

Aldersgate New Creation KinderPrep



Parent Handbook

2024 - 2025

(September, 2024)

Lighting the Way through Education

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

ALDERSGATE NEW CREATION 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 an acknowledgement 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.

TABLE OF CONTENTS

PHILOSOPHY AND PROGRAMS

Mission	4
History	4
Philosophy of Education	4
Statement of Faith	5
Curriculum	5
Programs	6
Registration	9
Tuition	9

ARRIVAL AND DISMISSAL POLICIES

Parking Lot	10
Attendance Slips	11
Arrival	11
Late Arrival	12
Dismissal	12
Early Dismissal of Student	13
Change of Parent Pick-Up Plans	13
Late Parent Pick-up	13
Emergency Closings	13
Absences	14

HEALTH AND SAFETY

Illness and Exclusion Policy	14
Vaccination Policy	15
Allergies	15
Medications	16
Screenings	16
Age-Appropriate Developmental Screening	16
Speech and Language	16
Vision	16
SEARCH and TEACH®	16

TABLE OF CONTENTS (con't)

Toilet Training	17
Building Safety	17
Emergency Preparedness Plan	18

SCHOOL ROUTINES

School Calendar	19
Classroom Visits	19
Snacks	19
Personal Items	20
Dress Code	20
Communication	20
Confidentiality	21
Assessments, Progress Reports and Conferences	21

DISCIPLINE

Conscious Discipline [®]	22
Reasons for Dismissal	23

PARENT INFORMATION

KinderPrep Board	24
Parent Volunteer Organization (PVO)	24
Celebrating Birthdays and Holidays	25
Pictures and Social Media Policy	26
Accident Insurance	27
Policy for Reporting Suspected Abuse or Neglect	27
Line of Authority	27
Asbestos Management Plan	28-29

PHILOSOPHY AND PROGRAMS

MISSION

Aldersgate New Creation KinderPrep provides a Christian-based education to children throughout our community. In a caring and positive atmosphere, we create a warm and happy place for young children to learn.

HISTORY

Aldersgate New Creation 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 28 and a student body of almost 150. 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. In 2013, KinderPrep proudly opened a regular Kindergarten class. Last year saw the addition of First Grade to our program offerings.

PHILOSOPHY OF EDUCATION

The Aldersgate New Creation 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. 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, thus fostering 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 KinderPrep. School then becomes a shared experience.

STATEMENT OF FAITH

While KinderPrep is a direct ministry of New Creation United Methodist Church, 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 Learning and Developmental Standards with the content embraced by the Virginia Department of Education and the National Association for the Education of Young Children (NAEYC) as critical for kindergarten readiness. 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 early literacy skills, math and science exploration, social studies 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". Additionally, KinderPrep utilizes iPads and a number of educational apps for children to use as centers in the 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	9:00 - 12:00	2 Days a week: Mondays and Wednesdays or Tuesdays and Thursdays
Discover 3s	9:00 - 12:00	3 Day a week: Tuesday through Thursday Designed for children just turning 3 in the summer or September.
3s	9:00 - 12:00	3 Days a week: Tuesday through Thursday
	9:00 - 12:00	4 Days a week: Monday through Thursday ** **Offered when enrollment meets a minimum class size. We strongly recommend that children attending the 4 day three year old program be close to 42 months (3½ years old) in September.
	9:00 - 12:00	3/4 Days a week (hybrid): Monday through Thursday Parents choose 3 or 4 days at the beginning of the year. Children do <u>not</u> change back and forth between 3 and 4 days on a weekly basis.
Explore 4s	9:00 - 12:10	4 Days a week: Monday through Thursday** Designed for children just turning 4 in the summer or September and older 3s who will turn 4 in the fall. ** Offered when classes meet a minimum class size.
4s	9:00 - 12:10	4 Days a week: Monday through Thursday
	9:00 - 12:10	5 Days a week: Monday through Friday** ** Offered when class meets a minimum class size. We strongly recommend that children attending the 5 day four year old program be close to 54 months (4½ years old) in September.
	9:00 - 12:10	4/5 Days a week (hybrid): Monday through Friday Parents choose 4 or 5 days at the beginning of the year. Children do <u>not</u> change back and forth between 4 and 5 days on a weekly basis.
Transitional Kindergarten		5 Days a week: Monday through Friday Class hours: 8:50 - 12:30
Kindergarten		5 Days a week: Monday through Friday 8:50 - 1:30 September - December 8:50 - 2:00 January - May
First Grade		5 Days a week: Monday through Friday** 8:30 - 2:30 **Offered when enrollment meets a minimum class size.

Different classroom programs are available from which you may choose the best fit for the needs of your child and family. Preschool Hours of Operation are 9:00- 12:00/12:10 p.m. for all programs except Transitional Kindergarten, Kindergarten and First Grade (see schedules above).

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. As the children are learning to follow directions and participate in group activities, they are discovering soon to be Three Year Old skills. 2½ year olds learn best through play, so much time is allowed for wiggles, giggles, free play exploration and fun!

Our **Discover Threes class** is a gentle blending of the more social and language oriented two year old program and the readiness concepts of the three year old program. Children will be introduced to all of the three year old themes and preschool readiness concepts but with greater emphasis on acquaintance than mastery of concepts. Our primary goal at this age is to help children learn *how to learn* in the social setting of a classroom. Depending upon the birthday, children will be ready to move to 4 day 3s or Exploring 4s.

Our **3 year old program** seeks to introduce children to the preschool 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 olds 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.

The **Explore Fours** class is intended to be an appropriate starting point for children with those summer and fall birthdays who often fall between the cracks of typical 3 and 4 year old classes. At this age, 9 months can make quite a difference. Fours who may be months younger than the average classroom age, or threes who are months older than the average classroom age, often feel out of sync with typical preschool pacing. Explore Fours meets children where they are, typically with an older 3s curriculum in the fall and transitions to a 4s curriculum by midyear. This allows children to be challenged at an appropriate level but not overwhelmed (or underwhelmed) by pacing that is too fast or too slow. Explore 4s makes an excellent bridge between Discover 3s and Transitional Kindergarten for those who may be planning to give a gift of time before Kindergarten.

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. When our enrollment allows offering a 4 day and 5 day program, the curriculum remains the same; 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 just turning 5 years old with late summer birthdays. Although they make the kindergarten age cutoff date, these children very often benefit from a Gift of Time. Transitional Kindergarten offers children the time to mature socially, emotionally and academically without the rigor and pressure of "official" kindergarten standards. It truly is what Kindergarten was originally intended to be - a place where children learn how to learn through all their developmental areas. This class is paced according to the needs of the children; it will therefore look a little different each year as each child's learning level is met and then moved forward. Transitional Kindergarten students attend school 5 days a week from 8:50 until 12:30 (3.5 hours a day). Typically, the teachers begin incorporating kindergarten concepts and activities into the curriculum by midyear.

Transitional Kindergarten may also be appropriate for some four year olds who will be 5 before Christmas. (A recommendation from the previous teacher and a meeting with the Director will be necessary.)

Our highly sought after **Kindergarten program** opened during the 2013-2014 school year. Kindergarten students attend school 5 days a week from 8:50 until 1:30/2:00 (4.5/ 5 hours a day). The larger Kindergarten class is broken into 2 smaller homerooms with 2 fulltime teachers and 1 part-time support teacher. This gives our kindergarten a wonderfully low teacher/child ratio allowing for much individualization. Children will rotate rooms as they divide their time between the core subjects of Literacy and Math. Later in the day the classes are typically combined for whole group science, social studies, writing. 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. In addition to academic subjects, children also enjoy daily gross motor and weekly fine arts sessions of art and music. Our kindergarten children have early release one Wednesday a month for kindergarten teachers to participate in all staff meetings.

The addition of **First Grade** to our Early Childhood education programs has been well received and quite successful. First grade is a growth-packed year when reading truly takes hold and mathematical understanding blooms. Children begin to see that reading and math can be tools to help them learn about the world all around. The small class size (6 - 10 students) allows for classroom time to be efficiently used in learning activities. Our program follows the Virginia Standards of Learning for First Grade and includes familiar components that will make an easy transition to second grade in our neighboring systems. In addition to the academic subjects, children also receive daily gross motor and weekly fine arts and STEM sessions. First grade will have early release one Wednesday a month to facilitate monthly staff meetings.

REGISTRATION

Licensing regulations require preschool classes to be structured according to age. Although ages vary somewhat according to the class, as a rule, children should meet the September 30th deadline to participate in their designated program. Children entering the Kindergarten program must be 5 by September 30th.

Children who are currently enrolled in our program, their siblings, and New Creation UMC church members may register for the next school year during in-house registration. In-house registration typically takes place early in February. Open registration for the community occurs a week later. Registration packets are usually available by the end of 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 \$200.00 due the day of registration. The registration fee for Kindergarten and First Grade is \$250.00. 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).

TUITION*

Tuition rates are as follows:

Programs	Yearly Rate	Monthly Installments(9)*
2 Day 2s	\$2,025.00	\$230.00
Discover 3s	\$2,205.00	\$250.00
3 Day 3s	\$2,205.00	\$250.00
4 Day 3s	\$2,430.00	\$275.00
Exploring Fours	\$2,610.00	\$295.00

4 Day 4s	\$2,610.00	\$295.00
5 Day 4s	\$2,925.00	\$330.00
Transitional Kindergarten	\$3,240.00	\$365.00
Kindergarten	\$4,680.00	\$525.00
First Grade	\$7,300.00	\$730.00** over 10 months

*monthly tuition payments include a \$5 handling fee.

Multiple child discount: Families enrolling with 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.

Tuition is based on the entire school year. Please note that if paying monthly, there is a small handling fee added into the installment amount. 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 making monthly tuition payments, tuition should be paid by the 10th of each month. Payment may be paid through Brightwheel; however, please note that Brightwheel attaches a convenience fee during the payment process. Alternatively, checks can be made payable to **Aldersgate KinderPrep** with your child's name noted in the memo section of the check. Tuition bank deposits are made on the first and second Friday of each month. Receipts are available upon request. A late fee of \$10.00 will be added to the account when tuition is not paid by the 10th of the month. There is a \$30.00 fee for all returned checks. If a check is returned by the bank for insufficient funds, we require that repayment be made in cash.

ARRIVAL/DISMISSAL POLICIES

PARKING LOT

During drop-off and pick-up times, our parking lot is a busy and crowded place. Children may not be dropped off at the curb. It is necessary for you to park and walk your child to the building. Please encourage your children to walk, not run, in the parking lot and on the sidewalks. It is extremely difficult to see children behind and in between cars. Because of that, we strongly encourage you to maintain a slow and safe speed in the parking lot, even if you are running late! Always be especially mindful of playing children who may not be as aware of the dangers as the adults with them should be. **Never leave a child unattended in a vehicle while you come into the school.**

ATTENDANCE SLIPS

As you enter the building, we ask that you have ready the daily *Attendance Slip* for the door greeters and classroom teachers. The attendance slip has a number of functions. It helps to document your child's presence in the building. It is also the first step in our Daily Health Observation routine as the parent is the best source for noting any health changes in his/her child. The slip also acts as a quick communication channel to the teacher to draw attention to any changes in the child's usual morning activities or pick-up details. Finally, the slip is a part of our social-emotional learning curriculum as it helps the child to identify their emotions at that moment. We encourage parents to fill out the slip as a shared activity, allowing the child to identify their own emotions and, as the year progresses, take over some of the completion of the slip. In this way, the attendance slip becomes a tool for encouraging self-reliance, one of the core preschool skills.

ARRIVAL

Our "Uppers" students, First grade, Kindergarten and Trans-K, arrive at 8:30 and 8:50 respectively. Suppers children are brought to the K Hall door where they are received by staff and proceed upstairs to their classrooms independently.

For all of our preschool programs, parents will come into the building with the child

Arrival / Dismissal Plan 2024 – 2025

	Hours	Arrival	Pick up	Door
1st	8:30 – 2:30	8:30	2:30	K Hall
K	8:50 – 1:30/2:00	8:45 – 8:50	1:30/2:00	K Hall
TK	8:50 – 12:30	8:45 – 8:50	12:30	K Hall
<u>2s and 3s</u>				
	9:00 – 12:00	8:55 – 9:05	12:00	Debbie – Kitchen Ashley –Peppercorn Doors (Left side for dismissal.) Kim – Peppercorn Doors (Right side for dismissal.) Leslye – Peppercorn Door / Dismissal inside – come to side door (2s) – Peppercorn Door / Dismissal inside – come to side door
<u>4s</u>				
	9:00 – 12:10	8:55 – 9:05	12:10	Jilliane/Stella – Kitchen Doors *Fridays use Peppercorn doors Helen/Natalie – Kitchen Doors (Left side for dismissal.) Keisha – Peppercorn Doors (Right side for dismissal.) Amy – Peppercorn Doors (Left side for dismissal.)

using the entrance door as indicated above, and take the child to the classroom door. Parents should remain in the hallway and allow the child to participate in the good morning

routine with the teacher. Remember that teachers are busy in the morning so door conversations should be kept to a minimum. We appreciate the way our parents help us keep distractions to a minimum by moving adult conversations out of earshot of our young learners.

We realize that our policy of bringing your child into the building creates difficulty for those with infants and toddlers. For those who are accompanied by younger siblings and would rather not bring your younger child into the building, you may bring your child to the Peppercorn/Sanctuary main entrance where we will be set up to have someone escort your child to the classroom.

Your child is best served when you allow your child to enter the room by him/herself and begin to follow 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. We are happy to call or message you later in the morning to let you know how your child is coping.

Late Arrival

If your child arrives after the arrival window, you will find the outside doors locked. Simply press the buzzer at the Peppercorn entrance, and a staff member will come to open the door. Since classroom instruction will be in progress, a staff member will escort your child to the classroom in order to minimize disruption.

DISMISSAL

We dismiss our classes outside of the building with the exception of the Twos and Discover Threes. At dismissal time, each class will be taken to the designated door used for arrival. Locations for each class are listed in the chart above. We ask parents to park close to the dismissal spot and be mindful of other cars coming into the parking lot if you have younger children waiting with you. The teacher will dismiss each child individually to the designated pick-up adult.

We emphasize - and practice!!! - that the child's feet do not move from the "Line" until an adult has the child's hand. You can help us by reminding your pickup person that he/she should not beckon to the child from the car, but must park, exit the car and walk up to the teacher.

Everyone should expect to show a picture ID during the first two weeks of school. After mid-September, anyone other than the normal pick-up person should expect to show picture ID to the teacher. Please let the teacher know if your child is going home with another child or someone other than your normal pickup person. Remember: the adult picking up your child, even if it is another parent in the classroom, must be named on the Emergency Card.

Early Dismissal of Student

Parents picking up a child prior to Dismissal time should come to the Peppercorn/Sanctuary door for entrance to the building. You will be asked to sign your child out while the office staff gathers your child and belongings from the classroom and brings him/her to you in the entry area. Even if you happen to come during Gross Motor time while your child is outside, you must still come to the office to sign the child out.

Change of Parent Pick-up Plans

The child's **Emergency Card** in the KinderPrep office indicates who **may** pick up the child. If a name is not listed on the card, the parent must give specific, verifiable permission for the child to leave with an unnamed adult. If the parent or normal caregiver finds they are unable to pick up the child, they may give authorization over the phone for someone different to pick up the child. When the parent calls, they will be verified by the family Code Word or giving the child's date of birth. If the caregiver calls, the child's parent will be called to verify the change in dismissal plans. The new individual picking up the child must present Photo ID. Parents are highly encouraged to visit the office add family or friends to the Emergency Card before the need arises.

Late Parent Pick-up

If you find yourself running late or caught unexpectedly in traffic, please call the office and let us know. Children are often anxious when they find themselves the only child left in the classroom. We will let your child know you are on the way and quickly involve them as a special classroom helper until you arrive. If you will be delayed more than 30 minutes past your dismissal time, your child will wait in the office until the parent or an authorized adult arrives. If you find you need someone not on your Emergency Card list to pick up your child, we will need your verbal approval using the code word on your card or child's date of birth to verify your identify.

It is important that our children be picked up on time since our staff are involved in meetings and planning preparations immediately upon dismissal. While we understand the sudden traffic situations that happen in Hampton Roads, we reserve the right to apply a late pick-up fee to your account in the event of chronic tardiness at dismissal time.

EMERGENCY CLOSINGS

In the event of inclement weather, we **most often** follow the decision of Chesapeake Public Schools due to our physical location in Chesapeake. When CPS is closed, **we will be closed**. If CPS is **delayed**, the **preschool will be closed**. There is no sense risking an accident with the little ones for a partial day of preschool. When CPS is delayed, **Kindergarten and First Grade only** will begin at 10:00. School closings are broadcast on all the major TV and radio stations. In addition, we will send notifications through Brightwheel, and post a closing notice on our Facebook page. Teachers will also send out messages to their classes.

In the event of an emergency school closing during KinderPrep hours, all families will be notified by Brightwheel or phone to immediately come and pick up their child. If the building is safe, children will remain in their classrooms for pick-up. If remaining in the building is unsafe, you will be directed to your child's location in the phone call.

ABSENCES

If you know your child will not be in school, due either to an illness, vacation plans or just a last-minute decision to have a home day, please let KinderPrep know. Brightwheel is the best communication channel for absentee messages. We want to be informed of your child's absence. It is our policy to verify a child's absence if we do not hear from you.

HEALTH AND SAFETY

ILLNESS AND EXCLUSION POLICY

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 expect you to arrange 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:**

- New cough, sore throat, shortness of breath or loss of taste or smell.
- Positive COVID-19 test result for the child.
- Signs of severe illness, including fever above 100°, 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 stay home while symptomatic with eye drainage 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 (verified by a physician's note).

- 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.

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

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 commitment to 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 strongly advocate for written documentation of vaccinations for your child.

ALLERGIES

Allergies in young children are becoming more commonplace. Reactions to an allergen can vary from simple sneezing and itchy eyes to a life-threatening response. It is important to distinguish between food allergies and food intolerances since the two are often confused. A food allergy is an adverse reaction to food and involves the immune system. A food intolerance is an adverse reaction to food but does not involve the immune system.

It is critical to your child's safety that food allergies be documented on the enrollment form and supported by a physicians' plan of action in the event of suspected and confirmed allergic reactions. When parents list a food allergy on the enrollment form, we will give you the appropriate Action Plan and Medication forms so that you can have these

completed well before the beginning of school. All KinderPrep staff will be aware of children with food allergies and medications on site.

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 for children with allergy and asthma action plans. However, we are able to give medications to our upper level children who may require a midday medication dose. 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 12 months.

Our facility does not routinely administer over-the counter medication. Sunscreen, diaper ointment, and insect repellent should be applied prior to arrival if needed. All medications are kept in a locked bag in the office with the exception of epi-pens which will be kept in child-resistant safety bags in the classroom Go-Bag.

SCREENINGS

Age-appropriate Developmental Screening

During the first month of school, all teachers will be using a standard developmental screening checklist to observe your child's development across several dimensions including gross/fine motor, speech, social emotional and cognitive areas. Our goal is simply to ensure your child has passed most of the developmental milestones for his/her current age. We will quickly notify you if we find anything out of the ordinary.

Speech-Language Screening

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.

Vision Screening

We are excited to be partnering this year with the Churchland Lions Club to provide vision screenings for our children, hopefully in the fall. Vision screenings promote eye health and raise awareness of the causes of preventable vision loss.

SEARCH and TEACH®

KinderPrep is pleased to have specially trained staff member who are able to provide 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 improving literacy 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.

TOILET TRAINING

Toilet training is a skill mastered over many months. Children in our 2 $\frac{1}{2}$ year old program should be **diligently working toward reliable toilet training** before the first day of school. We expect the 2 $\frac{1}{2}$ year olds to have been introduced to toileting procedure no later than June prior to school entry, and to be accustomed to wearing "pull ups". Diapers are not allowed. Children will be encouraged to use the bathroom during the day.

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 and to be able to tell the teacher of their need to use the bathroom. Diapers are not allowed, and pullups are only to be used as a temporary, transitional "safety net". **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.

If your child has recently mastered toilet training in the couple months prior to school, we strongly encourage you to include a pullup in your child's bag. If your child has an accident, we will put them in the pullup to ensure that it is the only accident during the day. If your child has multiple accidents in underwear during the morning, we may need to call you to come and assist your child.

BUILDING SAFETY

KinderPrep is committed to the safety of your most precious possession while your child is in our care. Although we are located in a church building that needs to be accessible to church members, we nevertheless have a number of safety precautions in place to restrict access to the KinderPrep hallways and keep the building as secure as practicable.

All doors to the church building are kept locked at all times with the exception of the arrival and dismissal windows. All visitors must ring the bell at the doors and the doors must be physically opened to admit anyone to the building. Staff and church members are asked to allow KinderPrep office staff who are familiar with KinderPrep parents to answer the KinderPrep entrance doors during KinderPrep hours. Surveillance cameras are located at all outside doors, on the playground and parking lots and at strategic locations inside. Cameras are always monitored by both church and KinderPrep office staff with a 30-day recording capability.

We ask our parents to use the Peppercorn/Sanctuary main entrance door when coming to KinderPrep at times other than arrival and dismissal times, as this is the easiest and safest door for building access. Just like we ask church members to allow KP office staff to answer doors, we also ask parents not to allow unknown persons into the building but to alert the office when they see someone at the doors.

EMERGENCY PREPAREDNESS PLAN

KinderPrep's philosophy is to keep your child(ren) safe at all times when in our care. With recent world and local events, we have developed an **Emergency Preparedness Plan** to be utilized if emergency circumstances require a different type of care. Plans for these special circumstances are reviewed annually, and staff is trained in the appropriate responses. The specific type of emergency will guide where and what special care will be provided.

- **Shelter in place** - This plan would be put into place in the event of a weather emergency. Parents will be notified if they need to pick up their child before their regular time.
- **Evacuation from the building** - This plan would be put into place in the event that the building becomes unsafe. In most cases, this would involve evacuation to the back parking lot, which we practice monthly as a fire drill. If the children need to move to a new location, they will most likely be escorted across the street to another church building. Parents will be notified when and where to pick up their children.
- **Lock down** - This plan would be put into place if a dangerous situation develops in a nearby neighborhood. Children will remain in their classrooms behind locked doors while continuing with their typical schedule. In the unlikely event of an intruder in the building, while classroom doors remain locked, children will stop classroom activities and move to a classroom space as far out of the line of sight of windows and doors as possible.
- **Method to contact parents** - In an emergency, parents will be notified through Brightwheel or by phone call. If possible, a message will be placed on social media.
- **Emergency ends/reuniting with children** - When the emergency ends, parents will be informed and reunited with their children as soon as possible using the contact methods listed above.
- **Continuity of care** - All necessary arrangements are made to ensure that the children are supported during the emergency circumstances, whether in the room, outside or at an alternate location.

The purpose of sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child(ren). In the event of an actual emergency, please do not call the school as it will be important to keep the phone lines open. Once the emergency has cleared, we will

send an immediate message by Brightwheel informing you briefly of the incident. We will follow up with a letter giving more specific information as soon as practicable. If you have questions regarding this information, you are welcome to come speak with the director at any time.

SCHOOL ROUTINES

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 Chesapeake Public Schools' calendar with some exceptions. News about school events will be given in Brightwheel, school newsletters, classroom newsletters, the school Facebook page and posted on boards at school entrances and classrooms.

CLASSROOM VISITS

Custodial parents have a right to be admitted to the school at any time during the instructional day. However, it is necessary that visits and observations be planned in advance so that appropriate accommodations can be made. Particularly during a time of high virus transmission, we prefer for parents to observe from the doorway and for conferences to be held when children are not present in the classroom. One possibility includes streaming a live video from the classroom to one of our iPads as the parents sits in the hall. Please speak with the Director about setting up an appropriate time if you wish to observe your child during the school day.

ALL visitors and volunteers must use the sign-in log in the office to document their presence in the school. This includes parents coming to be Mystery Readers for their child's class, parents coming to help with a birthday treat or classroom party, and parents coming to volunteer or attend a classroom event.

SNACKS

Parents are asked to provide their child with 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 or snack bag and labeled daily with the child's full name and date. If you send a water bottle with your child, the water bottle must be labeled with the child's 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

Children should bring a tote bag to school each day. The best size tote bag is approximately 12" by 12". We strongly 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 or daddy 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, Crocs, slick bottom dress shoes 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.

COMMUNICATION

Communication between home and school is critical to the child's success in school and the parents' satisfaction with the school. The parent/teacher/administration team must stay in close, open communication throughout the year, sharing both the successes, struggles and most importantly, any significant changes at home and at school.

KinderPrep will continue to use the Brightwheel app to aid our communication experiences with our children and families. You can expect to see photos and updates from your child's day and be connected to their learning experiences. Teachers and the office use Brightwheel to send both news and timely announcements. Our experience informs us that this app provides a good, single channel of communication for our KinderPrep community.

Expect to receive communication from your child's teacher. Teachers send home weekly and/or monthly newsletters about upcoming events and general curriculum plans as well as posting work and reminders on the bulletin boards and strips outside the classroom.

While communication with your child's teachers is a highest priority, there are times during the day when teachers are not available to talk with you at length. Teachers will not be available for conversation during either arrival or dismissal times, as their attention will be rightly focused on the safety and learning of the entire class. In the same way, teachers may not see Brightwheel message during the day. If you have an immediate message to deliver, it is best to call the school office. Teachers will be more than happy to answer any questions via Brightwheel/email/phone after dismissal or schedule a conference time if a longer chat is necessary.

On the other side of the communication equation, parents are encouraged to communicate often with their child's teacher. It is particularly important to promptly communicate concerns as they arise during the year. Most issues are easily resolved when brought to our attention in a timely manner; unsolved problems have a way of growing with time. Of special interest to us are any changes at home - family changes, deployments, significant events. Children know when something is different, even if they do not know details, and often express their uncertainty through their behavior. We can best help your child deal with a difficult situation when we are aware of the big picture.

CONFIDENTIALITY

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 Brightwheel message later. If you would prefer that we go ahead and communicate all information with your designated pick-up person, please see the office for the appropriate Information Release form.

ASSESSMENTS, 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. Uppers classes and four year old classes utilize a one-on-one electronic testing format (ESGI®) to formally assess beginning literacy and math skills in the fall and spring. Results of all literacy/numeracy assessments become part of the progress report with additional parent information provided when necessary.

DISCIPLINE

CONSCIOUS DISCIPLINE®

KinderPrep uses 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 continually building our Conscious Discipline techniques and improving our own skills of acting with emotional intelligence in our classrooms.

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.

Children who commit serious infractions of rules, such as intentionally hurting another child either physically or emotionally, 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 to 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 suspension of the child from our program until the paperwork is completed.

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/or 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. Unreliable Toilet Training

While toilet training is an appropriate developmental expectation of three year olds, we realize that toilet training is mastered in stages over a period of time. Our expectation is that all children are reliably toilet trained by entrance into the 3 year old program. Our three year old classes are not equipped with diaper or pullup changing facilities. After an appropriate time of adjustment, if a child is consistently unable to keep from having accidents or soiling a pullup, we may ask that you take a break for several weeks to concentrate on toilet training and then return to KinderPrep when the child is reliably trained.

7. Tuition in Arrears

During the registration process, parents agree to be responsible for timely payment of tuition. If tuition obligations are in arrears for longer than a month, it may be necessary to suspend the child's attendance until a financial conference is held and a plan for bringing tuition current is created.

8. 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.

PARENT INFORMATION

KINDERPREP BOARD

Oversight of the KinderPrep program is vested in a Board of Directors. The primary function of the Board of Directors is to set the philosophical mission of the school, not to administer the school. The daily administration of the school is the work of the Director. The Board sets mission boundaries within which the Director administers the school. A copy of the by-laws that govern the KinderPrep Board are available in the KinderPrep office and on the website. Parents are represented on the Board by a representative from each age level: 2s/3s; 4s/; Uppers. The KinderPrep Board meets approximately every six weeks. If you are interested in participating on the KinderPrep Board, please feel free to let the Director know of your desire.

PARENT VOLUNTEER ORGANIZATION

The KinderPrep Parent Volunteer Organization (PVO) is a group of volunteers whose goal is to provide assistance to the KinderPrep teachers and Board of Directors in a

variety of ways, including managing book fairs, organizing teacher appreciation events, and helping with special school events such as dances and family fun nights. The PVO includes: (a) one member of the Board of Directors, who will serve as the liaison between the Board and the PVO, and (b) one parent representative from each classroom (i.e., a "room mom"). Meetings of the PVO will be held during the KinderPrep school day on dates and at times to be announced in September.

KinderPrep's wonderful parent volunteers are a source of strength for our school and help create our sense of KinderPrep family. We value the time and energy you are willing to share. Our PVO serves to match parent energy with specific KinderPrep needs throughout the year. If you are interested in volunteering in a special way, please be sure to speak to the PVO chair, any KinderPrep Board member, the Director/Assistant Director or your child's classroom teacher.

CELEBRATING BIRTHDAYS AND HOLIDAYS

Birthday celebrations are important to all of us - especially preschoolers. We love to recognize your child's special day with fun classroom traditions. While each teacher has her own special way of recognizing birthdays, we do have some general guidelines.

- You are welcome to bring in a birthday snack treat for your child's snack time.* We ask that you coordinate with the teacher on the day and treat you plan to bring. We may need to communicate with parents of food sensitive children so they can arrange for a safe substitute.
***Please note:** If a class has a high number of medical or allergy sensitivities, teachers may plan for birthday recognitions that do not include food.
- We encourage you to pick healthy snacks for birthday treat items. Great selections include: donut holes, small muffins, cookies, brownies, chocolate covered pretzels, Rice Krispie treats, apple slices, fruit with yogurt. From our experience we know that store-bought cupcakes with mounds of colored icing are best avoided; children typically eat no more than one bite and have a difficult clean-up time afterwards.
- You are welcome to join your child for the length of the birthday snack celebration (15 - 20 minutes). Remember the class will continue with their day as usual once snack time ends.
- Treat bags for the entire class are not necessary and discouraged. Instead, consider donating a class book, perhaps your child's favorite, which you can read to the class as part of the birthday snack time celebration.
- Upper level classes often celebrate birthdays differently than our preschool classes. Please check with your child's teacher about her special method for celebrating birthdays in our older classrooms.

Holiday celebrations are another fun preschool activity. We encourage parents to join us for several events during the year including: the Halloween parade, Christmas program, Donuts for Dads, Easter Egg Hunts, Making Memories with Mom and Field Day. On the other hand, some celebrations, like Thanksgiving, Valentine's Day, and St. Patrick's Day, are really "glorified snack times" rather than actual parties. Teachers will typically request specific theme foods, but do not expect parents to come to help their child since snack time is just one more activity in a day full of holiday themed classroom activities.

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 Brightwheel.

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, Instagram, and SnapChat. 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 children's names and/or pictures of children where they can be identified.
- When posting pictures of your child at a KinderPrep event, ensure that your picture does not include **any** identifiable classmates.
- 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

KinderPrep Board



Senior Pastor

KinderPrep Director

Assistant to the Director

Teachers

Teaching Assistants





Dear Parents,

Attached is a notice regarding the Asbestos Management Plan of New Creation 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 New Creation 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 New Creation 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.