

FALLS CHURCH RECREATION AND PARKS DEPARTMENT PRESCHOOL PARENT HANDBOOK

**FALLS CHURCH RECREATION & PARKS DEPARTMENT
223 LITTLE FALLS STREET
FALLS CHURCH, VA 22046
(703) 248-5027**

**SCHOOL YEAR
2019-2020**

PURPOSE & PHILOSOPHY

The Falls Church Preschool focuses on fun and positive learning experiences for 3-5 year olds with activities centered around arts and crafts, music, stories, games and free play. Daily activities are developmentally appropriate and promote the individual child's physical, social and emotional well-being while challenge the child's interest and understanding. Students have the opportunity to work together in small groups as well as independently. Free play is child-initiated allowing students to role play and create relationships with peers. All interactions are designed towards positive self-esteem and growth.

SCHOOL HOLIDAYS, SNOW DAYS, AND LATE OPENINGS

Seniors Meet:

Monday, Wednesday and Friday
9:00 am – 12:00 noon

Juniors Meet:

Tuesday and Thursday
9:00 am – 12:00 noon

Kindergarten Readiness Meets:

Tuesday and Thursday
1:00 pm – 4:00 pm

The 2019 Fall session begins September 9 and ends December 20.

The 2020 Winter/Spring session begins January 6 and ends May 22.

School will not meet on the following holidays:

Fall

Columbus Day - Monday, October 14
Veteran's Day- Monday, November 11
Thanksgiving - Thursday, November 28
Thanksgiving - Friday, November 29

Winter/Spring

Martin Luther King Jr. Day - Monday, January 20
Presidents Day - Monday, February 17
Spring Break – Monday, April 6 – Friday, April 10

In the event of inclement weather, please call our inclement weather hotline at (703) 248-5077.

REGISTRATION

You may register your child for upcoming sessions when registration opens or at any time during other registrations as long as there are openings. Non-city resident's registration opens one week after city residents. Classes, because of space, must be limited to 15 students for Juniors and 18 students for Seniors. Children are taken on a first come basis. Current enrollment does not guarantee or hold spots in other semesters/sessions.

Academic program age:

JUNIORS - born between September 4, 2015 - September 10, 2016

SENIORS - born between October 1, 2014 - September 30, 2015

AFTERNOON CLASS (Kindergarten Readiness) - born between October 1, 2014 and September 30, 2015.

Children must be toilet trained.

REQUIRED FORMS – must be submitted each school year

The **week prior** to your students start date you will be asked to submit:

1. School Entrance Health Form which requires evidence of a physical exam within the last 12 months (or signed religious exemption form) and documentation of immunizations
2. Proof of age via Birth Certificate
3. Preschool Registration Form
4. Communicable Disease Policy Acknowledgement
5. Parental Agreement
6. Permission for Emergency Care Authorization
7. Photo Image Release Form
8. Student Information Form

If needed:

Medication Authorization Form and Non-prescription Over-the-Counter Skin Products form. Each medication or over-the-counter product kept on school grounds must have its own form, complete with exact name of product, dose and signatures. For example, if you would like your child to keep bug repellent and sunscreen on school grounds, you must fill out an Over-the-Counter Skin Product form for each the bug repellent and the sunscreen. Preschool staff have completed Medication Administration Training and will not dispense medication, sunscreen or bug spray without proper documentation.

ACADEMIC YEAR TUITION

We offer two sessions, one in the Fall and one in the Winter/Spring Juniors, Seniors and K-Readiness. Families who place a deposit for the Winter/Spring session must pay the balance by December 1. The sessions are:

Juniors (Tuesdays and Thursdays)

111001-I 9/10/19 - 12/19/19 9am-12pm

211001-J 1/07/20 - 5/21/20 9am-12pm

K-Readiness (Tuesdays and Thursdays)

111004-I 9/10/19 - 12/19/19 1pm-4pm

211003-J 1/07/20 - 5/21/20 1pm-4pm

Seniors (Mondays, Wednesdays, and Fridays)

111002-I 9/09/19 - 12/20/19 9am-12pm

211002-J 1/06/20 - 5/22/20 9am-12pm

Fee assistance for low-income individuals or families is available for City of Falls Church residents. For further information, call the Falls Church Recreation and Parks Department at 703-248-5027.

ARRIVAL & DISMISSAL

Morning Junior and Senior

Arrival Time: 9:00 am

Please arrive by 9:15. When children arrive after that time, it disrupts learning.

Where: The Falls Church Community Center 223 Little Falls Street

Dismissal Time: 12:00 Noon

Your child's name will be called when you or your designated person responsible for picking up your child has arrived. If your child is to be picked up by anyone other than those authorized in writing (carpool drivers, babysitters), the Recreation & Parks Department must be notified by the parent in advance in writing.

Afternoon Kindergarten Readiness

Arrival Time: 1:00 pm

Where: The Falls Church Community Center 223 Little Falls Street

Dismissal Time: 4:00 pm

Your child's name will be called when you or your designated person responsible for picking up your child has arrived. If your child is to be picked up by anyone other than those authorized in writing (carpool drivers, babysitters), the Recreation & Parks Department must be notified by the parent in advance in writing.

If your child will be late or unable to attend, please call the Preschool Classroom at 703-248-5301.

Please call the Recreation & Parks Department office at (703) 248-5027 if you know you are running late for pick up. If you (or authorized pick-up) have not called and do not arrive by 12:10 or 4:10 pm, we will try to contact you and then the authorized pick-up. If unsuccessful, we will continue to try to reach you for the next twenty minutes and the child may be taken to the front office to await pick-up.

CLOTHING

Children should dress for play. All articles that can be removed should be labeled with the child's name. Clothing with large, easy to handle fasteners is recommended. Raincoats are preferred as opposed to umbrellas on rainy days. We prefer rubber sole shoes for indoor and outdoor play. Each student should have a change of clothes available, placed in a zip lock bag with their name on it.

We follow Virginia Department of Social Services outdoor policy. Please make sure your child is dressed appropriately.

Color code	AQI	Caution statement
 GREEN GOOD	0 to 50	Good air quality - ozone in the healthy range.
 YELLOW MODERATE	51 to 100	Moderate air quality - ozone at moderate levels. Unusually sensitive people should consider limiting prolonged outdoor exertion.
 ORANGE UNHEALTHY FOR SENSITIVE GROUPS	101 to 150	Air quality unhealthy for sensitive groups - active children and adults, and people with respiratory disease such as asthma, should limit prolonged outdoor exertion.
 RED UNHEALTHY	151 to 200	Unhealthy air quality - active children and adults, and people with respiratory disease such as asthma, should avoid prolonged outdoor exertion; everyone else, especially children, should limit prolonged outdoor exertion.
 PURPLE VERY UNHEALTHY	201 to 300	Very unhealthy air quality - active children and adults, and people with respiratory disease such as asthma, should avoid all outdoor exertion; everyone else, especially children, should limit outdoor exertion.

ILLNESS

Our concern is always for the health and well-being of all children in the preschool program. Children who have any of the following symptoms should not attend the program: excessive coughing, excessive runny nose, stomachache, diarrhea, inflamed or watery eyes, undiagnosed skin rash, fever and/or vomiting the previous night. Your child must be fever, diarrhea and vomiting free for 24 hours prior to returning to school. You will be called if your child develops any symptoms or illness during the school day. Please be sure that your emergency contact person on file is current. Children with non-contagious conditions (allergies, etc.) may attend school with a physician's note explaining the diagnosis. If you are keeping an ill child home, please email Scarlett Williams at sawilliams@fallschurchva.gov or call the Preschool Classroom at 703-248-5301. Contagious illnesses should be reported to the office immediately, this includes strep.

In case of a medical emergency we will attempt to locate the parent immediately and will use the authorized emergency form when the parent cannot be reached. If we are required to administer medications, it can only be done with a written authorization form signed by the parent. Long-term medication must also be authorized and signed by physician. Medication shall be labeled with the child's name, the name of the medication, the dosage amount and times to be given. All medication shall be in the original container with the prescription label and direction label attached. When needed, medication shall be refrigerated. All medicines will be kept in a secured location.

Sunscreen and insect repellent must be provided by parent. Either one must have your child's name written on the container in waterproof marker. Both will be kept in a location inaccessible to children. Sunscreen must be SPF 15 or above and hypo-allergenic. Proper documentation is required for both. A Non-prescription Over the-Counter Skin Products form must be completed for each one, with the exact name of product to be administered. A record shall be kept that includes the child's name, date of use and frequency of application and any adverse reactions. Manufacturer's instructions for age, duration and dosage shall be followed.

INJURY

If your child is injured during the day, an Accident Report will be completed. It will be reviewed with you at pick-up. You will be asked to sign the Accident Report and given a copy of it. If your child hits their head, we will call you immediately as well as have them sit out for 20 minutes.

FIELD TRIPS

Field trips may be scheduled. Parents will be notified in advance and a permission slip is required for each trip. Parent volunteer drivers will be used and guidelines for licensed child day centers will be followed.

PARTIES

Classroom parties are held to celebrate Halloween and Valentine's Day. Special events will be announced.

BIRTHDAY PARTIES

We will arrange a celebration on the day closest to your child's birthday. Your child will get a birthday hat and sung to. No food treats are allowed. Please speak to the teacher about acceptable ways to celebrate. Crafts are always a great idea!

SNACKS

A snack including water will be provided daily. Please check our weekly snack schedule posted in the classroom or in the weekly newsletter. If your child does not like the provided snack, please feel free to send in an allergy friendly option for your student. We may have days when making the snack is an activity. This will be communicated to you through the newsletter.

SHOW & TELL

There may be designated days for students to share items that relate to the unit we're studying. If your child brings a play or security object from home, it will be placed in the "take home box" when not in use and returned at the end of the day. Keep in mind that we are working with small children. Please do not send in anything with small pieces or parts.

SUPPLIES

The Falls Church Recreation and Parks Department will provide all supplies. However, we willingly accept donations of Pringle cans, thread spools, yarn, toilet paper tubes, styrofoam trays, large brown grocery bags, aluminum pie plates (large and small), etc. If you aren't sure if we can use it, just ask the teacher.

DISCIPLINE

Any discipline shall be constructive in nature. The children will be helped to express their feelings and frustrations to resolve the conflict. Limits that are fair, consistently applied and appropriate for the child's level will be used and the child will be provided with reasons for the limits. There shall be no physical punishment or disciplinary action administered to the body. The staff will not be verbally abusive to the child. Staff will neither force nor withhold food from a child nor will they punish for toilet accidents. If time out is used for discipline, it will be brief and appropriate to the child's development level and at the time of occurrence. If disciplinary action was required at any time staff will inform the parent at pick up.

REASONS AND PROCEDURES FOR REMOVAL FROM THE PROGRAM

In line with the discipline philosophy and procedure described above, the following are guidelines for a child's removal from the program. A child may be removed for causing danger to himself/herself and/or to other children and consistently failing to follow directions or respect authority. Obviously, disciplinary actions will vary based on the seriousness and danger to others of the behavior.

- 1) The child will be told verbally (firmly but calmly) to stop the inappropriate behavior and he/she will be explained the rules and limits.
- 2) At the second occurrence, the child will be given a brief time out at the time of the incident.
- 3) At the third occurrence, the teacher will schedule a conference with a parent to discuss the problem and corrective actions. This step may include a warning of the child's removal from the program, if the child's behavior warrants such action.
- 4) At the fourth occurrence, the child will be removed from the program.

CHILD ABUSE

We are required by law to report any suspected incident of child abuse in accordance under 63.1-248.3 of the Code of Virginia.

CUSTODIAL PARENT RIGHTS

A custodial parent shall be admitted to any child day program in accordance under 63.2-1813 of the Code of Virginia.

ORGANIZATION

The Preschool is operated by the City of Falls Church Recreation & Parks Department. The program is designed and implemented by the Preschool Teacher. If you have any questions or concerns about the program, please feel free to talk with the teacher. If you need further information or would like to pursue further discussions, the organization chain is:

Scarlett Williams, Preschool Director of Recreation and Parks

Amy Maltese, Deputy Director of Recreation and Parks

Daniel Schlitt, Director of Recreation and Parks

Wyatt Shields, City Manager

Falls Church City Council

PLEASE CALL THE RECREATION AND PARKS DEPARTMENT AT (703) 248-5027 SHOULD YOU HAVE ANY QUESTIONS/COMMENTS REGARDING THE PRESCHOOL.