

# Aldersgate KinderPrep



## Parent Handbook

2016 - 2017

(August, 2016)

*Lighting the Way through Education*

New Creation United Methodist Church  
Aldersgate Campus  
4320 Bruce Road  
Chesapeake, VA 23321  
(757) 673-4602

## ALDERSGATE KINDERPREP

Thank you for allowing us the opportunity to serve you and your child. We are happy to introduce you to our school and hope this handbook will answer many of your questions. This handbook contains information regarding the policies and procedures we follow to ensure the safety and quality of your child's education. We will ask that you sign the accompanying signature sheet and return it to your child's teacher to indicate your agreement to abide by these policies.

If you have any questions, please feel free to call the school at (757) 673-4602.

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## HISTORY

Aldersgate KinderPrep opened its doors in September 1974 with a handful of students and teachers. In 1977, it started to blossom into the program we have today. The school has grown to a staff of 22 and a student body of 140. In 1995, we were successful in obtaining a license from the Commonwealth of Virginia. The purpose of this license is to protect pre-school aged children when separated from their parents during part of the day. It also ensures that the activities, services, and facility are conducive to the well-being of children. 2004 saw the addition of a Transitional Kindergarten class to the KinderPrep programs, and in 2013, KinderPrep proudly opened a regular Kindergarten class.

## PURPOSE

The Aldersgate KinderPrep education ministry provides a Christian-based education to children throughout the community. Our student body comes from many different denominations as well as those families who do not attend church. It is important for parents to understand that the spiritual dimension of our program is an important one and is central to our purpose.

## PHILOSOPHY OF EDUCATION

In a caring and positive atmosphere, we create a warm and happy place for preschoolers to learn. As we bridge the gap from home to school, we guide children to a positive self-image while building both social and academic skills.

We introduce sensory, motor, perceptual, language and academic concept skills through materials and activities which are both child-centered and teacher-directed. We plan work that emphasizes the process rather than the product, which fosters a sense of accomplishment and pride.

Based on the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentation and reinforcement through repetition. We design schedules which balance structure and free choice, as well as active and quiet times.

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.

We value the active involvement of parents in our program, both through family fun nights and classroom participation. Parents may gain valuable insights and techniques from the expertise of the staff. At the same time, parents can share their own talents and interests, helping to maintain the excellent quality here at Aldersgate KinderPrep. School then becomes a shared experience.

## STATEMENT OF FAITH

While Aldersgate KinderPrep is a direct ministry of New Creation United Methodist Church (Aldersgate campus), the school is non-denominational in its teachings, stressing central truths of the Bible which unite all Christians. Each child learns to understand that:

- ❖ God is a loving Father who created everything.
- ❖ Jesus is God's Son. Jesus can be the child's Savior and Friend.
- ❖ The Holy Spirit is also part of God and can be the child's constant Helper.
- ❖ The Bible is true and is God's special book. God's book tells us His stories and how we should live.
- ❖ Prayer is talking to our Friend, God.

## CURRICULUM

The KinderPrep curriculum is uniquely designed by KinderPrep teachers for KinderPrep students. KinderPrep's curriculum intertwines the scope and sequence of Virginia's Early Childhood Development Alignment Project with the content of the Foundation Blocks for Early Learning created by the Virginia Department of Education and the Virginia Preschool Initiative. For example, we know that a child should grow in his/her approach to learning by developing persistence, initiative, creativity and reasoning. We encourage the development of those skills through age level appropriate math, science, social studies, and literacy activities that allow for hands-on learning and exploration. Our curriculum establishes a measurable range of skills and knowledge essential for each age level to successfully transition to the next level.

Each month brings a special focus for letter and number recognition, literacy and writing skills, math and science exploration and special event days. Children attend a weekly chapel service where they hear stories and lessons from the Bible. Daily gross motor time with our Gross Motor teacher is always a highlight of each day. Our Gross Motor curriculum focuses on fitness and muscle coordination activities. Weather permitting, children enjoy outside time each day. During inclement weather, the children use our inside "running room". Thanks to special fundraising last year, KinderPrep was able to purchase four iPads and a number of educational apps for children to use as centers in their classrooms. This allows children to begin using the technology they will encounter in their elementary years. Music and crafts are embedded throughout the day using the arts to reinforce content.

## PROGRAMS

Programs	
2½s	2 Days a week: Monday/Wednesday and Tuesday/Thursday
3s	3 Days a week: Tuesday through Thursday
	4 Days a week: Monday through Thursday *
	*We strongly recommend that children attending the 4 day three year old program be close to 42 months (3½ years old) in September.
4s	4 Days a week: Monday through Thursday
Transitional Kindergarten	5 Days a week: Monday through Friday
Kindergarten	5 Days a week: Monday through Friday

Different classroom programs are available that you may choose from to best fit the needs of your child and family. Hours of Operation are 9:00 - 12:00 p.m. for all programs except Kindergarten. Kindergarten operates from 9:00 - 1:30 p.m. (2:00 after February 6, 2017). Hallway doors open at 8:55 a.m. to allow children to settle into their classroom before the day begins.

Our 2½ year old program is designed to introduce our youngest students to a fun learning environment out of the home. This is most likely the first time children will have been apart from their Mom, Dad or primary caregiver for a length of time. The primary goal in our 2½ year old program is to help children learn how to interact with their classmates in a cooperative manner. Children learn to follow the directions of their teachers and how to participate in group learning experiences. 2½ year olds learn best through play, so much time is allowed for wiggles, giggles, free play exploration and fun!

Our 3 year old program seeks to introduce children to the preschools concepts that will lay the foundation for all future learning. While children are introduced to beginning literacy, mathematics and science concepts, the primary focus for our 3 year old is learning how to learn. We encourage large motor and fine motor development so children are ready for cutting and writing skills at the next level. Children learn how to handle classroom routines, how to share the teacher's attention and begin to understand that they can play and learn cooperatively with their classmates. Our goal is to cultivate the expectation that learning is a fun and successful experience for each child.

Our 4 year old program prepares children with the skills they need to be successful in Kindergarten. Teachers use thematic units and learning centers, similar to kindergarten classrooms, to teach the literacy, mathematics, science and social studies skills and vocabulary children will see again in Kindergarten. Activities are designed to broaden and enrich the child's vocabulary and knowledge base. Children learn classroom survival skills so they are ready to focus on learning. Our goal is to meet children at their current level and move them forward to the next level. Both the 4 day and 5 day programs use the same curriculum; the extra day in the 5 day program allows the children to explore concepts in greater depth.

Our Transitional Kindergarten program is designed for children who are 5 years old but have late summer birthdays and are not quite ready for kindergarten. It is also appropriate for children who are 4 with late fall birthdays (turning 5 before Christmas). Transitional Kindergarten offers children a gift of time - time to mature socially, emotionally and academically. This class is faster paced than our regular 4 year old classes and begins incorporating kindergarten concepts into the curriculum by midyear. A recommendation from the previous year's teacher may be necessary for enrollment in this class.

Our highly sought after Kindergarten program opened during the 2013-2014 school year. Kindergarten students attend school 5 days a week from 9:00 until 2:00 (5 hours a day). Class size is limited to 17 children, giving our kindergarten a 1 to 8 teacher/student ratio. The small class size is ideally suited for children with late summer birthdays who are not quite ready to manage the larger public school class sizes. Our program follows the Virginia Standards of Learning for Kindergarten and utilizes many of the teaching practices followed in neighboring school systems so that children can make an easy transition to first grade. Our kindergarten children have early release one Wednesday a month in order for the teachers to participate in staff meetings and training sessions.

## REGISTRATION

Licensing regulations require preschool classes to be structured according to age. All children must meet the September 30<sup>th</sup> deadline to participate in their designated program. For example: Children in the 2  $\frac{1}{2}$  year-old program must be 30 months by September 30<sup>th</sup>. Children entering the Kindergarten program must be 5 by September 30<sup>th</sup>.

Children who are currently enrolled in our program, their siblings, and church members (Aldersgate and Grace Harbor campuses of New Creation UMC) may register for the next school year during in-house registration. In-house registration typically takes place on the first Monday in February. Open registration for the community occurs a week later. Registration packets are usually available the third week in January prior to the Open House. The Registration packet will contain all information needed to complete the registration process. Registration is on a first-come, first-served basis. Please call the KinderPrep office for information on the kindergarten admissions process. There will be a **NON-REFUNDABLE**

**registration fee** of \$175.00 due the day of registration. The registration fee for Kindergarten is \$225.00. If you are registering more than one child, there is a 50% discount towards the registration fee for subsequent children. We will maintain a waiting list throughout the school year to ensure 100% occupancy.

There are several pages for registration that need to be completed to satisfy Virginia State Law.

(1) **Application.**

(2) **Proof of identity.** This may include a certified copy of the birth certificate, birth registration card, notification of birth (hospital, physician or midwife), adoption papers or placement agreement from a child placing agency.

(3) **Health Form.** This must be completed and returned before your child starts school in September. This form is located on the Virginia Department of Education website ([http://www.doe.virginia.gov/support/health\\_medical/school\\_entrance\\_form/school\\_entrance\\_form.pdf](http://www.doe.virginia.gov/support/health_medical/school_entrance_form/school_entrance_form.pdf)).

### TUITION

Preschool tuition rates are as follows:

Programs	Monthly Rate	Yearly Rate
2 Day 2s	\$135.00	\$1,215.00
3 Day 3s	\$160.00	\$1,440.00
4 Day 3s	\$195.00	\$1,755.00
4 Day 4s	\$205.00	\$1,845.00
Transitional Kindergarten	\$275.00	\$2,475.00
Kindergarten	\$375.00	\$3,375.00

#### Discounts Available\*:

**Multiple child discount:** Families enrolling more than 1 child will receive a 3% discount off the youngest child's tuition. Families enrolling more than 2 children will receive a 10% discount off of the third child's and/or youngest child's tuition.

**Full Year tuition discount:** Families paying tuition in full for the entire school year by the first day of school will receive a 3% discount off that tuition.

\*Please note that parents may take only one of the two available discounts.

Tuition is based on the school year calendar. There will be no reduction in charges for school vacations, snow days, holidays or absences. As a general policy, KinderPrep does not make up days missed due to inclement weather. If paying monthly, tuition must be paid on

the first school day of each month. Checks should be made payable to **Aldersgate KinderPrep**. To ensure proper credit, please put your child's name on the check. A late fee of \$10.00 will be added to tuition not paid within the first 10 days of each month. Receipts are available upon request. There is a \$20.00 fee for all returned checks. If a check is returned, repayment must be made in cash.

**Electronic payments:** During the 2016-2017 school year, KinderPrep will be partnering with New Creation UMC to offer electronic tuition payment through the Pushpay app. Pushpay will allow you to use your computer or mobile device to pay your tuition with your credit card or an electronic transfer (ACH) from your bank account. More information will be made available as this service becomes available. Please note that KinderPrep will be charged a small fee for each electronic payment. It is likely that we will need to ask you to help defray that cost by adding a small amount (\$1 or \$2) to your electronic payment. We will let you know more details once we have implemented the system and seen the impact on our budget.

## ARRIVAL/PICK-UP POLICIES

### Arrival

The doors to the building open around 8:00 or earlier to admit staff. We request that all persons bringing children remain in the commons area or hallway by the kitchen until motioned into the KinderPrep hallways by a staff member. When you are welcomed into the KinderPrep hallway at **8:55 a.m.**, please escort your child to his/her classroom. Your child is best served if you allow your child to enter the room by him/herself to begin following the classroom routine the teacher will establish. Although these transitions can be difficult, especially at the beginning of the year, we have found that the child manages the transition better when you "kiss and go". We are experienced at helping fretful children into the morning routine and will not allow crying to continue for long. If necessary, we will call you a little later in the morning to let you know how your child is coping.

### Dismissal

As during arrival time, please remain in the commons area or kitchen hallway until motioned into the KinderPrep hallways by a staff member at 11:58. We will not allow individuals down the hallway until all of our children are in their rooms. Children are released at the classroom door to their parents, legal guardian, or individuals authorized by their parents. Anyone other than the normal pick-up person should expect to show picture ID to the teacher. A note must be sent to the teacher if your child is going home with another child or with someone other than the people designated on your emergency card.

Teachers post information about the day and upcoming events on the bulletin boards and cork strips outside of their doors. While you are waiting in the pick-up line, you have an excellent opportunity to review these notes and sign up for volunteer opportunities.

Please know that we respect the privacy of our parents and students when discussing information about the child's performance during the day. We also know that the hall doorway is not the appropriate place for a long discussion. If you, or the teacher, need to discuss something of length, the best action is to be the last person in the pick-up line, or plan to contact the teacher in the afternoon.

We often have grandparents, nannies and friends who are designated pick up persons for our children. Many families like to carpool and swap drop-off and pick-up duties with friends. We are reluctant, however, to discuss your child's behavior with anyone other than you, the parents. If we need to let you know something specific about the child, we will send a note to expect a phone call or e-mail later. If you would prefer that we go ahead and communicate all information with your designated pick-up person, please send in a note to that effect.

### **Special Notes**

Custodial parents have a right to be admitted to the school at any time during the instructional day. We require, however, that all parents check in with the office upon entering the building. We must know who is in our building at all times.

If you know your child will not be in school either due to an illness or vacation please call the office. The teacher will be informed of your child's absence. It is our policy to verify every child's absence.

If your child arrives to school after 9:10, please stop by the office **first** so that the class attendance report can be updated.

When a parent or authorized adult is more than 10 minutes late, the child will be taken to the office. A staff member will wait with the child until the parent/authorized adult arrives. Note that we reserve the right to apply a \$10 late fee to your account in the event of chronic tardiness at dismissal time.

If your child gets sick during school hours, the parents will be called immediately. The child will be waiting in the office for pick-up.

In the event of an emergency school closing during KinderPrep hours, all families will be notified by phone to immediately come and pick up their child. All children will remain in their classrooms for pick-up.

## HEALTH AND SAFETY

In order to protect all children, we have very stringent rules about sick children. If your child becomes ill at school, we will call you and you must make arrangements to pick-up your child immediately. If your child has been sick during the night or has been sent home with a fever, vomiting, diarrhea, or an unknown rash, they must stay home for **24 hours** before coming back to school.

We follow the American Academy of Pediatricians and Virginia Health Department recommendations for **requiring that children be kept at home (or taken home) if any of the following conditions exist:**

- Signs of severe illness, including fever, and behavior change, irritability, or other signs and symptoms of illness (e.g., sore throat, rash, vomiting, diarrhea).
- A child's temperature should be normal without medication for 24 hours before the child returns to school. If your child has a fever in the evening, he/she should not be brought to school in the morning. We define a fever as 100° F axillary or higher.
- Vomiting two or more times in 24 hours, unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated.
- Uncontrolled diarrhea that occurs more than once in 24 hours and causes soiled clothing or cannot be contained in diapers or clothes.
- Conjunctivitis (Pinkeye): a child with pinkeye must be on medication or have a physician's note before returning to school.
- Rash: body rash, especially with fever or itching until a physician has determined that the problem is not caused by an infectious disease.
- Sore throat coupled with a fever or swollen neck glands.
- Lice / scabies: Children may not return to school until they are free of both lice and nits (eggs). Children with scabies may attend after treatment.
- If your child is unusually tired, pale, shows a lack of appetite, is difficult to wake, confused or irritable, there is sufficient cause for your child to stay home where you can keep a watchful eye for additional symptoms.

The director or assistant director may determine that a child who does not appear to be fully recovered from an illness cannot return to school without a statement from a physician indicating that the child is able to return and participate in school activities, or is no longer infectious.

Please note that KinderPrep staff will use their best judgement and these guidelines to determine when to send children home. Our goal is to provide a healthy and safe learning environment that protects all children and staff from unnecessary exposure to infectious disease. Your help in following these guidelines will keep everyone healthier this year.

## VACCINATION POLICY

KinderPrep seeks to provide the safest possible environment for our entire KinderPrep community - children, families and staff. Vaccines are a well-researched and highly effective method for preventing illness. Further, vaccines are required by state law for all children entering school. KinderPrep follows the American Academy of Pediatricians and Virginia Health Department recommendations for insisting that children have up-to-date vaccinations according to the recommended vaccination schedule. This provides the best protection for our entire community including children who are too young or not medically able to receive

certain vaccines. Unless your child has a medical reason for not receiving vaccines which is documented by a signed physician's statement, we will insist upon written documentation of vaccinations for your child.

## MEDICATIONS

KinderPrep currently has four staff members who are trained and able to give medications to children as required. Because we are a morning only preschool, the primary medication need is for emergency medication. However, we are able to give medications to our kindergartners who may require a midday medication dose. All medications will be kept in a locked box in the office. If you have a child with this need, please contact the Director to arrange a conference. At this conference you will be given the appropriate paperwork to satisfy the state's requirements. All paperwork must be updated every 6 months.

Our facility does not administer over-the counter medication. Sunscreen, diaper ointment, and insect repellent should be applied prior to arrival if needed.

## SCHOOL CALENDAR

A school calendar will be mailed home during August. This calendar will inform parents and families of school closings, special events, and holidays. Aldersgate KinderPrep follows the local public schools' calendars with some exceptions. News about school events will be given in school newsletters, classroom newsletters, classroom Shutterfly sites, the school Facebook page and posted on boards at school entrances and classrooms.

In the event of inclement weather, we follow the decision of Chesapeake Public Schools due to our physical location in Chesapeake. If they are closed, **we will be closed**. If they have a delayed opening, **we will be closed**. There is no sense risking an accident with the little ones for a partial day of preschool. School closings are broadcast on all the major TV stations. WTKR and other local radio stations also broadcast Chesapeake school closings.

## PROGRESS REPORTS and CONFERENCES

All teachers will request a conference with parents for our first conference day in November. Our goal at this meeting is to get to know you, to hear your insights on your child's year thus far and to talk about the best ways that we can work together for a successful learning experience. If you have concerns regarding your child's school adjustment prior to this conference, do not hesitate to contact the teacher and/or director and schedule a conference. A second conference day will be available in January to discuss progress and recommendations for the following year. Please remember that parents are encouraged to schedule a meeting at any time for concerns or questions. We find that concerns are better dealt with sooner rather than later.

Progress reports are sent out three times a year: November, February and at the end of the year. Note that Progress reports for 2  $\frac{1}{2}$  year olds will be sent home in January and

at the end of the year. In addition to progress reports, children in the 4s, Trans K and Kindergarten programs participate in PALS (Phonological Awareness and Literacy Screening) testing. Those results are sent home in November and May.

## SCREENINGS

We are pleased to partner with a local licensed speech-language pathologist who will provide free speech and language screening for all children new to the KinderPrep program. Information about this screening will come home toward the end of September.

Beginning in the 2016-17 school year, KinderPrep will offer Search and Teach® to our 5 and 6 year old children. Based on widely recognized and respected research in the field of learning disorders, Search and Teach® is a tool for identifying and preventing various learning problems in young children. SEARCH is a 20 - 30 minute individual screening test designed to identify strengths and vulnerabilities related to reading success. TEACH is a learning program designed to address any vulnerabilities identified by SEARCH.

Children in the kindergarten program will be assessed with the SEARCH protocol by the end of October and the results shared with the parents either before or during November conferences. If results indicate that portions of the TEACH program would be helpful, parents will be invited to consider that option. The SEARCH assessment is offered as a regular part of the kindergarten program. Extra fees may apply for the TEACH program. More information will come home during the month of September.

## SNACKS

Parents are asked to provide their child a healthy snack daily. Healthy snacks include fresh fruit, vegetables and non-sugary snack items. Snacks should include one food item and one drink, such as juice or water. All snacks should be packed in a brown paper bag labeled daily with the child's full name and date. We are becoming more sensitive to children with food allergies. Your child's teacher will inform you if food allergies are a concern for your classroom. If food allergies are present in the classroom, we will ask you to please avoid food containing these products when packing snacks. Thank you in advance for your cooperation in this matter.

## PERSONAL ITEMS

Each child should bring a tote bag to school each day. Teachers will have examples of the preferred size tote bags on Orientation Night. We prefer tote bags over backpacks due to the small space for storing coats and bags in our rooms. Please label this bag prominently with your child's name.

We ask that all special toys stay with mommy until after school. This will ensure that favorite toys and stuffed animals are not lost during the day. Some teachers have designated Show and Tell days when children are encouraged to bring in those special items.

Please make sure that all items such as lunch bags, jackets, gloves, hats, and extra clothing are labeled with your child's name.

### DRESS CODE

We encourage all children to come to school in comfortable play clothes and **tied or velcroed tennis shoes or rubber sole shoes**. Sandals, slick bottom dress shoe and boots can be dangerous when running and playing. A change of clothes for each child is needed at school for occasional accidents. Jackets or sweaters are a must. We go outside even when it is chilly. **All items should be labeled on the inside** with your child's name.

### TOILET TRAINING

Toilet training is a skill mastered over many months. Children in our 2 ½ year old program should be working toward reliable toilet training. While we understand that 3 year olds may still need a bit of help in the bathroom, we do expect our 3 year olds to be toilet trained. 4 and 5 year olds should be independently capable of handling their personal needs. Of course, accidents do happen, and when necessary, we will quickly and quietly help your child into fresh clothes so he/she can enjoy the rest of the school day.

### CLASSROOM VISITS

Parents are always welcome to observe in the classroom. However, it is necessary that observations be planned in advance so that appropriate accommodations can be made. If you wish to observe in a classroom, please come to the office and speak with the Director about setting up an appropriate time.

### DISCIPLINE

KinderPrep is in its second year of implementing Conscious Discipline® as the main framework for classroom management. Conscious Discipline, which is based on the work of Dr. Becky Bailey, is a comprehensive, self-regulation program that combines social-emotional learning of students, emotional intelligence of adults and discipline. Teachers learn to see conflicts as opportunities to teach the social-emotional skills that children need to regulate their emotions and respond to difficult situations with pro-social behaviors. As a staff, we are in the process of learning and applying Conscious Discipline techniques and improving own skills of acting with emotional intelligence in our classrooms. We are on a learning curve just like the children.

Conscious Discipline encourages safety, connection, and problem solving through establishing classroom routines, building strong relationships, and creating a sense of belonging. Children are thus motivated to help maintain the safe and caring learning environment created by the teacher. Children learn techniques that help them regain composure and maintain control in frustrating situations, as well as techniques for assertively (not aggressively) communicating during times of inevitable conflict. One of our favorite teacher phrases is, "My job is to keep you safe, and your job is to help me keep it that way."

You will see evidence of our Conscious Discipline techniques all around KinderPrep. Classrooms have Safe Places and Family Boards. Pictures of classroom routines and rules are posted throughout the classroom and hallways. Children will learn breathing techniques such as S.T.A.R. (**S**mile, **T**ake a deep breath **A**nd **R**elax), drain, and pretzel. Greeting rituals, goodbye rituals, transition routines, brain breaks, wishing others well, Shubert and Sophie, positive choices, encouragement, I Love You rituals and much more will become a part of your child's day and most likely spill over at home. We welcome you to learn more about Conscious Discipline by visiting the Conscious Discipline website at [www.consciousdiscipline.com](http://www.consciousdiscipline.com).

Children who commit serious infractions of rules, such as hurting another child, will receive appropriate consequences that will keep all children safe and help the offending child learn ways to make better choices. If necessary, an incident report will be completed by the teacher, signed by the parent and Director, and sent home with the parent at the end of the day. At times, it may be appropriate for the child to spend time talking to the Director about behaviors, consequences and making better choices. If a child continues to exhibit inappropriate behavior, a parent conference may become necessary to discuss alternative strategies. At no time will any staff member hit, shake, punch, bite or intentionally hurt a child in any way. No child will be grabbed by the clothing or exposed to ridicule. Our job is to keep children safe and teach social and emotional life skills.

## REASONS FOR DISMISSAL

### 1. Failure to return completed records

All paperwork should be returned to the KinderPrep office before the first day of school. Any missing paperwork will be brought to the parent's attention and one week will be given to complete the paperwork. Failure to return the missing paperwork could result in the dismissal of the child from our program.

### 2. Failure to adjust to the school environment

Separation from a parent is very difficult for a young child; however, a child must begin to show improvement from this anxiety in order to remain in our program. The following may result in dismissal: (1) any child that cries for the entire preschool day for more than one school week, (2) any child that must repeatedly be physically taken away from a parent while crying and holding on to his or her parent, (3) any child who overall does not seem to be adjusting to this environment and seems very unhappy.

### 3. Failure to respond to teacher requests for a conference

We know that parents are busy people. We also know that parents are often employed during school hours and that grandparents or childcare providers are the arrival and dismissal point of contact. Nevertheless, if a teacher requests a conference with a parent, we know that it is in the child's best interests for the parent to make

appropriate arrangements to be available for the conference. If repeated requests for a conference go unheeded by the parents, it may be necessary to suspend the child's attendance until a conference can be held.

#### 4. Violent behavior

KinderPrep seeks to create a safe and secure learning environment for all children. Children who intentionally hurt other children or staff members will be dealt with immediately and appropriate contact made with the parents. If a series of serious intentional incidents occurs, a required meeting will be held with the child's parents to determine an appropriate course of action. KinderPrep staff will work closely with parents to modify negative behavior, creating a specific, age appropriate behavioral plan for the child. A child who continues to exhibit violent behavior over a period of time may be removed from the school until the behavior can be corrected.

#### 5. Inappropriate Language

The use of inappropriate language by a child on a regular basis may result in the termination of enrollment. Each time inappropriate language is heard an incident report will be completed by the teacher and sent home at the end of the day. A follow-up discussion will be held with the parent. Signatures from the Director and the parent will be obtained.

#### 6. Voluntary Withdrawal

Parents wishing to withdraw their child from KinderPrep are required to give the Director 2 weeks' notice. Tuition requirements will be discussed with the families on an individual basis regarding their situation.

### PICTURES AND SOCIAL MEDIA POLICY

Many of our teachers take photographs and/or video throughout the school year for use in the classroom, to give to parents, to commemorate activities and to share on private class photosharing sites such as Shutterfly. These private, invitation only sites allow families, traveling parents and grandparents to share in your child's preschool experience. Many teachers also use their photosharing sites to send reminders about upcoming classroom events.

From time to time your child may appear in school activity photographs that will be used in school publications, brochures, and other promotional materials. In addition, KinderPrep maintains a website and Facebook page where information is shared about the school and upcoming events. No names or other personal identifying information will be provided with promotional photographs. Parents consent to this policy during the enrollment process unless written notice is given by the parent or legal guardian.

KinderPrep understands the importance to parents of engaging, collaborating and sharing on the internet through the use of social media tools such as Facebook, Twitter, and Pinterest. We encourage you to participate in social media with a sense of individual accountability and respect for the privacy of our students and teachers.

- Please refrain from posting or distributing information that might be deemed personal about any students, including pictures of children where they can be identified and/or their names.
- Please refrain from tagging KinderPrep students in pictures without a parent's expressed permission.
- Always remember - what you post will be viewed and archived permanently online once you hit the "publish" button.

Social media is an ever-changing technology, and KinderPrep reserves the right to modify these guidelines as required.

### ACCIDENT INSURANCE

Each student is covered by Accident Insurance. Brotherhood Mutual Insurance Company provides our coverage. The premiums for the insurance are included in the registration fee.

### POLICY FOR REPORTING SUSPECTED ABUSE OR NEGLECT

All licensed child care facilities are mandated by law to report any suspected cases of child abuse or neglect to Child Protective Services.

### LINE OF AUTHORITY

- Senior Pastor
- Associate Pastor
- KinderPrep Board
- KinderPrep Director
- Assistant to the Director
- Teachers
- Teaching Assistants





Dear Parents,

Attached is a notice regarding the Asbestos Management Plan of Aldersgate United Methodist Church. We want to assure you that the church building is not a hazardous place for your child.

The asbestos testing that was conducted is a requirement of all childcare facilities seeking a license from the State of Virginia. The Management Plan is part of our responsibility to you and all who use the Aldersgate building.

The Management Plan is not meant to alarm you, but to let you know that we are aware there are some low risk levels of asbestos in the building. A minimal amount of asbestos was detected in some of the floor tiles, the adhesive under the floor tiles, in the core of the fire doors, and in the caulking of the windows. The fire doors are listed as a Category 3 hazard and the other items are Category 4, which places them low on the danger list. The church property committee monitors these areas on a regular basis. As long as they are maintained in their current condition, there is **no danger** to your child. It is to our advantage to leave these areas undisturbed.

The asbestos report is on file in the KinderPrep Office. Parents are welcome to come in and review the report. Rev. Duncan and I will be happy to address your questions and concerns.

Sincerely,

Carla Bell

Director

## NOTICE TO THE PARENTS OF ALDERSGATE KINDERPREP

An asbestos inspection, as required by the Department of Social Services, was performed at Aldersgate KinderPrep. This inspection indicated the presence of asbestos containing materials in the school and the Fellowship Hall of the building. An Operations and Maintenance Plan has been developed and implemented. This plan should minimize the exposure of the students to asbestos fibers by maintaining the asbestos containing materials in good condition.

A copy of the Operations and Maintenance Plan is available at the church for inspection.