving problems and making decisions.
- Develop persistence, motivation and self-esteem – all crucial for children's long-term success.

Play is learning and learning is a process! Parents and teachers who understand the importance of the steps involved in learning are better able to encourage children to enjoy learning. Learning should meet the needs of an individual, as opposed to creating an environment where all children follow an adult's lead. Research shows that through exploration and choice, children will be more independent, better decision-makers, have higher self-esteem, and develop a desire for learning that will stay with them throughout their lives.

## ***REGISTRATION***

Application for admission begins by submitting an online registration form. The application date is posted and the link can be found (on the first day of registration) on our website. Each child must apply every year. Classes are filled in the order that the applications are received and at the discretion of the Director. You have the opportunity to list your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> class choice. The Director will place children in classes that best serve their social and developmental needs.

Registration is complete and your child is admitted when all forms listed on our school website are filled out completely including the child's Commonwealth of Virginia School Entrance Health Form, signed by your physician as well as verification of your child's identity, such as a birth certificate or passport. The deadline for all paperwork to be submitted is the first day of school.

There is a registration fee of \$125.00, which is non-refundable. The Advance Tuition is due by May 15th or within 7 days of acceptance (whichever is first), and is applied towards May's tuition payment, the last month of CPP's school year.

## ***ORIENTATION***

Children and parents will be given an opportunity to visit their classrooms and meet their teachers prior to the start of classes each year. Your teacher will notify you with date and time options.

## *TUITION*

Payments for the school year consist of nine equal payments. All payments are non-refundable. The first payment, your advance tuition, is due by May 15<sup>th</sup>, prior to the start of the school year, or within 7 days upon enrollment, if enrollment takes place after May 15th. Subsequent payments are due on the 1st of each month beginning with September and ending with April of the following year. Payments may be made via check or cash in the office, or within our [online parent portal](#). Please make checks payable to: CPP. Tuition received after the 8th of the month (or the following school day) will be considered late and a \$25.00 fee will be added to the monthly tuition. Please write your child's name on the memo line of your personal check or make sure it is included on all checks sent directly from the bank. A \$25.00 fee will be charged for any returned payments.

## *REFUND POLICY*

**Tuition is NOT REFUNDED NOR PRO-RATED.** This applies towards absences due to vacation, illness, snow or ice days, or any other closing beyond the control of the Director. Weather related closings are not made up UNLESS we exceed 8 inclement weather days, at which time the school year will be extended by 4 days.

If the school is closed temporarily due to health precautions, weather conditions, or any other reason beyond the control of the Director, normal tuition fees will continue to accrue.

If a child is absent from school for an extended period for any reason, but expects to return to school, tuition will be charged to reserve the child's place in the program. Otherwise the vacancy will be filled.

## *WITHDRAWAL/TERMINATION POLICY*

Once school has started, a thirty-day advanced, written notice is required for withdrawal. Without a thirty-day written notice, you will be responsible for the full monthly tuition. If your child will be absent for an extended period of time, you will need to continue to pay monthly tuition payments in order to hold your child's spot. If you choose to withdraw, after giving CPP a thirty-day notice, and you wish to return, you will need to resubmit an application and pay the \$125 Registration fee. All application decisions will be based upon availability.

The Preschool Board reserves the right to ask for the withdrawal of a child for any reasonable cause, or if tuition payments fall two months in arrears. The Preschool reserves the right to cancel any class and/or registration if there is not sufficient enrollment.

The Preschool reserves the right to require the withdrawal of a child either on a temporary or permanent basis if:

- \*The child's behavior endangers the physical or mental health of the other children.
- \*Tuition and/or other fees are late.
- \*The parents fail to abide by school policies and procedures.
- \*The child fails to adjust to the school, as determined by the Director.
- \*Continual late pick-up.
- \*The child's developmental needs cannot be met by our staff, as determined by the Director.

## *LATE PICKUP FEE*

Please inform the office as soon as you know you will be late for pick up. This allows us to speak with your child and reassure them that you are coming. We understand that you may be late due to situations beyond your control. Please note - late fees will be assessed as listed below:

### **12:30 pm and 3:30 pm Pick up Late Fees (After 3<sup>rd</sup> late pick up):**

\$5 initial fee after 12:35/3:35

\$1 per minute

### **6:00 pm Pick up Late Fees (Upon 1<sup>st</sup> late pick up):**

\$10 initial fee after 6:00pm

\$2 per minute

Late fees will be invoiced on your Parent Portal account and due immediately. Continual late pick-up will be grounds for withdrawal from the Preschool. IF THIS OCCURS YOU WILL NOT BE REIMBURSED FOR ANY PART OF THE MONTH'S TUITION.

## *ARRIVAL AND DISMISSAL*

Children must be brought to and picked up at their assigned classes each day by an authorized adult. Please park in the back lot and keep your children close by you. We want all children to be safe in our parking lot and on their way into the building. At drop off, all families will enter through the double doors from the playground. Once you have dropped your child off in their classroom please exit the building through the single door that leads to the back parking lot. This helps ease congestion at the doorways. **Drop off for those enrolled in the Before Care program: please ring bell on the side wall by the double doors. For Preschool program: the double doors open and classes will begin each day promptly at 9:30 AM.** If you are early, please wait outside until the doors are unlocked.

At dismissal time, please enter through the double doors from the playground and exit using these doors or the single door that leads to the back parking lot.

***Please note that no child will be allowed to leave with anyone but his or her parent, guardian or other adult pre-authorized by you on our enrollment forms unless we are notified in writing of the change.*** Occasionally, we will accept instructions over the phone during the day from a parent who is delayed and must send a neighbor or friend to pick up the child unexpectedly. You must call and speak to an office staff member. We will not release a child to anyone without prior approval from the parent. The office staff and/or teachers have the right to ask for personal identification. Please advise them to have identification at pick-up time.

## *TOILET TRAINING POLICY*

On the first day of school, **ALL children in the 3 and 4 year old programs must be completely toilet trained.** The following is a checklist of skills a child should exhibit when they are completely toilet trained:

- Manipulating clothing closures (zippers/buttons/snaps)
- Pulling their pants and/or underwear down
- Sitting on the toilet
- The ability to wipe themselves
- Using an appropriate amount of toilet tissue

- Pulling up their pants/underwear
- Flushing the toilet
- Washing and drying their hands

If your child is using a “potty chair” at home, it is now necessary for you to help them use the toilet in your bathroom. Using a full-size toilet can be a huge transition for some children but young children are better able to make this transition at home with the help of their parent(s).

We encourage parents to take their child to use the bathroom before they enter the classroom in the morning. The Preschool and teachers do understand that at times young children have accidents and we are happy to help them change into dry clothes. If a child has repeated accidents, the teacher will notify the Director who will then contact the parents. An appropriate behavioral plan will be developed by the Preschool Director, parents and teacher to best help the child become confident and successful in this area. If the situation persists after the planned time period, the family will be asked to withdraw their child from the school until the child is toilet trained. In order to reserve your child’s space, tuition will need to be paid.

### ***SCHOOL BAGS***

Your child will need to bring an open top tote bag to school each day to transport items and information home. Backpacks and other bags which close at the top are not recommended as they are difficult for young children to use. Please make sure your child’s name is in large, bold print at the top of the bag. Please keep an extra change of clothes in your child’s tote bag at all times. Remember to switch clothing in accordance to the season/weather.

### ***NAP BAGS***

If your child stays for our Extended Care program, you will receive a school nap bag. This bag is to be used for your child’s nap/rest time blanket. You may keep the nap bag on your child’s hook throughout the week and take it home at the end of the week for laundering. Please only use this bag for nap/rest items.

### ***LABELING***

Please label your child’s possessions clearly with large bold letters using first and last names, especially in the winter with coats, hats, gloves, boots, bags, etc. A lost and found basket can be found in the hallway next to the entrance doors.

### ***COMMUNICATION***

**Program and curriculum information are provided in the following ways:**

**From the Office:**

***Emails/Phone calls***

Emails from the office will be used to notify families of school wide information and activities. Emails from your child’s teachers will be used for classroom activities. If you email or call the office or a teacher please allow a 24 hour period for us to respond. If it is over the weekend, please allow 48 hours.

### ***Online Parent Portal***

Once your child has been accepted into our program, you will be sent a link to register for our Online Parent Portal. The Parent Portal will give you access to send and receive messages with the office staff, pay your tuition bill online, print receipts and statements and update any personal information.

### ***From the Classroom***

#### ***Parent Newsletter***

A newsletter will be sent home monthly via email. It will contain general information on current and upcoming events at CPP and your child's class.

#### ***Monthly Calendar***

A calendar will be sent home each month which will be specific to your child's class. The calendar will include classroom news, events and snack schedules. Look for special requests from teachers for items and help needed in the classroom.

#### ***Message Boards***

"What did you do at school today?" Look for the large whiteboards hanging directly outside your child's classroom. Teachers will provide information on the board about that day's class for you. The information will aid you in your daily conversations with your child about school.

#### ***Student File Folders***

Each student will have a file folder in a box outside their classroom. The teacher will place all correspondence, art projects, etc... in this folder prior to the end of the day. Please check your child's folder before pick up.

Good communication is key to a successful school day. Teachers should be made aware of traumatic events in your child's life such as the death of a relative or pet, separation or divorce, family move, change in caretaker, extended business trip of a parent, new baby in the family and other important changes. Feel free to call or email the lead teacher or ask for an appointment if necessary.

## ***CONFERENCES***

Teachers will offer Parent-Teacher Conferences in the Fall and Spring. Please schedule a conference if you have any specific concerns about your student. All parents are encouraged to meet with their child's teacher at this time to discuss your child's progress, adjustment to school, and goals for development.

## ***DISCIPLINE POLICY***

Our discipline policy is based on positive guidance. We believe that children learn best through experiences. We also believe that the teachers must lovingly guide and redirect the children to help them learn to cooperate with their peers and to have positive, educational experiences to encourage and enhance their growth and development while in our care. We can best accomplish this by:

\*Having a variety of activities for the children.

\*Using group management techniques, limiting the number of children in each area of the room to avoid overcrowding, to allow sufficient materials, and the opportunity for constructive interactions.



\*Speaking with a child if their behavior is inappropriate for the area or material that they are using (“this is the way we use the paintbrush.” “Blocks are for building, what do you want to build?” “Walking only please”.)

\*Using positive language with the children to give encouragement for appropriate behavior (“I like the way John is sitting”, we say “Please use your walking feet” instead of “don’t run”)

After using appropriate techniques, if a child is having a problem cooperating in an area of the room, he/she is asked to go to another area for a while. As the year progresses, children are redirected to another area.

**Please be advised that under the law, any form of hitting, corporal punishment, abusive language, ridicule, and harsh or humiliating or frightening treatment, is illegal and is against our philosophy.**

Our focus is on having the child learn by natural and logical consequences while fostering empathy. The child’s age and capacity will always be considered when dealing with inappropriate behavior. When a child is unhappy, participating at less than the usual level, or stressed, we recognize that these symptoms require patience, understanding and intervention. It is imperative that home and school cooperate with mutual goals and procedures.

### ***CHILD ABUSE AND NEGLECT***

Child abuse is the mistreatment or neglect of a child. The abuse may come from 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 all of us. Child abuse takes the form of physical, verbal, emotional, and sexual abuse. Any cases of abuse, no matter what its source, will be reported to the proper authorities.

### ***PARENT PARTICIPATION***

**Parent involvement is the key to a quality education. We recognize that you are the expert on your child and we need you! Our goal is to provide as many opportunities as possible for active parenting at CPP. We are always open to creative ways to meet the needs of working parents. Feel free to approach us with new ideas and suggestions.**

#### ***Classroom Volunteers***

We welcome your presence in the classroom regardless of your schedule. Scheduling of parent volunteers is at the discretion of your child’s teacher. Generally, volunteers are not scheduled until late Fall to provide the children an opportunity to settle into a routine. Please let your teacher know of your interest so that a mutually convenient schedule can be arranged. The Director must be given proof of a negative TB test and Criminal Background Fingerprinting Check as well as other school forms *before* you can be scheduled to work in the classroom. You will also sign a Child Protection Covenant.

Parents help the teacher coordinate arrangements for field trips and special parties in the classroom

#### ***Special Celebrations***

Special holiday celebrations will be planned throughout the year, and we love for parents to be involved. Party arrangements will be coordinated by your child’s teacher and families will all have an opportunity to contribute and help.

## ***Fundraising***

To help defer some of our costs, we offer fundraising activities throughout the school year. Although there is no requirement to participate, we thank you for your help in enhancing our school community.

## ***Field Trips***

Parents of 3 & 4 year olds are asked to chaperone and drive for at least one field trip during the year. The safety of the class requires the full attention of the adult chaperones. Therefore, younger siblings are prohibited on field trips if you are chaperoning children other than your own.

Any student under the age of 8 must be in a car seat. Parents are asked to leave their car seats at the school on the day of the field trip labeled with their child's name. Children under 8 years of age without a car seat will not be permitted to attend the field trip. No children should be in the front seat. Please note that talking on your cell phone or texting while driving is prohibited.

The Virginia State Department of Social Services requires you to certify that all parents who drive children in their personal vehicles have the following:

- A valid driver's license.
- A vehicle with a current inspection.
- A vehicle liability insurance policy specifically for the vehicle being driven on the field trip. Minimum policy: limits for personal injury of \$25,000 for one person and \$50,000 for two or more persons and to the limit of \$20,000 for property damage. The policy must be issued by a company licensed to do business in the Commonwealth of Virginia.

## ***SNACKS***

**CPP utilizes a rotating snack bucket where parents are asked to provide a healthy snack and drink for their child's Preschool class.** Snacks should consist of healthy finger foods. Some examples of an appropriate snack are cheese & crackers, fruit pieces, pretzels, graham crackers, muffins, mixtures of different kinds of small snack crackers, cereal, and raisins. We appreciate your conscious effort to avoid foods with a high sugar content and low nutritional value. Please send sufficient quantities to feed your child's entire class.

A special class "snack bucket" will be provided by the school for snack to be transported in. The "snack bucket" will be sent home with your child the school day before your turn. Teachers will coordinate snack schedules throughout the year. When providing a snack it is important that we have the ingredients in English.

If your child has a life-threatening allergy, you will need to meet with the Preschool Director before your child is admitted to the preschool.

## ***FOOD ALLERGY POLICY***

Please be aware that CPP is **not** peanut/allergen-free. The classrooms are shared space which are used for church and community activities. We cannot guarantee that allergens are not used in the classrooms during any of these activities.

However, we take this issue very seriously and will take every precaution, to the best of our ability, during school hours to keep the classrooms allergen free. The tabletops are cleaned thoroughly with disinfectant on a daily basis.

If you have a child with a food allergy, we require that you check the daily snack brought in

and/or provide your child's snack. It is your responsibility to be aware of snacks being served each class day. If you forget snack on your child's assigned day, CPP will provide the snack which will be allergen free to the best of our knowledge.

## ***SCHOOL CUPS***

At the beginning of the school year, we provide each student with a plastic school cup for snack time. Your child will wipe his/her cup dry and return it home each day in their bag for a more thorough cleaning. Please return a clean cup enclosed in a zip locked bag each day in your child's school bag.

Please note that it is not necessary for your child to use the official school cup; any plastic cup with his/her name on it is acceptable. However, if you desire, replacement school cups may be purchased at a cost of \$1.00 each.

## ***STUDENT MEDICAL & SAFETY INFORMATION***

CPP is regulated by county and state agencies as a child care facility.

***Fairfax County:*** The Fairfax County Health and Fire Departments have approved our facility for use by young children conditional on our compliance with the following:

We maintain complete immunization and health records on every child enrolled in our program. Health Department officials inspect periodically and will *immediately* close our program if a child is in attendance without current medical documentation. Therefore, we do not allow a child to attend our program unless all medical information is on file:

- Emergency care release forms and field trip permission forms signed by a parent or guardian are on file.
- Allergy information must be noted in files. Our school policy dictates that we also list allergy information in every classroom and on each class snack bucket. Medical forms must be filled out w/ specific instructions on allergy symptoms/reactions and signed by physician.
- If your child's allergy is severe enough to require an EpiPen we must have an EpiPen Authorization form signed by your doctor as well as an EpiPen in your child's classroom. Also, if your child attends one of our additional programs you must supply a second Epi-Pen.

***Virginia State Department of Social Service:*** As a religious institution we are exempt from being licensed as a child care facility. However, this does not excuse us from maintaining all health and safety requirements of local and state agencies regulating child care facilities.

We have chosen to voluntarily comply with state licensing regulations for child care agencies as they relate to staff health, safety training and record keeping requirements. We maintain higher adult/child ratios than required by law.

## ***FIRE DRILLS***

Fire drills are conducted once a month as part of our safety requirements. At the beginning of the school year we take time to explain what this is and practice with just a ringing of a bell. As the year progresses, we will activate the fire alarm in the church so the children become familiar with this sound. If your child is easily frightened by loud noises, please let your teacher know.

## *HEALTH AND SAFETY*

**PLEASE DO NOT BRING YOUR CHILD TO SCHOOL IF THEY ARE SICK.** If a child comes to school when they are not feeling well, they will be more vulnerable to infection. It is in the best interest of your child, other children, and our teachers if sick children are kept at home. ***A child needs to be well enough to participate actively in the preschool. If a child is well enough to come to school, we will expect them to go outdoors with their class.***

The following symptoms may mean that an illness is contagious and that your child should stay home:

- Repeated diarrhea, vomiting, or fever (above 100.4 degrees.) Please wait 24 hours after the fever, diarrhea or vomiting subsides before allowing him or her to return to school.
- Thick mucus or pus draining from the eye(s).
- Sore throat, especially if combined with a fever or swollen neck glands.
- Rashes unrelated to diapering, or other known, non-contagious causes.
- Unusual fatigue, paleness, lack of appetite, confusion, or irritability.
- Scabies, head lice, or other infestation.
- Impetigo.
- Grey or white stools.
- Headache or stiff neck.

If the child will be absent, please call or e-mail the office. We would appreciate knowing why your child is not in school. Please call if several days are missed or if there is a contagious condition of which we need to make other parents aware.

In an emergency, the school staff promptly contacts the parents of the child. If neither parent nor the emergency contact can be reached, 911 will be called.

## *MEDICATION*

Effective June 1, 2007, all religious exempt programs that choose to administer prescription and non-prescription medication, must successfully complete a medication administration training program provided by the Virginia Board of Health. CPP staff is only EMAT trained, which means that ***staff members are only “trained and certified” to administer an EpiPen, liquid Benadryl, and rescue inhaler.***

EpiPens should be brought to school in their boxes, with the prescription label. Children with EpiPens are required to have an “EpiPen Authorization” form signed by the prescribing physician on file in the office.

The parent must bring the medication to the Preschool Office in a zip-lock bag with the child’s name on it. Parents must collect EpiPens at the end of each school year. **DO NOT send the medication in your child’s school bag.** Emergency medications will be kept by the child’s teacher and taken with them wherever the child goes. Any back-up medications will be kept in the Preschool Office.

## *FACILITIES*

CPP is located on the lower level of Christ Presbyterian Church. We occupy eight classrooms with an average size of 442 square feet. Three of the classrooms are located in our original building constructed in 1968. The remaining five classrooms were part of a 1989 building expansion.

Bathroom facilities are located in or nearby each of the classrooms. An outdoor, fenced-in play area of approximately 5,000 square feet is located directly outside the classrooms on the same

level. This outdoor area was renovated during the Fall of 2014 and conforms with current safety standards. An indoor recreation room of approximately 2100 square feet on the upper level is available for use during inclement weather.

### ***USE OF FACILITIES***

Please do not use preschool facilities such as the playground, the hallways and Fellowship Hall during school hours. Parents are welcome to take younger siblings on the playground before and after school as long as they are **supervised by the parent/guardian**.

### ***LUNCH BUNCH***

CPP's Lunch Bunch program is offered most Mondays-Fridays that Preschool is in session. From 12:30 - 1:45 PM, children who register for Lunch Bunch will enjoy time with their peers and teachers eating lunch together in the Fellowship Hall. Lunch will be brought from home. Each month, a lunch bunch sign up will be sent via email from Sign-up Genius. Students in the 2 and 2.5 year old classes will be offered Lunch Bunch if there is space available. If your child will miss Lunch Bunch due to an absence, please change your sign-up online to prevent being charged.

### ***LOST AND FOUND***

Lost and found items are located in the Lost and Found basket in the main entrance. Please bring in any items you find to the office, and check for any items you may be missing.

### ***DELAYED OPENINGS AND EMERGENCY CLOSINGS***

In the event of inclement weather and general emergencies, CPP will follow the lead of Fairfax County Public Schools (FCPS). An email from CPP's office will be sent stating our program changes. Our policy is as follows:

***Cancellations:*** If FCPS is closed for the day, CPP will be closed.

***Two-Hour Delay:*** If FCPS announces a two-hour late opening, the following changes will be in effect:

Before Care 10:00 AM - 11:30 AM

Preschool 11:30 AM - 1:30 PM

Extended Day 1:30 PM - 3:30 PM

PM Preschool 1:45-3:45

After Care 3:30 PM - 6:00 PM

***Early Closing:*** If FCPS closes early before noon, that indicates quickly deteriorating weather conditions. We ask that you pick up your children as soon as you possibly can. PM Preschool and Afternoon classes will be canceled. Please watch for email with instructions.

**Please watch for postings at [www.cpp.cpcfairfax.org](http://www.cpp.cpcfairfax.org) and emails about closings/delays.**

# **2020-21 School Year COVID Additions**

**Due to the COVID-19 virus, CPP has additions to our parent handbook that will help our school to remain healthy and safe for staff, students and families. Effective communication will help us to make timely and best practice decisions throughout this time.**

## **Check-In and Pick-Up**

- Families are greeted at the door or curb. Parents and other family members are discouraged from entering the building. A trained staff member takes the temperature of each child (which needs to be less than 100.4) prior to parents leaving the site. Parents are then asked questions such as:
  1. Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
  2. Do you or anyone in your household have a fever, cough and/or shortness of breath?
  3. Do you or your child have any other signs of communicable illness such as a cold or flu?
- Children and staff are required to wash their hands immediately upon entering the building and frequently throughout the day.
- Upon your arrival to pick up your child, a staff member brings your child out to you. Doing so limits direct contact and helps maintain social distancing.
- Older people, such as those 65+ years of age or adults with serious underlying conditions are discouraged from picking up children.

## **Healthy Environment**

- Program staff separate children into smaller groups. These groups are stable in that the same groups of children are with the same provider each day.
- All preschool classrooms remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission. Only one classroom at a time will be in our outdoor spaces.
- Equipment used in the program is not shared and is cleaned between uses.
- Staff disinfects high-touch surfaces, such as door handles, light switches, faucets, toilets seats, and handles routinely throughout the day.
- Toys that cannot be washed are not used.
- Children are not allowed to bring toys from home.
- Resting cots are spaced out as much as possible and children are placed head to toe for those who stay for afternoon rest time.
- Program staff will perform an enhanced deep cleaning every afternoon in all areas.
- CPP Staff has access to hand sanitizers (at least 60% alcohol) and disposable gloves and use them as needed.
- Staff and children wash their hands with soap and water for at least 20 seconds often: upon arrival, before and after eating, after diapering or using the toilet, after playing outdoors, and following any contact with bodily fluid.
- In order to maintain healthy social emotional balances, our Staff is required to wear a mask in all areas with the exception of the classroom and playground, where it is optional. Students ages 3 and older may wear masks if they wish.
- Tours are not given during program hours until further notice to reduce the number of visitors in the building.

## **Class Sizes**

Until further notice from the Virginia Department of Social Services, CPP will maintain the following class sizes:

**2 & 3 year old classes** will have a max of 10 students and 2 Staff

**4 year old classes** will have a max of 13 students and 2 Staff

## **Food Preparation and Service**

- All surfaces are disinfected before snack preparation and lunch time using EPA-approved disinfectant products.
- All staff and children wash hands before and after snack and lunch time.
- Each child will bring his/her lunch from home, and lunch will be eaten in the classroom rather than a communal area. **CPP will provide snacks during the day.**

## **Child Health**

- Staff receive education on COVID-19 symptoms as well as preventive measures to ward off the spread of COVID-19.
- Children who start to experience symptoms of respiratory illness; including a fever of 100.4F or above and symptoms of other infectious illnesses while at camp are isolated from other children until they can be picked up. Symptoms include fever of 100.4F or higher, dry cough, shortness of breath, chills, sore throat, and loss of taste or smell.

If CPP learns of a student or staff member who exhibits signs/symptoms of COVID or tests positive for COVID, under mandate from Virginia Department of Social Services, we will contact the Health Department who will then guide us on the next necessary steps. They will look at parameters such as symptoms, test results, exposure rates, etc.... and provide us details on cleaning methods, possible closure of a classroom, or other possible measures. We will provide open, honest communication with families that have possibly been exposed if this occurs, while maintaining confidentiality by not using names. We will also rely on this same communication from families if they are exposed to positive results or symptoms from COVID.

## **Staff Health**

- Staff receive additional training on infection control and cleaning and disinfection.
- Each staff member will have their temperature checked at the beginning of each shift. If 100.4F or if they exhibit any signs and symptoms of infectious illness, they will be isolated from children and other staff. Staff are not allowed to work if they are feeling ill, are experiencing respiratory symptoms, or if someone in their household has COVID-19 symptoms or screens positive for COVID-19.
- Staff wash their hands immediately upon entering the program and immediately prior to leaving.

## **Communication**

- Families must supply CPP with up-to-date emergency contact information for their child.
- CPP staff use multiple methods to communicate updates with parents including email, website, telephone, or social media.

## **School Calendar**

Typically, CPP loosely follows FCPS school calendar. Due to virtual learning within FCPS, CPP will follow the school year calendar posted on our website.

## **Inclement Weather**

CPP typically follows FCPS for all inclement weather delays and closings. In the case that FCPS does not offer this information, CPP will make this determination. These decisions will be posted on our website and social media as well as thru email. Decisions will be made by 6:30 am when possible.

## **Potty Training**

This school year, CPP will be strongly enforcing our Potty Training policy found in our main parent handbook. **This states that all 3 & 4 year old students MUST BE FULLY POTTY TRAINED before entering for the school year.** If a child is not fully trained, the Director will consult with parents and work on a plan for re-entry to school once child is fully trained. This decision is vital in order to maintain a healthy, clean environment within our classrooms.

## **Field Trips**

CPP will not be holding outside or in school Field trips at this time.

## **Snacks**

CPP will provide all snacks during the school day. We will not be utilizing our rotating snack bucket as in previous years.

## **Parent/Teacher Conferences**

In order to maintain a germ reduced environment, CPP will offer written Fall Progress Reports and Zoom Conference Calls in the spring. If at any time during the school year you have concerns or questions, please reach out to arrange a conference call with your child's teacher.

## **Student Orientation**

Student Orientation will look a little different this year. We will have a "Drive Thru" Orientation schedule for each classroom. You will have a chance to learn how to use the Kiss and Ride, Hand off any school forms that are due and meet your teachers. Schedules for this event will be coming shortly.

## **Lunch Bunch**

CPP will not be hosting Lunch Bunch at this time. We will make an announcement if we open this program later in the school year. Join us for Extended care if you would like to participate in the afternoon programs.

## **Water Bottles**

Each student will need to bring a water bottle, labeled with her/his name, each day. We will not be using our traditional Red Cups.

## **Kiss & Ride**

CPP will be using a Kiss & Ride Drop off/pick up method in order to maintain a healthy environment. Please observe the following guidelines during drop off and pick up:

- Each family will be given a name plate to display in the passenger side window – this will enable us to quickly ready your child for pick up
- Please have your child's car seat on the passenger side of the car – this will provide a safe exit from the car to the sidewalk.
- Please do not drive around other cars in the Kiss & Ride



- Enter the Kiss & Ride by following the signs and cones.
- Students enrolled in Before care and After Care will call the CPP office upon arrival and staff will meet your car for pick up and drop off.
- Please remain in your car at all times. Staff will take your child out of the car upon arrival and after a successful Health Screening. Staff will also bring your child to your car and fasten in car seat. This will be done quickly. If you need further information for your child's teacher or administrators, please send an email or schedule a phone call.
- Please be patient while in the Kiss & Ride. This procedure is most effective when everyone works together and all are patient.