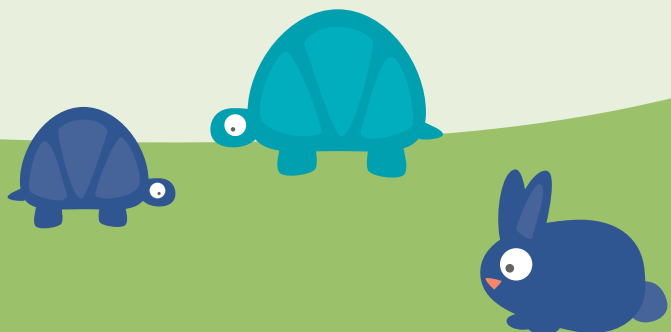


ANDREW   
CHAPEL UMC  
preschool & mdo

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Parent Handbook

2017-2018





# Welcome!

Included in this handbook is information regarding enrolling your child at Andrew Chapel Preschool and Mother’s Day Out. Please read it carefully and keep it for future reference. If you have any questions, please call the Preschool Office.

## Preschool and MDO Office

Email

Website

Director

Administrative Assistant Director

Finance Manager

Church Office

Chairman, Preschool and MDO Board

**703-759-3722**

preschool@andrewchapelumc.org

andrewchapelumcpreschool.org

Mrs. Nancy Diecidue

Mr. Geoff Wright

Mrs. Sally Goins

703-759-3509

Mrs. Shan Stavish

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# Andrew Chapel United Methodist Church Preschool & Mother's Day Out

## Purpose

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The purpose of Andrew Chapel UMC Preschool (Preschool) and Mother's Day Out (MDO) is to provide a Christian atmosphere in which the whole child can grow.

## Program

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The goals of the program are to strengthen self-esteem, help children develop listening skills and ways of interacting with peers, and to teach children how to follow directions while functioning in a group. Above all, children are taught to treat others with kindness and respect.

The classroom provides an environment where children find it acceptable to express themselves. The classroom and schedule are designed to recognize individuality, helping children build a positive attitude toward school and themselves. A comfortable routine is established to promote cooperation between teachers and children. Independence is encouraged by giving children age-appropriate responsibility for their personal needs. Cleaning up, caring for toys and materials, and completing classroom tasks further fosters independence, responsibility, respect, and cooperation.

The program integrates activities that cultivate skills in all developmental areas – gross motor, fine motor, language, social-emotional, and cognitive – while also encouraging imagination. Music, P.E., and Art are a regular part of the Preschool curriculum.

## General Information

### Administration

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Andrew Chapel UMC Preschool and MDO is administrated through the Preschool and MDO Board. This committee is approved by the Administrative Board of the Andrew Chapel UMC Church and acts as a liaison between the Church and the Preschool. The Preschool and MDO Board is made up of representatives from the Church and the Preschool. Church representatives include an at-large representative, the Church Minister and a member from each of the following committees: the Following Christ Committee, the Church Council, the Board of Trustees, and the Staff Parish Committee. Preschool representatives include five parents – one from each Preschool and MDO age level, as well as a teacher representative and the Director.

### Hours

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#### **Preschool**

9am-1pm

During the first two weeks of school, the hours for the Three Year-Old Classes are 9am to 12pm.

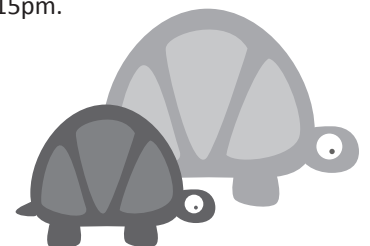


#### **MDO**

9:15am-1:15pm

During the first two weeks of school, the hours for the MDO Classes are 9:15am to 12:15pm.

A shorter day during the first two weeks of school, for the younger children, allows for a gradual transition into the classroom's daily routine.



## Classes and Eligibility

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Enrollment is open to children regardless of race, culture, or church affiliation. The final decision for placement in any class is at the discretion of the Director and Preschool staff.



### Preschool

Classes for four and five year-olds have an alphabet-based curriculum and focus on pre-reading, pre-writing, and kindergarten-readiness skills.

- **5 Day Class:** This is a pre-K program designed for children who miss the kindergarten cut-off date, would benefit from an extra year of preschool, or who have already been through a four year-old program. Class size: up to 18. Children must be four by October 1. Placement in the 5 Day Class is determined by age, with preference given to the oldest children.
- **MWThF 4s Class:** This is an older four year-old class that meets Monday, Wednesday, Thursday, and Friday. Most of the children in this class will go on to kindergarten, but some will attend the 5 Day Class instead. Class size: up to 18. Children must be four by October 1.
- **MTThF 4s Class:** This is a younger four year-old class that meets Monday, Tuesday, Thursday, and Friday. The majority of children attending this class will go on to the 5 Day Class. Class size: up to 18. Children must be four by December 31.

Classes for the three year-olds focus on promoting growth in the developmental areas – social, emotional, fine motor, gross motor, cognitive, and language – through hands-on learning experiences in a structured classroom setting. **All children enrolled in a preschool class must be potty trained and independent in their toileting needs – no diapers or pull-ups.**

- **MWF 3s Class:** This three year-old class meets Monday, Wednesday, and Friday. Children must be three by October 1. Class size: up to 14.
- **TWTh 3s Class:** This three year-old class meets Tuesday, Wednesday, and Thursday. Children must be three by October 1. Class size: up to 14.



### MDO

Andrew Chapel's Mother's Day Out (MDO) is a play-based program. Play is a young child's "work." The program is designed to allow children to explore their environment with all their senses, and experience social interactions within their peer group. MDO promotes growth in all the developmental areas – social, emotional, fine motor, gross motor, cognitive, and language. The program offers parents a break, while allowing the children to enjoy learning through fun in a developmentally appropriate setting. MDO provides a great foundation for Andrew Chapel's Preschool classes.

Children are not required to be potty-trained in MDO. As a child begins potty-training at home, the teachers work with the parents to continue the child's potty-training progress at school.

- **MWF 2s:** This two year-old group meets on Monday, Wednesday and Fridays. Children must be two by October 1. Class size: up to 13.
- **TTh 2s:** This two year-old group meets on Tuesdays and Thursdays. Children must be two by October 1. Class size: up to 13.
- **TTh Nursery:** This group meets on Tuesday and Thursdays. Children must be one by October 1. Class size: up to 8.
- **WF Nursery:** This group meets on Wednesday and Fridays. Children must be one by October 1. Class size: up to 8.

## Tuition and Fees

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<b>Preschool Tuition</b>	<i>Monthly</i>	<i>Annually</i>	<i>Activity Fee (due with September tuition)</i>
5 Day Class	\$600	\$5,400	\$150
MWThF 4s	\$485	\$4,365	\$125
MTThF 4s	\$485	\$4,365	\$125
MWF 3s	\$385	\$3,465	\$100
TWTh 3s	\$385	\$3,465	\$100



<b>MDO Tuition</b>	<i>Monthly</i>	<i>Annually</i>	<i>Activity Fee (due with September tuition)</i>
MWF 2s	\$345	\$3,105	\$50
TTh 2s	\$260	\$2,340	\$40
TTh Nursery	\$250	\$2,250	\$40
WF Nursery	\$250	\$2,250	\$40



**Registration Fee: \$80 (Non-refundable) Due when enrolling, must be paid by check.**

**One month's tuition, which will be applied to the last month your child is in school for the 2017-2018 school year, is due May 5, 2017.** One month's tuition is due with the Registration Fee for families enrolling after May 5.

**Tuition paid by check is due by the 5th of each month.**

**Tuition paid using the Auto Payment System will be withdrawn on the 10th of each month** or the next business day if the 10th falls on a weekend or holiday.

Tuition is subject to change during the Preschool year, if approved by the Preschool Board.

If the school is closed temporarily due to health precautions, weather conditions, or any other reason beyond the control of the school, normal tuition fees shall 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 his or her place in the school. Otherwise, the vacancy will be filled.

## Scholarships

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Scholarships are available, based on family size, income, and special circumstances. Applications are available in the Preschool office and will be reviewed by the Director and two members appointed by the Preschool Board.

## Orientation

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There will be an Orientation meeting for each Preschool class before regular classes begin in September. Parents will meet with the Director, while the children visit their classrooms and become acquainted with their teachers and classmates.

During the Orientation meeting for MDO, children will remain with their parents. Information regarding Orientation will be mailed prior to the scheduled dates.

## Conferences

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Preschool conferences are conducted twice during the school year, once in the fall by phone, and once in January or early February in person.

No formal conferences are conducted in MDO. Parents or teachers may request a conference as needed.

## Visitation

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Parents are always welcome to visit and observe. Please call the Director to schedule your visit. Teachers will not be available for conferences during a visit or observation, but will work with you to schedule a conference if needed.

## Recognizing Behavioral or Developmental Problems

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Based on the staff's knowledge of child development, if irregularity in a child's behavior is recognized, it will be brought to the attention of the Director and parents. As every situation is unique, a plan will be implemented with the cooperation of the parents and teachers to handle the issue. If necessary, the parents will be directed to Fairfax County's Child Find program. The staff will cooperate with outside service professionals that would like to confer about a specific child (this is done only with the parent's permission).

## Children with Special Needs

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Enrollment for children with special needs will be considered if the program is able to accommodate those needs. The staff is not specifically trained in Special Education and will make accommodations with consideration of all children in the classroom. As with any enrollment, there is a thirty day probationary period.

## Clothing

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All "take-off" clothing must be marked with the child's full name. Activities include painting, outdoor play, and active on-the-floor play. Clothing, therefore, should be durable, casual, and washable. Closed-toed, rubber-soled shoes are recommended, and necessary on Preschool P.E. days.

Weather permitting, children will go out to the playground daily. Please be sure your child has weather-appropriate outerwear.

## Snacks and Lunch

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The Preschool provides a morning snack; lunches must be sent from home. More information about what needs to be sent in will be provided at Orientation.

## Enrichment Programs

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Due to safety concerns, field trips are not a part of the curriculum. The Preschool offers a variety of enrichment programs, some that take place on a regular basis and some as special events. In addition to the in-house Music, P.E., and special Art programs, there are storytellers, magicians, a one-man band, puppet shows, firefighters and other visitors that enhance the curriculum.

The Two Year-Old Classes offer a weekly Music program. Children in MDO participate in some of the Preschool's age-appropriate special events.

## Lost and Found

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Any clothing item or toy left without a name will be placed in a basket outside the Preschool office to be claimed by the parent. After thirty days, unclaimed items may be donated to Andrew Chapel's used clothing sale.

## Emergency Disaster Plans

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There are emergency evacuation and disaster plans available for parents to review in the Preschool office. Please note that in our building evacuation plan, the waiting area is located on the school playground, weather permitting. If children and staff are unable to remain on the school playground, they will proceed to Colvin Run Elementary School located on Trap Road. In the event of a disaster, parents are to pick up their children at those locations. If possible, parents will be notified by phone to pick up their children.

# Policies And Procedures

## Enrollment

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Priority registration is given to children of families currently enrolled in the school, children of church members, and siblings of alumni.

Registration will be open to outside families after the completion of both in-house registration and the Open House. If a child cannot be enrolled at this time, he or she will be placed on a waiting list. All enrollments are under a 30-day probationary period to ensure compatibility between the children and the program.

Due at Registration:

- **Completed Registration Form**
- **\$80 non-refundable Registration Fee** (payable by check only)

One month's tuition, which will be applied to the last month your child is in school for the 2017-2018 school is due May 5, 2017.

One month's tuition is due with the Registration Fee for families enrolling after May 5.

The following forms must be returned by **August 11** to complete the Registration process:

- **Emergency Care Information**
- **Permission to Pick Up**
- **Automatic Payment Enrollment Form** (To use this payment method, please attach a voided check)
- **Statement of Acknowledgement**
- A current **Health Form** filled out and signed by your child's physician, if not already in your child's file from the previous year. (Health Forms are good for one year and a current one must be on file in the Preschool office.)
  - o **All children enrolling at Andrew Chapel Preschool and MDO MUST be immunized.**
  - o **Only those with a medical waiver, signed by a licensed physician, will be exempt from this requirement. "Non-medical" waivers will NOT be accepted.**

Bring your child's **Birth Certificate or Passport** to the Preschool office within 30 days of enrollment, so a copy can be made to fulfill the Proof of Identity Requirement. (The original must be viewed; a copy cannot be accepted.)

Parents must sign the **Religious Exempt Medical Form** acknowledging that Andrew Chapel UMC Preschool and MDO staff can only administer emergency medication. (EPIPEN)

## Withdrawal

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**A thirty day notice of withdrawal is required during the school year for the return of any tuition.**

The one month's tuition (due May 5) is only refundable if written notice is submitted to the Preschool office by June 16, 2017.



## Health and Safety

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A child who is ill should not be brought to school. Please notify the school if your child will be absent.

If a child shows signs of illness while at school, he or she will be removed from the classroom, and parents will be contacted to pick up their child. The child should not return to school until signs of illness are gone, or with the permission of the child's physician. If it is suspected that a child may have a communicable disease, a diagnosis by a physician is required. If there is a positive diagnosis, parents of the other children in the class will be notified.

Any changes to pertinent parent-contact information should be provided to the Director.

Andrew Chapel Preschool and MDO will only administer emergency medication. (EPIPEN)

In the event of a serious accident, the Fairfax County Rescue Squad will be called. An Emergency Treatment Release Form signed by the parents, will be kept on file. Parents will be immediately notified if an accident occurs. The Andrew Chapel staff will do all in their power to care for your child while in school, but will not be responsible for accidents or mishaps beyond their control.

In accordance with state law, Andrew Chapel UMC Preschool and MDO must report any suspected cases of child abuse or neglect to the Fairfax County Department of Human Development's Child Protective Services.

The staff at Andrew Chapel Preschool and MDO strives to create a safe and friendly classroom environment by teaching children appropriate social behavior. The staff will always work with children, and communicate with parents, to try to modify inappropriate behaviors when necessary. However, any child whose behavior threatens the health, safety or welfare of anyone in the Andrew Chapel community may be asked to leave the program, at the discretion of the Director.

## School Security

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The Andrew Chapel building has a complete security system, including monitoring cameras, open door sensors, and an alarm system. The Preschool's red door will only be open from 9:00 to 9:30 am and 1:00 to 1:30 pm. Between 9:30 and 1:00, the door will be locked. Anyone arriving during those hours can ring the buzzer at the red door to be admitted into the building.

## Food Allergy Policy

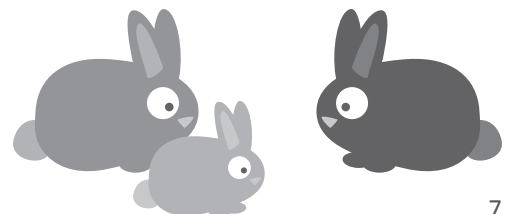
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Andrew Chapel Preschool and MDO will make every effort to only provide snacks for the children that are peanut/nut free. Please do not send in any food with peanuts or nuts in lunches and/or for special treats (birthdays or school parties). Many people use the classrooms at times when school is not in session; therefore there is no guarantee that the classrooms will be totally peanut/nut free.

## Items Brought from Home

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All items brought from home should be labeled with the child's name. Teachers may request Show and Tell or special occasion items throughout the year. No toy guns or weapons should be brought to school.



## Transportation, Carpool, Pick-up and Drop-off, Parking Lot Safety

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Transportation to and from school is the sole responsibility of the parents.

If a child is to go home with someone who is not listed on the Permission to Pick Up Form, a note must be sent to school with the child.



### Preschool

The Preschool has a carpool line for morning drop-off and afternoon pick-up. Driving instructions for carpool will be distributed at Orientation.

The Preschool's number one priority is always the safety and well-being of your children.

- Staff will begin to take children out of carpool when school opens at 9:00 am. Pick-up begins at 1:00 pm when school ends.
- Do not allow your child to stand up, stick out of a sunroof, or hang out of a car window while waiting in carpool.
- Do not open your car door until your car comes to a complete stop in the unloading area.
- Do not drive around the car in front of you in line while children are being loaded or unloaded. If the staff waves you through, proceed slowly.
- Always drive slowly.
- Do not talk on your phone while driving in the church parking lot.
- Do not get out of your car at carpool. The staff will take your child out of the car during drop-off and put your child in the car during pick-up. Please make sure your child is buckled in before leaving the church parking lot.
- If you choose to walk your child into school, drive around the back of the building, and park in one of the spots between the playground and the building. Walk up the stairs and through the Preschool's red door.
- Never drop off your child and allow him or her to walk into the building alone.
- Never park and walk through the carpool line.
- Anyone who drops off or picks up your child must be made aware of the Preschool's procedures.



### MDO

- MDO opens at 9:15 am. Children should not be dropped off before that time. MDO pick-up is 1:15 pm.
- In the morning, parents of the children in MDO must park, walk in with their children, and sign them in.
- In the afternoon, parents park, walk in, and sign their children out.
- Please drive around the back of the building, park in the lot between the building and the playground and enter the building through the Preschool's red door.
- Never park and walk through the Preschool's carpool line.

## Inclement Weather Policy

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Andrew Chapel Preschool and MDO will follow Fairfax County Schools for all inclement weather closings and delays.

- If Fairfax County Schools are closed, the Preschool and MDO will be closed.
- If Fairfax County Schools open 2 hours late, Andrew Chapel Preschool will open at 11:00am and MDO will open at 11:15am.
- If Fairfax County Schools close early, the Preschool and MDO will maintain a regular dismissal time.

## Snow Make Up Day Policy

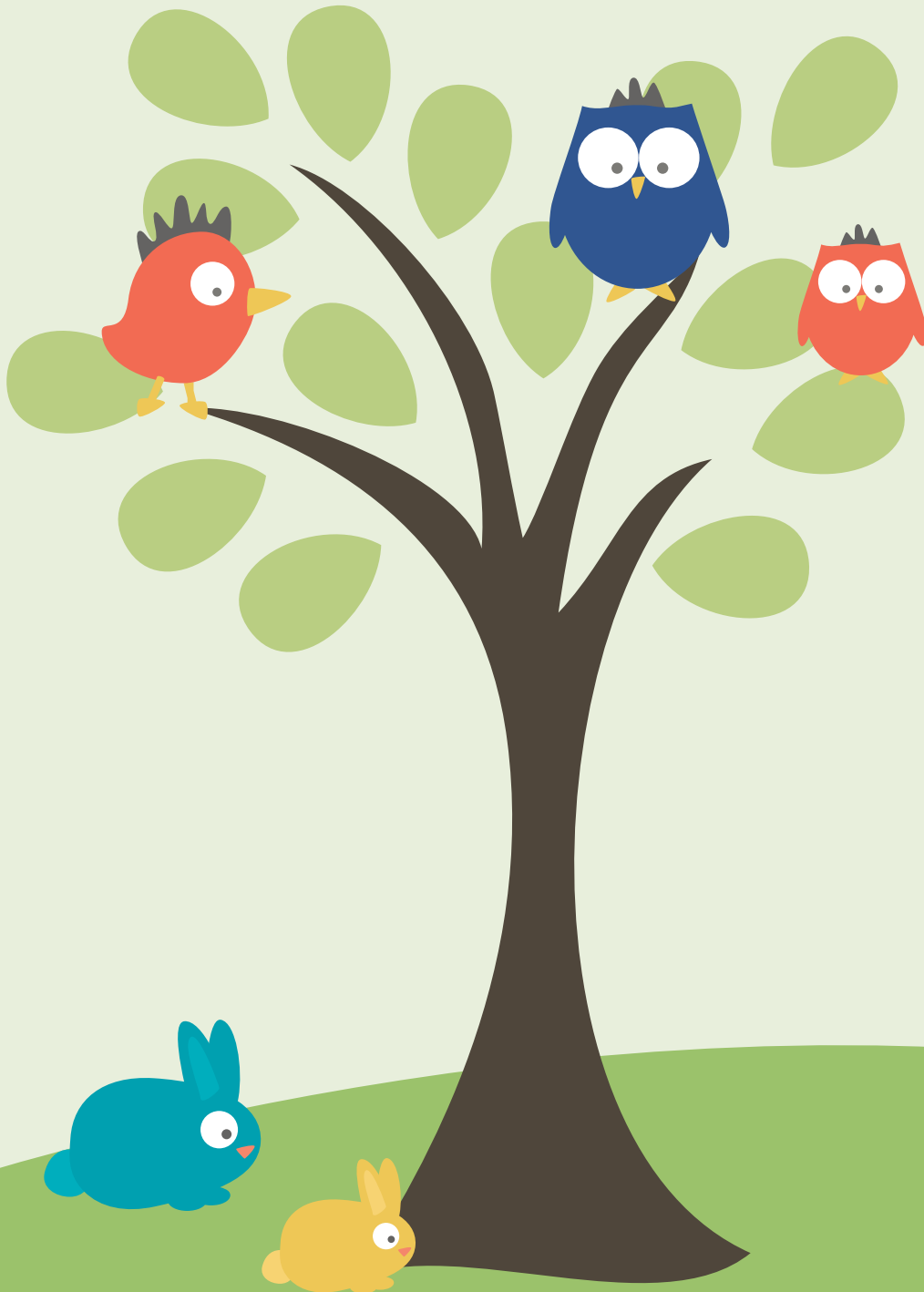
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Andrew Chapel Preschool and MDO will make up the same days that Fairfax County Schools make up, only if those days fall within Andrew Chapel Preschool and MDO's school year, which ends in May.

To be in compliance with Virginia State Law, Section 63.1 – 196.3 of the Code of Virginia, the following statements are made public:

1. Andrew Chapel UMC Preschool and Mother's Day Out is classified as an "Exempt" child day center and therefore exempt from licensure.
2. All staff meet Andrew Chapel UMC Preschool and Mother's Day Out qualifications. Qualifications include successful work experience with young children, academic training or experience working in Early Childhood Education, a positive attitude towards children and Christian commitment. The staff receives First Aid and CPR training every two years.
3. The Mother's Day Out Program uses Room 104 for children over 2 and Room 106 for children 11 months to 2 years of age. The Preschool uses Rooms 102, 103, 105, and 107 for children ages 3 to 5 years old. The church Fellowship Hall is used for gross motor activities and is supplied with riding toys, rocking boat, tumbling mats, climbing toys, balls, basketball hoops, and various other pieces of equipment. A kitchen facility (Room 101) is used by staff. There is a fenced playground with slides, sand box, tire swing and climbing apparatus. The program has access to all other church facilities if needed.
4. The Fairfax County Department of Health Services Permit allows our Preschool and Mother's Day Out program to enroll a total of 99 children per day.
5. Mid-morning snacks are provided by the program. Children bring their own lunches.
6. The staff is certified annually, by a physician, to be free from any disability which would prevent them from caring for children and also apparently free of any communicable disease. A negative TB test result is required for each staff member every two years.
7. The Mother's Day Out and Preschool programs are covered by liability insurance.





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