



# **Living Savior Preschool**

**2022 – 2023**

**PARENT HANDBOOK**

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Dear Parents,

Welcome to Living Savior Preschool. Our School is an important part of the church's educational ministry. We are a licensed preschool by the State of Virginia. We are delighted that you have chosen our program for your child.

**Living Savior Preschool is a “Peanut and Tree Nut Free” school. Due to the increased number of students diagnosed with severe peanut and tree nut allergies, the preschool does not allow any snacks that may contain traces of peanuts or tree nuts. This decision will help ensure the safety of all children with severe peanut and tree nut allergies.**

It is with careful consideration that this handbook has been prepared for your use as a reference to policies and procedures of Living Savior Preschool. Please note that upon receiving this handbook, parents will be asked to sign an acknowledgement form stating that they have read and understand its entire contents. Please keep this handbook as a helpful guide to our program as questions arise during the course of the school year.

Living Savior Preschool reserves the right to amend this Handbook. Notice of amendments will be sent to parents via school bags or through E-mail communication.

If you have any questions, please do not hesitate to call the preschool office at (703) 352-4208.



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## **Statement of Purpose/Philosophy and Objectives**

### **Purpose:**

We believe that our congregation's life and mission includes assisting parents in the development of their children with a developmentally appropriate early childhood program. Living Savior Preschool offers young children a Christian setting in which to grow, learn, and develop spiritually, intellectually, physically and social-emotionally.

We believe that Living Savior Preschool can expand the child's perception of God, of other people, and of the physical world in which God has placed them.

We believe that our school offers children one of the best opportunities for achieving the goals of Christian education outside of the home. Dedicated and committed Christian teachers can provide young children with numerous opportunities to develop healthy personalities, form values, and develop the conscience, feelings and attitudes which form the foundation for a positive self-image and good relationships.

### **Philosophy and Objectives:**

Living Savior Preschool's main objective is to provide a safe, loving Christian environment which promotes the successful growth and development of each individual child. Living Savior plans a developmentally appropriate curriculum and environment where children are nurtured to grow in their experiences and self-esteem. Living Savior Preschool's objectives are:

- To increase the child's skills in listening, cognitive ability, self-regulation, receptive and expressive language, creativity, independent work, play and social-emotional growth.
- To nurture development of the whole child in ways which enable children to be more mature persons and to feel secure in the love of God.
- To teach simple Christian truths related to the child's experiences and level of development.
- To encourage the child in self-confidence, concern for others, cooperation in work and play, and a spirit of sharing.
- To provide parents with information and opportunities to acquire skills which promote the growth and development of their child.

## **Relationship of the preschool to Living Savior Lutheran Church**

Living Savior Preschool is a ministry of Living Savior Lutheran Church (LSLC). The preschool is administered by the LSLC Board of Servant Leaders. A Christian Preschool board works directly with the preschool which consists of members of LSLC's congregation, Living Savior Preschool's parents and Director. The Chairperson of this board sits on the Church Ministry Leads with a voting right, and brings the needs and concerns of the school to the governing body of LSLC and the Board of Servant Leaders.

It is the duty of the Preschool Board to administer to Living Savior Preschool by providing help in fundraising, advertising, and assisting in any way to make the preschool an evangelical outreach to church members and the community in general.

Living Savior Preschool occupies the Education Wing of Living Savior Lutheran Church, and is entered through the rear door of the church. Four classrooms, # 2, 4, 5 & 6, are used as children's classrooms, and the school has a separate administrative office. Bathrooms are provided for both sexes in the Education Wing. In addition, Klein Hall is used for enrichment activities, programs, etc. Klein Hall and the "overflow room" are used on rainy days as a gross-motor, indoor play area and for weekly music and movement classes. The kitchen is used occasionally for cooking experiences and to prepare snack. A large, fenced playground adjoins the Education Wing.

### **Educational Staff**

Living Savior Preschool has a Director and Administrative Assistant. The number of teachers and assistant teachers will be determined by school enrollment. Ratios of children and adults will never exceed 8:1 maximum. Teachers are professionally trained and qualified in Early Childhood Education and experienced in working in the early childhood school setting. All staff members are required to be certified in CPR and First Aid and Lead Teachers as well as Stay N Play (SNP) teachers are required to have a MAT (Medication Administration Training) certificate. Teachers are also required to continue their professional development by annually attending 16 hours or more of continuing education. Each staff member has on file a Criminal History Finger Print Search conducted by the Virginia State Police and FBI, a Sworn

Disclosure Statement, and a Central Registry Search conducted by Virginia Child Protective Services every five years, and current negative tuberculosis screening every two years.

### **Licensing Information for Parents**

Living Savior Preschool is licensed by the Commonwealth of Virginia. This assures parents that child day programs assume responsibility for the supervision, protection, well-being and safety of a child. Title 63.2, Chapters 17 and 18 of the Code of Virginia gives the Department of Social Services authority to license these programs. Standards for licensed child day centers address certain health precautions, adequate play space, ratio of children per staff member, equipment, program, and record keeping. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by law.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the regional office of Social Services closest to you or call 1-800-KIDS-LIL (543-7545). The Fairfax Area Licensing Office is located at 3701 Pender Drive, Suite 125, Fairfax, VA 22030. Their local telephone number is (703) 359-6776.

### **Policy for a Smoke and Allergen Free Environment**

In our efforts to maintain an allergen free environment for staff and children, the entire school facility, including the playground and surrounding property, is smoke free. No smoking is permitted on school grounds while school is in session. The preschool's janitorial service makes every effort to keep other allergens, such as dust or pollen, to a minimum.

## **Policy to Protect Children & Adults from Environmental Hazards**

LSP ensures the safety of all children and staff on a daily basis through implementing the following procedures:

- When not in use, all electrical outlets are covered with an outlet cover.
- All heated food or liquids will be served at room temperature. All liquids or foods hotter than 110 degrees are kept out of children's reach at all times until cooled.
- To prevent tripping or falling, all area carpets are secured with carpet tacking tape. Throw rugs and door mats are held in place with a non-slip rug cushion. When any floor surface becomes wet, they are mopped dry immediately.
- Staff position themselves in the classroom or on the playground in order to supervise children near furniture or equipment where injury could occur.
- LSP follows the Virginia State Air Quality Code and Fairfax County Public Schools for decisions on outdoor play to protect children and adults from air pollution.
- The preschool will be closed when undergoing any sort of renovation, including painting, carpeting, tiling, or otherwise.

### **Eligibility into Living Savior Preschool**

Living Savior Preschool offers programs for 2½, 3, and 4-year olds, and a Pre-K class for children who will be transitioning to kindergarten the following year. Classes are offered multiple days of the week. Living Savior admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally

accorded or made available to students at the school. Living Savior will make every effort to accommodate children with special needs.

### **Preschool Curriculum**

Living Savior Preschool incorporates curriculum themes, content areas, *The Creative Curriculum*, the *Virginia Milestones of Child Development*, and *Voyages, Exploring God's Word* as a means for planning a developmentally appropriate, Christian curriculum and environment where children are nurtured to grow in confidence and their experiences. Teachers effectively communicate with and support all families at Living Savior in order to establish a community partnership in the development of each child. Our curriculum themes and developmental skills center on the various age groups in our program in order to accommodate the individual interests and developmentally appropriate abilities of all children. Teachers organize their classrooms with age appropriate materials, equipment, and furnishings into various interest areas in order to provide the children with choices and opportunities for exploration and discovery. Additional programs such as Chapel, music, movement, field trips and in-house programs provide interactive experiences to enhance the curriculum themes.

### **Conferences**

Conferences are held twice yearly. A first quarter conference and an end-of-the-year conference will be scheduled for all students. LSP has an open door policy regarding communication. Teachers may be contacted via phone, email or in person to discuss any concerns parents may have regarding their child. Any time a parent desires a conference with the teachers, the teachers will be available upon request, as will the Director. Conferences may be held virtually during a pandemic.

### **Assessments**

Teachers assess children on a daily basis integrating assessment into their routines and practices with the following processes: recording observations, photographs, checklists, anecdotal records and informal assessments. Through the various means of assessments, teachers plan for individual and group lessons, recognize individual interests, identify children who may need special services or additional help, and

communicate to parents the development of their child. In addition, parents are asked to complete a Family Questionnaire to provide information pertaining to their child's individual interests and abilities. All students' assessments are kept strictly confidential and only teachers and administrators have access to them. All assessments are filed by the teachers in the student's individual files located in the office, where they are locked to ensure confidentiality. According to the Family Educational Rights and Privacy Act (FERPA), parents may have access to their child's individual file upon written request.

A free developmental screening service is available for families through FCPS Early Childhood Identification Department and Services (ECID&S). There are three assessment sites in Fairfax County. To determine which early childhood assessment site to contact please call 571-423-4121. Please see the preschool office for referral information as well as a list of therapists and parental permission forms.

### **Procedures for Students with Existing IEPs and ISPs**

Living Savior Preschool will make every effort to accommodate children with special needs or disabilities. If families indicate on the Family Information Sheet, or otherwise, that their child has an IEP or ISP, we would like to implement the following procedures to better serve your child:

1. Parents will provide a copy of the IEP or ISP for the student's file.
2. Living Savior teachers and staff will ensure student's confidentiality.
3. A Parent/Teacher conference with the Director should be scheduled in order to discuss the child's individual needs.
4. Teachers will work collaboratively with parents and outside resources to meet each child's needs.
5. Teachers and parents will conference on an as-needed basis throughout the year.

## Registration

Registration is held in late January or early February for the upcoming school year and continues year round. Proof of identity and age of child is required at time of registration by law. A non-refundable registration fee of **\$145.00** is required to enroll a child at Living Savior Preschool. Registration is reduced to **\$115.00** for each additional child or LSLC member. A completed registration form must accompany the fee. Children are admitted into the preschool on a first-come, first-served basis. When a class is filled, a waitlist is created for that class. **Living Savior Preschool is unable to guarantee a particular teacher from year to year and a class may be changed or canceled if the minimum enrollment is not met.**

## Procedures for collecting Health and Safety Information

At the time of registration, all families are required to present an original certified birth certificate or passport as proof of identification and age of their child, as well as complete a Living Savior Preschool registration form. In addition, the following health and safety information is to be submitted before the first day of school:

- Registration Form
- Commonwealth of VA School Entrance Health Form
- Family Information Form
- Pick-up Authorization Form
- Signed Parent Handbook Acknowledgement Form
- Enrollment Application Form
- Emergency Medical Care Information Form, including:
  - Allergies, Medications, Health conditions
  - Health Insurance Information
  - Child's Pediatrician
  - Emergency Hospital Preference
  - Emergency Contact persons
- Written Medication Consent Form, if needed.

The preschool will maintain a locked, separate, confidential student file which will be located in the school office. Only teachers of the student, administrators, parents, and regulatory authorities on request, will have access to them.

### Withdrawals

A child may be withdrawn at any time from the preschool program. Notice must be given in writing by the 1<sup>st</sup> of the month 30 days prior to withdrawal. Failure to provide sufficient notice will require one month's tuition payment.

If any child should be unable or unwilling to participate meaningfully in the group, the family will be contacted for consultation. The family, staff and director will consult and develop a plan of action to be taken to determine continuation or withdrawal from the program.

### Tuition and Activity Fees

Monthly tuition rates are as follows:

3 days a week	<b>\$375.00</b>
4 days a week	<b>\$450.00</b>
5 days – Pre-K	<b>\$525.00</b>

Tuition is an annual fee divided into nine equal payments. Tuition is due on the 1<sup>st</sup> of every month, September through April, and considered late after the 10<sup>th</sup> of each month. **May's tuition** is prepaid in May a year in advance. This *“prepayment”* amount is fully refundable provided we receive written notification of withdrawal before June 1, 2021. ***No refunds for the May prepayment will be given after that date.*** During a pandemic exceptions will be considered.

An annual **Activity Fee** of \$30 is assessed per family and is due with the May prepayment. For those who enroll after June 1st, the May prepayment and Activity Fee will be due within 30 days and are not refundable.

Families are responsible for submitting prompt tuition payments each month from September through April. If an account is in arrears, a late notice will be issued along with a **\$25 late fee**. Perpetually late accounts will be referred to Living Savior Preschool's accountant, and could also result in requested withdrawal. Any account with returned checks due to insufficient funds will be assessed a **\$25 fee** to cover bank charges. If

you have any questions regarding your payment, please contact the office.

The Joyful Response Automatic Tuition payment option is the preferred method of payment. Additionally, monthly tuition payments may be made payable by check to: Living Savior Preschool. These may be placed in the Tuition Box at the school entrance. They may also be mailed to Living Savior Preschool, 5500 Ox Road, Fairfax Station, VA 22039-0321. There is no discount for tuition paid in full.

*If a child is absent for an extended period of time, for vacation or otherwise, but expects to return to school, tuition must be paid during the period of absence.*

If school is closed temporarily because of weather conditions, as a health precaution, or similar reasons beyond the control of the school, tuition shall continue to be paid.

**Tuition Discounts** – Families will receive a 10% discount off tuition of a second or third child enrolled at Living Savior Preschool. The 10% will be deducted from the younger child or children’s tuition. A 10% discount will also be given for any child enrolled in two classes during one school year or for a referral of a family who registers and attends LSP for the year.

### **Lunch and Nutritional Information**

**All children attending LSP must bring a lunch from home.** Each child must bring a lunch box with a healthy lunch, drink and **an ice pack** to keep the lunch at the proper temperature. **All lunch boxes must be labeled with the child’s first and last name and the date.** Lunches will not be refrigerated. Each child’s lunch will be placed under their individual coat hook. **Lunches brought from home must be peanut and tree nut free. Living Savior Preschool does not serve peanut butter or any peanut or tree nut product.** We encourage that lunches contain a protein, a grain and fruits or vegetables in order to offer a variety of food groups for your child. Each class will have a designated lunch time.

Living Savior Preschool serves a nutritional snack and milk or water during **Stay ‘N Play**. Daily snacks will include whole grain crackers, pretzels, fresh sliced fruit, cut-up vegetables, cereal, milk, and cheeses. Expiration dates are checked on all snack items and discarded if expired. Children under the age of four are not offered whole hot dogs; whole

grapes; popcorn; hard pretzels; or whole raw carrots. If a special treat is brought from home, staff will also provide a supplemental food item, if necessary. All snacks are carefully prepared to ensure the safety of all foods according to the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines. All snacks are posted on the parent bulletin board each week for parents to review.

Teachers frequently plan food preparation projects as small group or classroom activities which are designed to reinforce an idea, concept, or theme. Staff ensures that food requiring refrigeration stays cold until served. All heated foods or liquids will be served at room temperature. All liquids or foods hotter than 110 degrees are kept out of children’s reach at all times until cooled.

Drinking water is available to children at all times during their classroom time. Twice annually a health care professional evaluates the menus for nutritional content, portion sizes, and nationally recommended limits on sugar, sodium, and saturated fats. Living Savior Preschool documents compliance and corrections made based on recommendations.

### **Absences**

Please notify the school office by phone if your child will be absent from school due to vacations, special events or circumstances, illness or injury. **For absences due to illness and communicable diseases, please see the “Health and Sick Child Policy” section.**

### **Hours & Days of Operation and Snow Policy**

The school will commence the Tuesday after Labor Day in September, and will end on the Friday before Memorial Day. Parent Orientation will be held the first Wednesday after school begins. The preschool will follow a modified version of the FCPS calendar. Additional days may be added to the school calendar at the discretion of the Director due to excessive snow days. **Please refer to your 2022 – 2023 Living Savior Preschool Calendar.**

**Hours of Operation:** Monday – Friday: 9:15 a.m. – 2:10 p.m.

#### **4 Hour Program: 9:15 am – 1:15 pm:**

3-Day (2 ½ -3 year old) Duck class – Tues., Wed., Thurs.

3-Day (3-4 year old) Elephant class- Tues., Wed., Fri.

4-Day (4 year old) Monkey class – Mon., Wed., Thurs., Fri.

5-Day (Pre-K) Turtle class – Mon.-Fri.

#### **Stay ‘N Play: 1:15- 2:10 p.m.**

5-Day Mon.-Fri. (Provided there are no pandemic restrictions)

**Late Openings:** If Fairfax County Public Schools open 1 or 2 hours late, Living Savior Preschool will **always open 1 hour late.**

**Early Closings:** If Fairfax County Public Schools announce an early dismissal or closing (after your child is already at school) **please pick your child up immediately.** We will **not follow Fairfax County’s closing time, instead we will close school IMMEDIATELY.**

**Snow Days:** If Fairfax County Public Schools are closed for snow or other inclement weather, **Living Savior will be closed as well.**

**School Holidays:** Living Savior Preschool observes most Fairfax County Public School holidays. **Please refer to your 2021 – 2022 Living Savior Preschool Calendar.**

Due to the fact that Living Savior Preschool follows Fairfax County’s closing policies, please be aware that closings are not always weather-related and can happen at any time. Please tune in to local news and radio stations, Fairfax County Public School’s Channel 21 and the newly instated “Fairfax Alerts” [www.fairfaxcounty.gov/alerts](http://www.fairfaxcounty.gov/alerts) (Fairfax County emergency alert system).

### **Arrival and Departure Procedures**

Parents are responsible for transportation to and from the school. To assist you in forming car pools, a school directory will be provided for you. In the mornings cars will line up in the far end of the parking lot in a Kiss and Ride line. Parents are asked to unbuckle the car seats and

then staff will open the door and escort the children to the classrooms. If you are late office staff will greet you at the door and escort your child to the classroom.

For departure, the Duck and Elephant classes will dismiss from the front circular drive. The Monkey and Turtle classes will dismiss from the back of the parking lot. Please be aware of small children in the parking lot at all times and **drive slowly**. Drivers should also **refrain from using cell phones** while driving in the parking lot.

Living Savior Preschool must be given a list of persons authorized to transport your child. Your child will not be released to anyone whose name does not appear on this list or to anyone who has not been authorized in writing to pick up your child.

If the weather is inclement, the “**red flag**” will be displayed, and you are asked to pick up your child in the traffic circle.

A **late pick-up fee of \$25.00** will be assessed to individual accounts for children being picked up later than 15 minutes after dismissal time.

Children should ride in the back seats when at all possible. Child safety seats, seat belts and booster seats are required at all times. Providing approved restraints is the responsibility of the parent. **Per Virginia law, effective July 1, 2007, child restraint safety seats and devices are required for children through the age of 7, until the 8<sup>th</sup> birthday.**

### **Security & Visitors**

All doors are locked at Living Savior Preschool. For security reasons, you are asked to enter Living Savior Preschool by the school entrance at the rear of the building. Please ring the doorbell for access and you will then be let into the building. All visitors and volunteers must sign in and will then be escorted to their destination. Please sign out with the preschool office staff when leaving. Also, the playground is secured at all times. The front door of the building remains locked and is used for church business. For safety reasons, we require that all adults use the restroom located in the youth room instead of the boys and girls bathrooms.

Please check with your child’s teacher before entering the classroom or bringing visitors into the class. Prearranging this kind of activity insures the instructional continuity of the class. If you wish consultation with the teacher, please call the school to request it or arrange a time

with the teacher after school. Messages may be left in the office and will be relayed promptly.

### **Volunteer Policy**

We encourage all parents to be active participants at Living Savior Preschool. We believe in partnering with parents to provide a positive and successful preschool experience for every child. Volunteers are often needed as helpers in the classroom. Please check with your child's teacher to see when and how she could use your help. Parents volunteering in the classroom should make child care arrangements for siblings. LSP also needs volunteers for special projects and events, such as the Fall Festival, Thanksgiving Feasts, and others. If you would like to help in other ways and have the skills and time to share, please speak with the director, we could always use extra helping hands.

All volunteers are required to abide by Living Savior Preschool's policies and procedures as stated in the parent handbook and sign the Volunteer Guidelines Acknowledgement form. All volunteers will work under the direct supervision of the classroom teaching staff and will follow the classroom management guidelines as stated by the lead teacher. An overview of these guidelines will be given by the teacher on the night of parent orientation. At no time will volunteers be solely responsible for any child. Volunteers must sign in with office personnel upon arrival and sign out when leaving.

### **Bilingual Volunteers**

Every year Living Savior Preschool asks for bilingual volunteers/interpreters to assist families that may need assistance in translating or communication. Please let us know if you would like to be one of our bilingual specialists or if you are in need of an interpreter. A list of interpreters is provided for you in the LSP Student Roster.

### **Fundraising**

Fundraising ensures that Living Savior Preschool's program has adequate economic resources to support the program's vision, philosophy, goals, and values. These additional resources contribute to the overall quality of the program. We appreciate your support.

## Tax Information

Living Savior Preschool maintains a Statement of Tuition form for families who claim dependent child care on Federal and State tax returns or through their employment. If you would like to receive this form please let us know at the beginning of the school year and we will send it monthly. The Federal ID# for the preschool is 54-1261208. Please see the preschool office for these forms.

## Insurance Information

LSLC carries an insurance policy for liability and accident that covers all the staff and children at Living Savior Preschool. It is in effect for any activity we do at the preschool, even if it is off the church grounds. It is in line with coverage acceptable for a church/preschool operation. The policy is issued through the Church Mutual Insurance Company, which primarily insures religious institutions.

## Health and Sick Child Policy

Every child must have a Commonwealth of Virginia School Entrance Health Form and Immunization Certification on file with Living Savior Preschool by the first day of school. This health record will document the dates of services showing that the child has current immunizations. If a child is overdue for any routine health service, parents will provide evidence of an appointment before the child's entry into the program or for the child to remain in the program. **If required paperwork is not completed, the child will be unable to remain in the program.** Documentation of updated immunizations will be provided to the preschool by the parent or guardian throughout the school year. A Certificate of Religious Exemption must be on file and notarized if a child is under immunized because of religious beliefs. If a child is under immunized for medical reasons a physician's letter is required. If a vaccine-preventable disease to which children are susceptible is reported within the LSP community, the parent or guardian of the child who is under-immunized will be notified immediately and the child will be excluded from the program. The child will remain at home until there are no new reported cases of the disease.

In the event of an accident, illness, or other medical emergency, a parent or designated emergency contact person will be notified

immediately to pick up your child. The child will remain comfortably in the office under the supervision of LSP staff until the parent or designated emergency contact person arrives. If a child's condition is expected to be contagious and requires exclusion as identified by the health authorities, the child will remain comfortably in the office under the supervision of LSP staff and away from other children and adults until the parent or designated emergency contact person arrives. At the beginning of the school year each family must file an Emergency Medical Care Information Form granting permission for Living Savior Preschool to take whatever steps may be necessary to obtain emergency medical care in the event parents or designated emergency persons cannot be contacted. Parents also need to provide current health insurance coverage information.

If your child exhibits signs of illness in the morning before school, such as fever, headache, stomachache, deep persistent coughing, spots, rash, etc., please do not send him/her to school. No child will be allowed to remain that has a fever or other obvious sign of illness. If a child is absent or leaves school due to illness, a 24-hour waiting period without fever is required before the child may return to class. **Parents shall inform the preschool office within 24 hours if a child or household member is diagnosed with a communicable disease, except for life-threatening diseases which must be reported immediately.** All counter tops, tables, toys and other possible contaminated surfaces are disinfected at Living Savior Preschool on a daily basis or as needed to prevent the spread of infectious illnesses or communicable diseases. All staff and children wash hands with soap and running water upon arrival to school and before and after snack and activities throughout the day. A janitorial service cleans and disinfects the preschool facility on a daily basis. *Please note- During a pandemic it is more important than ever that we work together to ensure the health and safety of our entire school community.*

### **Medication Administration Policy**

Living Savior Preschool will make every effort to work with individual families regarding special needs, such as allergies, diabetes or intolerance to food. **Living Savior Preschool staff does not apply sunscreen or insect repellent to any child.** The preschool staff will not administer any over-the-counter or prescribed medications other than those needed in life-threatening medical emergency situations.

Emergency medication maintained by Living Savior Preschool must be in its original packaging with the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it. The medication must also have the physician's name, child's first and last name, date the medication was filled, current expiration date, dosage amount, when to be administered, and for what length of time. All administration tools for dispensing medications must be provided by the parents and labeled with the child's first and last names. A **Written Medication Consent Form** for emergency medications must be completed and signed by the child's parent and child's physician before any medications will be maintained or administered. **In order for a child to begin school, all paperwork and medications must be provided to the preschool office. Medications will not be accepted with an expiration date during the school year.** Written Medication Consent Forms must be updated every twelve months by the child's parents as well as the child's physician. All medications are kept in a locked container in the LSP office. A Living Savior Preschool staff member who has completed the M.A.T. training will be on site at all times. All emergency medications will be taken on class field trips.

### Flu/Covid Policy

Living Savior Preschool closely monitors the Fairfax County Health Department and the Centers for Disease Control (CDC) for updated information and guidelines. The health of our students and employees is our first priority at all times. Viruses spread from person to person through coughing or sneezing by infected persons.

Someone who is sick may exhibit the following symptoms: fever, coughing and/or sore throat, runny or stuffy nose, headaches or body aches, chills, fatigue and possible stomach symptoms such as vomiting or diarrhea. In the event of a widespread virus outbreak Living Savior Preschool will follow the Centers for Disease Control (CDC) [www.cdc.gov](http://www.cdc.gov) recommendations and guidance for early childhood programs.

Those with symptoms should stay at home for **at least** 24 hours after they no longer have a fever or signs of a fever, **without the use of fever-reducing medicines.**

Mitigating strategies to reduce the spread of illness:

- Active screening of students and staff who appear to have symptoms of any virus. Anyone who is ill will be separated from others until they can be sent home.
- Classes are to be kept separated as much as possible.
- Hand hygiene and respiratory etiquette should include washing hands frequently with soap and water and cover noses and mouths with a tissue when sneezing or coughing.
- Routine cleaning and disinfecting all surfaces touched by students and staff, including but not limited to doorknobs, table tops and chairs, toys, dress up clothes and art materials.
- Those at high risk who become ill should speak with their health care provider as soon as possible. **People at high risk include those who are pregnant, have asthma or diabetes, heart disease, chronic lung disease, compromised immune systems, neuromuscular diseases, are 65 years or older and children who are under the age of 2.**
- The best way to protect against viruses is to be vaccinated. We encourage all children over the age of 6 months to be vaccinated.

If your child exhibits **any contagious symptoms**, please keep your child at home and see your family physician immediately for diagnosis and treatment. If your child or any family member has been diagnosed by a physician with a communicable disease such as the flu, **notify the LSP office immediately**. If a closing is necessary due to a widespread flu outbreak within our LSP community the closing and reopening will be communicated through email.

### **Food Allergies**

Living Savior Preschool staff will make every effort to provide a safe, allergen-free environment for children who have specific food allergies or intolerance to foods. If your child has an intolerance or allergy to a specific food, LSP staff will ensure that the food item will be restricted from that child. Documentation, including a physician's signature, must be on file with Living Savior Preschool for all children with food

allergies who require emergency medication. When preparing snack for Stay and Play, staff members refer to a posted list of all students with specific food allergies to ensure that a child is not served something to which he/she is allergic. All food preparation areas are cleaned and sanitized before and after contact with any food. **Living Savior Preschool does not serve peanut butter or any peanut or tree nut product.**

### **Toilet Training and Changing Areas**

Toilet training is required for all children enrolled in Living Savior Preschool. All children must keep a change of underclothes and clothing in their school bags at Living Savior at all times labeled with your child's name in case of bathroom accidents, spills or muddy clothes. Consistent, repeated bathroom accidents may be cause to request a temporary removal of the child from the preschool.

If a child does have a bathroom accident soiling his or her clothing, we will immediately contact the parent or emergency contact person. Parents will be required to come and change their child.

### **Hand Washing Policy**

Frequent hand washing is required by all staff, volunteers and children at Living Savior Preschool beginning once they enter the building. Proper hand washing consists of using liquid soap and warm running water for at least 20 seconds and then using a paper towel to turn the faucet on and off. Staff assists children with hand washing as needed.

### **Clothing**

Please dress your child for school in durable, comfortable and washable clothing. Shoes should be closed-toed. Flip flops can be a tripping hazard when children are on the playground. When dressing for colder weather, please dress in layers for warmth and **include hats, mittens or gloves, and scarves** and label all outerwear with your child's name. On warm, hot and sunny days, please dress your child in sun-protective clothing such as hats, sleeved shirts, pants and shoes. (Sunscreen and insect-repellent should be applied at home before bringing your child to school.) Living Savior Preschool's playground

provides shady areas as well as a patio with an awning. The preschool staff will limit the children's direct exposure to extreme heat and sun.

### **Indoor/Outdoor Play**

Children have daily opportunities for outdoor play as long as weather, air quality and environmental safety conditions do not pose a health risk. When the weather is inclement and opportunities for large-motor activities are not possible outdoors, the children will have indoor play in the gross-motor room. The indoor and outdoor play equipment meets the national safety standards. A First-aid kit is available at all times and kept out of the reach of children. LSP follows the Virginia State Air Quality Code and FCPS for decisions on outdoor play in order to protect children and adults.

### **Communal Water Play Policy**

To reduce the spread of infectious diseases and to ensure the health and safety of all children during water play, Living Savior Preschool will use fresh water for each group of children. No child will be allowed to drink the water and no children with open sores on their hands will be permitted to participate in water play. The water table will be drained after each activity.

### **Animal and Pet Policy**

Living Savior Preschool allows for small classroom pets, hamsters, gerbils, or fish. Reptiles are not allowed as classroom pets because of the risk of salmonella infection. Prior notification and permission is needed before family pets may visit the classroom. Documentation from a veterinarian that the animal is fully immunized and that the animal is suitable for contact with children is required. Teaching staff supervise all interactions between children and animals and instruct them on safe behavior when in close proximity to animals. Staff will make sure that any child who is allergic to a type of animal will not be exposed to that animal.

## **Discipline Policy**

The teacher's primary means for effective discipline is positive reinforcement, recognizing and encouraging desired behaviors. Classroom rules are designed to protect persons and property and to promote prosocial behaviors, such as sharing and taking turns. If problems arise, teachers remind children in positive terms of acceptable behaviors and while redirecting their activities they are encouraged to use their words to express their emotions. A child may be separated from the group when he/she needs a few minutes to gain control of his/her behavior. When inappropriate behavior becomes a concern of the teacher, a conference will be requested with the parents. If an understanding cannot be reached between the two parties, the director will be required to intervene. At no time will corporal or emotional punishment, such as hitting or shaking, intimidation, shaming, shouting, or other forms of humiliating or frightening discipline be tolerated. At no time will staff withhold or threaten to withhold food as a form of discipline. We believe the teacher should be an example of patience, love, positive guidance, and forgiveness.

## **Policy for Reporting Suspected Child Abuse**

All staff have completed the Child Abuse and Neglect class provided by the Virginia Department of Social Services. Virginia law imposes upon specific persons the legal responsibility of reporting to local child protective services any incidents of suspected child abuse and neglect. All school personnel are required by the Code of Virginia (Section 63.2 – 1509) to report such incidents.

## **School/Class Rosters**

Rosters will be distributed after school begins. We provide this as a service so you will know the names of the other children in the class and school for birthday celebrations and communication purposes. The Application for Enrollment asks for your permission to release this information.

## **Stay 'n Play**

Living Savior Preschool offers an extended day Monday through Friday from 1:15 - 2:10 with pickup by 2:10 p.m. Stay N Play (SNP) begins the second week of school. The cost is \$10 per session. Each additional sibling may attend at a reduced rate of \$8 per session. Children will be offered a snack during SNP. Sign-up will be available through the Child Pilot App. Eight to sixteen spots are available each day which are filled on a first-come, first-served basis. In order to assure a smooth and safe transition, teachers are provided with a student roster and students are escorted to the classroom by a staff member. A lead teacher and assistants, as needed, will supervise the children. The ratio of students to teachers is 8:1.

Any time mixing children from different classes goes against CDC and other health agency guidelines we will not offer Stay and Play.

## **Accidents**

In case of injury, we immediately try to contact parents, the emergency contact persons, and/or the child's physician at the numbers you have provided. If necessary, we will call EMS. The Director and all staff are certified in First Aid and CPR. An accident report will be kept on file in the office which must be signed by a parent. We will do everything in our power to ensure the safety of your child, but cannot be held responsible for accidents beyond our control.

## **Field Trips**

Living Savior Preschool's director will arrange all field trips. The preschool relies on parents as drivers and chaperones. The vehicles used to transport children must be insured with at least the minimum limits established by Virginia state statutes.

Parents who drive on school field trips or events must maintain a first-aid kit in their vehicles and assume responsibility for the students in their cars. We require adherence to Virginia's laws governing the use of car seats and booster seats. The volunteer driver's vehicle shall meet the safety standards set by the Virginia Department of Motor Vehicles and shall be kept in satisfactory condition. Please do not expect another

parent to transport your child in an illegal and unsafe manner. Drivers are to refrain from cell phone use while driving on field trips.

A permission slip will be sent home and a parent signature is required for your child to attend. Children must ride in the back seat for all field trips. Child safety seats and booster seats are required at all times. It is the responsibility of the parent to provide appropriate child restraint safety seats.

### **Emergency Procedures for: Shelter-in-Place and Off-Site Shelter**

If an unexpected emergency, whether **manmade or natural**, occurs and warrants a Shelter-in-Place, Living Savior Preschool staff will secure the building and NO ONE will be allowed in or out until an “ALL CLEAR” signal is given. The children and staff will proceed with necessary “Emergency Kits” and student medications to our designated emergency room and contact local authorities. All students will be accounted for by rosters and an actual headcount. All students and staff will remain in the Shelter-in-Place until an “ALL CLEAR” is given by office staff and local authorities. If an emergency necessitates the preschool to evacuate the premises, the staff will accompany all students to our designated emergency Off Site Shelter located at Jerusalem Baptist Church, 5424 Ox Road, Fairfax Station, VA 22039, and (703) 278-8166. If this occurs parents will be contacted by the Emergency Contact Officer to pick up their children immediately from the Off-Site Shelter.

### **Emergency Contact**

In the event that a child remains in our care and we are not able to reach parents or persons listed on the Emergency Medical Care Information Form due to an emergency situation, including but not limited to inclement weather, school closings, manmade or natural disasters, Living Savior Preschool staff will remain with the child until contact is made. If contact is not made after one hour, local authorities will be notified.

### **Birthday Celebrations**

Birthday celebrations may be handled differently in each classroom, but each teacher will set a guideline to follow for the celebration. It is important to stay within the framework, so as not to "outdo" another

child's special day. Parents may send or bring a special snack for that day. ***Parents must communicate ahead of time with the classroom teacher as to what the special birthday treat will be.*** **All snacks or treats must be peanut and tree nut free.** We prefer that you bring cookies, Rice Krispie treats, ice cream cups, store-bought pre-packaged treats, whole fruits, etc. Parents may assist with your child's celebration. Party favors are discouraged. Those children with summer birthdays will celebrate an "Unbirthday" during the school year. During a pandemic we ask that ALL treats be prepackaged and brought to school unopened.

For private parties, the teacher will distribute your invitations to the class at your request, if **every** child in the class is invited. If not, we ask that you mail the invitations yourselves.

### **Holiday Celebrations**

As a Christian Preschool, Living Savior stresses the religious aspects of major holidays such as Christ's birth at Christmas and His resurrection at Easter. However, we also include activities and decorations with secular motifs such as Santa, Easter Bunny, Leprechauns, etc. If you have a concern regarding a specific celebration, please speak with the director several weeks in advance of the holiday.

### **LSP Facebook and Website**

Living Savior Preschool has a current website and active Facebook page. There may be occasions during the school year when your child will be photographed. The Application for Enrollment asks for permission to have your child's image to be placed on the LSP website or our Facebook page. LSP administrators maintain the Facebook page and only the administrators are allowed to post on the page. Children are never tagged. LSP's website address is [www.livingsaviorpreschoolfairfaxstation.org](http://www.livingsaviorpreschoolfairfaxstation.org)

### **Parent Communication, Education & Orientation**

An email newsletter, as well as e-mails containing announcements, special messages of interest, upcoming activities, and other pertinent information will be distributed on a regular basis by Living Savior Preschool. These will keep you informed of the latest activities and offer

a forum for communication among parents and between the classroom and parents. The preschool maintains an "open door" policy for parents to share concerns and suggestions at any time throughout the school year.

All parents are encouraged to attend Parent Orientation Night, which occurs on Wednesday during the first week of school. The director will give a brief overview of the school year, introduce staff members, and share helpful information. The teachers will also hold a brief discussion period in their classrooms.

The Parent Bulletin Board located at the preschool entrance is provided as a resource for families with information regarding child friendly community events and activities in the area.

## **PANDEMIC POLICY**

**Please note that during a pandemic, policies are subject to change so that we remain in compliance with current health care and licensing recommendations and requirements. You will receive updated policies via email as well as in your child's school bag.**