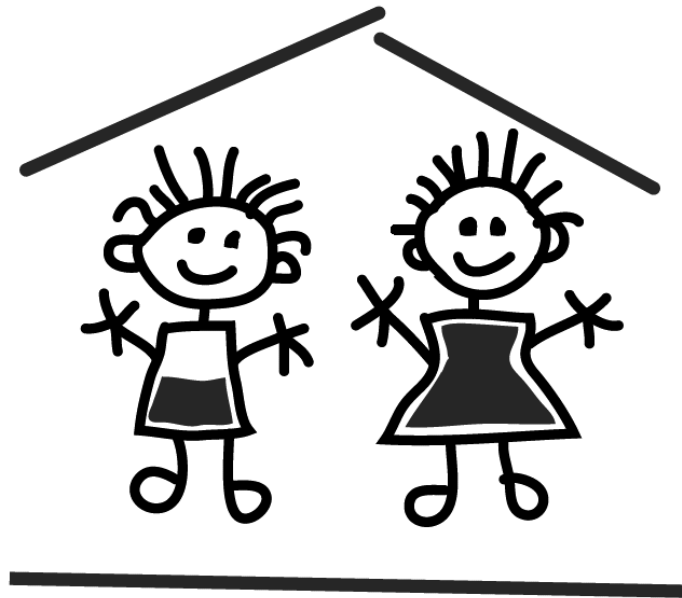


PARENT HANDBOOK 2017-2018

CHRIST CHURCH EPISCOPAL PRESCHOOL



“Let Your Light Shine”

Matthew 5:16

5000 Pouncey Tract Rd.
Glen Allen, VA 23059
(804) 364-5905 Office (804) 399-5230 Emergency
cheri@christchurchpreschool.com
www.christchurchpreschool.com

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Dear Parents,

Welcome to Christ Church Episcopal Preschool. We are an active ministry of Christ Church Episcopal, and our mission is to provide a developmentally appropriate Christian environment for children in our community. Our preschool offers a safe, loving and nurturing environment with low student-to-teacher ratios. Additionally, we endeavor to instill in your child a life-long love of learning while assisting you in laying the foundation for your child's Christian values.

Our theme-based program introduces developmentally appropriate preschool skills such as letters, letter sounds and number recognition using a multi-sensory approach. The curriculum includes free and directed exploration to encourage and develop a love of learning. Our curriculum offers a balance of free play, creative art, dramatic play, physical movement and recreation, story times and music within both small group and whole-class experiences. Our school's aim is to develop the young child intellectually, physically, emotionally and socially while integrating Christian values into the curriculum to introduce a spiritual awareness. In addition to classroom instruction, the children meet with a music teacher as well. Chapel is a part of our weekly schedule, and parents are invited and encouraged to share this part of the preschool experience with their child.

Thank you for selecting Christ Church Episcopal Preschool for your child. We look forward to working with you as a team to promote the best possible learning experience for your child. Please carefully read our Parent Handbook.

If you have any questions, please contact me at (804) 364-5905 or by email at cheri@christchurchpreschool.com. Please sign and return the forms at the end of the handbook.

"Let Your Light Shine,"
Cheri Erk
Executive Director

MISSION STATEMENT

Christ Church Episcopal Preschool will endeavor to provide a nurturing, developmentally appropriate Christian environment for children as they begin their journey to become independent lifelong learners.

LICENSURE

Christ Church Episcopal Preschool operates as a religiously exempt preschool. We adhere to the guidelines set by the Virginia Department of Social Services. We are members of the National Association of Episcopal Schools (NAES), Early Learning Leaders (ELL), and the National Association for the Education of Young Children (NAEYC).

**Christ Church Episcopal Preschool
Board of Directors
2017**

Gordon Macgill	<i>President</i>	Lee Heck	<i>Personnel</i>
Christine Frei	<i>Vice President</i>	Cliff Bruce	<i>At Large</i>
Lee Muckey	<i>Treasurer</i>	Jen Wasik	<i>At Large</i>
Kimberly Kimball	<i>Secretary</i>	Martha Smith	<i>At Large</i>
Douglas Burtch	<i>Legal Advisor to the Board</i>	Rev. Shirley Smith Graham	CCE Rector
Cheri Erk	<i>Executive Director</i>		

***Board members can be contacted via email at cheri@christchurchpreschool.com.

CCEP STAFF

Executive Director	Cheri Erk
Bookkeeper	Carie Kuzemchak
Office Assistant	Jen Harper
Sexton	Jimmy Hanks

2 day TW & Th/F 2-year old Class

Lead Teacher	Dagmar Carlsen
Assistant Teacher	Leigh Ann Klosky
Assistant Teacher	Kristy Anderson

3 day TWTh 3-year old Class

Lead Teacher	Barbara Young
Assistant Teacher	Meaghan Belair

3 day TWTH 3-year old Class

Lead Teacher	Jennifer Gertz
Assistant Teacher	Renee Sasser

3 day TWTH 3-year old Class

Lead Teacher	Julie Rajappa
Assistant Teacher	Kathy Bixler

4 Day 4-year old Class

Lead Teacher	Debby Barney
Assistant Teacher	Jackie Mitchell

4 Day 4-year old Class

Lead Teacher	Kristin Coyle
Assistant Teacher	Angie Fairman

4 Day PreK Class

Lead Teacher	Beth Riviello
Assistant Teacher	Suzi Fatigante

5 Day PreK Class

Lead Teacher	Laurie Blankenship
Assistant Teacher	Melissa Haggai

Music Teacher

Jenny Glover

STAFF BACKGROUND REQUIREMENTS

1. All staff and nonparent volunteers are required to complete a background check according to the Virginia Department of Social Services, Section 63.2-1724. The Virginia Code requires a child abuse or neglect and a criminal record check for prospective employees, nonparent volunteers, and any other person who is expected to be alone with one or more children.” In addition, all staff must complete a “Sexual Misconduct of Children Prevention Training” through The Diocese of Virginia. Qualifications of Personnel are as follows:
2. **Director**
 - a. Bachelor’s degree in a field related to early childhood education.
 - b. Director complies with the Christ Church Episcopal Preschool statement.
3. **Teachers**
 - a. Two years of college with some education classes or working toward a CDA. Teachers must comply with Christ Church Episcopal Preschool statement.
4. **Teaching assistants**
 - a. High school diploma and one year experience working with children.

STAFF HEALTH REQUIREMENTS

All staff must be annually certified by a practicing physician to be free from any disability that would prevent them from caring for children. Staff will also be certified in First Aid/CPR and will be generally trained to check for signs of illness.

FACILITIES AND ENROLLMENT CAPACITY

Christ Church Episcopal Preschool is located in the Education Building of Christ Church Episcopal at 5000 Pouncey Tract Road, Glen Allen, Virginia, 23059. The total size of the building is 9,082 square feet. The maximum number of students we will enroll for the school year 2017-18 is 112 students.

Classroom #104. Maximum capacity is 16. A 4-year-old class of 13 students with one lead teacher and one assistant teacher will operate in this room on Monday through Thursday.

Classroom #106. Maximum capacity is 15. A 4 day PreK class of 13 students with one lead teacher and one assistant teacher will operate in this room on Monday through Thursday.

Classroom #107/#108. Maximum capacity is 30. A PreK class of 20 students with one lead teacher and one assistant teacher will operate in this room Monday through Friday.

Classroom #101 and # 109. Maximum capacity is 13. A 3 year old class of 11 students with one lead teacher and one assistant teacher will operate in these rooms on Tuesday, Wednesday, and Thursday.

Classroom #113. Maximum capacity is 15. A 2-year old class of 10 students with one lead teacher and two assistant teachers will operate in this room on Tuesday/Wednesday and Thursday/Friday.

Classroom #204. Maximum capacity is 13. A 3-year old class of 11 students with one lead teacher and one assistant teacher will operate in this room Tuesday, Wednesday, and Thursday.

Classroom #209. Maximum capacity is 13. A 4-year old class of 11 students with one lead teacher and one assistant teacher will operate in this room Monday, Tuesday, Wednesday, and Thursday.

The Education building was constructed in 2000 and is currently up to compliance with Henrico County. The building includes a small first-floor kitchen with a sink, microwave and refrigerator. The building has an elevator for access to the second floor. The fenced-in playground includes swings, climbing structures with slides, a sandbox, dramatic play elements and animal rockers and is designed for children 21 months through 5 years of age.

LIABILITY INSURANCE

Christ Church Episcopal Preschool is covered by public liability insurance in the amount of \$1,000,000.

ADMISSION POLICY

Our admissions philosophy is based on making a learning environment conducive to learning and growing spiritually with Christ in partnership with family and community. Enrollment is based on many factors, including the following: the degree to which the preschool can meet a particular child's individual needs, the age of the child and availability in his/her particular age group, honoring currently enrolled children and their siblings; providing for a reasonable gender balance; and family worship at Christ Church. CCEP admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PROOF OF CHILD'S IDENTITY AND AGE

Persons enrolling a child in Christ Church Episcopal Preschool must provide proof of the child's identity and age. According to the Virginia Department of Social Services, proof of identity and age may include a certified copy of the child's birth certificate, notification of birth from a hospital, physician or midwife record, a passport, a copy of the placement agreement from foster care and adoption agencies, or a copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. This information must be received before the child can attend Christ Church Episcopal Preschool.

TUITION AND REGISTRATION

Tuition for 2017-2018

- 2-day class \$2,010.00 per year
- 3-day class \$2,520.00 per year
- 4-day class \$3,060.00 per year
- 5-day Pre-K class \$3,600.00 per year

The registration fee of \$100.00 is nonrefundable and is not applied toward tuition costs. A non-refundable tuition deposit is applied toward the total yearly tuition bill. Tuition payments must be current according to your signed Christ Church Episcopal Preschool contract.

TUITION PAYMENTS

All checks should be made payable to: ***Christ Church Episcopal Preschool***. There will be a \$25 service charge for any and all checks returned to us for insufficient funds, as well as any bank charges that may have incurred. There will be a 1.5% late charge per month on any balance unpaid after the due date. Accounts becoming more than 2 weeks in arrears will result in the child being withdrawn from the preschool until full restitution is made.

TUITION OBLIGATION/ REFUND POLICY

The Enrollment Agreement is for the entire school year. Parents recognize that the School plans its operating budget in advance of each school year on the assumption that each student will remain enrolled for the full year. Parents agree that the obligation to pay Student's Tuition in full is unconditional, even if Student withdraws or is dismissed from School for any reason. The School may, in its discretion, decide to refund a portion of the Tuition if Student withdraws during the school year.

OPERATING PROCEDURES

SCHOOL HOURS

Preschool hours are from 9:00 AM until 12:00 PM

Enrichment hours on select days are 12:00 PM until 1:30 PM

TYPICAL DAILY SCHEDULE:

9:00 – 10:00	Arrival/Free Center Time
9:45 – 10:00	Restroom Break during Center Time
10:00 – 10:20	Circle Time
10:25 – 10:45	Snack
10:45 – 11:15	Playground
11:15 - 11:45	Small Group Activities
11:45 – 11:55	Story Time
12:00	Pack-up and Dismissal

ENRICHMENT PROGRAMS

Music/Movement- The children will receive music instruction daily in the classroom and periodically with our music teacher. Songs will be developmentally appropriate, incorporating themes, creative movement and exploring simple musical instruments.

Chapel- The children will attend Chapel in the Worship building on a weekly basis. The public as well as parents and other family members are invited and encouraged to attend this session.

ENRICHMENT PROGRAMS (CONTINUED)

Lunch Bunch

Lunch Bunch is an extension of the preschool day and will take place from 12:00 PM – 1:30 PM on Thursday. Children must be three years old or enrolled in a 3-year old or PreK class to attend this program. Children must bring a **nut-free, nonperishable lunch**. Lunches cannot be refrigerated. If you are sending a soy-butter sandwich, please clearly mark the sandwich bag or container with this information. PLEASE CLEARLY LABEL THE LUNCH BOX WITH YOUR CHILD'S NAME.

Lunch Bunch begins on Thursday, September 28, 2017, and runs through Thursday, May 17, 2018. **All Lunch Bunch sessions will be held on Thursday.** Parents may choose to pay in advance per semester for a reduced cost. **First semester fee paid in advance is \$196.00 for 14 sessions due by September 14, 2017.** First semester Lunch Bunch begins on Thursday, September 28, and extends through January 18, 2018. **Second semester fees are \$196.00 for 14 sessions and are due by January 18, 2018.** Second semester Lunch Bunch begins Thursday, February 1, 2018 and ends Thursday, May 17, 2018. All students must be signed up in advance prior to attending a Lunch Bunch. Drop-ins are welcome if space is available. Please check with the director for availability when registering. Drop-in fee is \$16.00 per child per session. We must have six children signed up to have a Lunch Bunch session. All Lunch Bunch fees are nonrefundable. CCEP reserves the right to not make up or reimburse for missed Lunch Bunch days due to inclement weather.

Lunch and Learn

Lunch and Learn is an exciting afternoon enrichment program offered by Christ Church Episcopal Preschool. Children must be 4 years old or in a 4 year old or PreK class to participate. (Please note: We will be offering a Tiny Toes Ballet class and 3 year olds are allowed to register for this class only.) Classes will be offered on select Tuesdays and Wednesdays from 12:00 PM to 1:30 PM. Children will begin the afternoon with a **nut-free, nonperishable lunch** provided by parents. If you are sending a soy-butter sandwich, please clearly mark the sandwich bag or container with this information. At 12:30 they will begin their "exploration" through a variety of classes offered throughout year. Classes are designed to enrich and engage the preschool child through hands-on and developmentally age-appropriate activities. Class size is limited to 12 children with a minimum of 8 children. Registration is offered on a first-come, first-serve basis. Registration forms are located in the entry of the preschool. All classes are taught and staffed by two Christ Church Episcopal Preschool teachers. CCEP reserves the right to cancel classes that have not filled to capacity. Fees are non-refundable in filled classes. Fee will be refunded if a class does not fill to capacity. CCEP reserves the right to not make-up or reimburse for missed Lunch and Learn days due to inclement weather.

*If there is enough interest we will offer a Learn & Learn program for our 3 year olds in Spring 2018.

2017-18 PRESCHOOL CALENDAR

September 5-9	Staff returns. Training and classroom preparation. Rm. 202
September 7	Th/F 2 Year Olds – Children & parents begin school transition. 15 minutes/family
September 8	Th/F Two Year Olds attend school without parents. Open House for 3's, 4's, 4 Day PreK and 5 Day PreK. 9-10:15. Meeting in sanctuary.
September 10	CCE & CCEP Block Party. 4 PM
September 11	Class begins for Four's and 4 Day/ 5 Day Pre-K. 9-12:00
September 12	T/W Two Year Olds - Children & parents begin school transition. 15 minutes/family
September 12	Staff Meeting. 12:15-2:00. Rm. 207
September 12-14	Phase-in Week –T, W, Th (Three's only) Regular hours for 3's begins 9/20
September 13	T/W Two Year Olds attend school without parents from 9-10:15. Par/Dir. Mtg. Rm. 202
September 14	Lunch Bunch First Semester Fees due
September 20	Lightkeepers' Parent Orientation. Room 207 at 9:15
September 20	Kids in the Kitchen registration closes. Lunch & Learn. Must be 4, in a 4 yr. old or PreK class
September 21	Henrico Co. ½ day of school. <i>Preschool Hours: 9-10:30</i>
September 22	PALS PreK Screening. Four year olds and PreK classes only.
September 26	More Than Just Blocks registration closes. Lunch & Learn. Must be 4, in a 4 yr. old or PreK class
September 27	"Stranger Danger" – Henrico Co. Police Dept. visits 4-year-old and PreK classes. Tentative
September 28	Lunch Bunch 1 st semester begins.
September 29	Henrico Co. Bookmobile visits ThF 2's and 5 Day PreK class. 10-10:30
October 2	Collection of Pet Food this week
October 3	Mrs. Blankenship's class provides lunch for staff meeting. Rm. 207. 12:15-2:00 PM
October 4	Henrico Fire Dept. 9:30-11:00. tentative
October 5	Back to School Night. 6:45-7:30. Sanctuary 6:45-7:00. Classrooms 7:00-7:30
October 6 & 10	Original Works art work home to parents for orders. <i>Preschool fundraiser</i>
October 9	½ day preschool. Preschool hours 9:00-10:30
October 17	Original Works parent orders due. Orders returned by 11/13
October 19 & 20	School Portraits. Outdoors weather permitting
October 25	Fall Festival – 9:00-11:50. All children
October 31	Fall Coffee/Halloween Parade at 9:20 AM. T/W twos are invited to attend with parents
October 31	Tuition due
November 1	Mrs. Riviello' s class provides lunch for staff meeting. Rm. 207. 12:15-2:00 PM
November 1	Messy Masterpieces registration closes
November 7	Henrico County Closed. <i>Preschool Closed.</i>
November 8	Young Scientists registration closes. Lunch & Learn. Must be 4, in a 4 yr. old or PreK class
November 22 – 26	Thanksgiving Holiday. <i>Preschool Closed</i>
November 30	2018-19 registration packets home to returning families
December 4	Henrico Co. Bookmobile visits 4's and PreK classes
December 5	Mrs. Barney's class provides lunch for staff meeting. Rm. 207. 12:15-2:00 PM
December 13	Books Alive registration closes. Lunch & Learn. Must be 4, in a 4 yr. old or PreK class
December 13	Preschool Christmas Program 10:30 AM. Church Sanctuary
Dec. 16 – Jan. 1, 2018	Christmas Break. <i>Preschool Closed.</i> Preschool reopens 1/2
January 2, 2018	Preschool Registration due for returning families. Mrs. Coyle's class provides lunch for staff meeting. Rm. 207
January 3, 2018	Preschool Registration for church members
January 9, 2018	Tiny Toes registration closes. Lunch & Learn. 3's-PreK
January 10, 2018	Preschool Registration for general public
January 15, 2018	Martin Luther King Holiday. <i>Preschool Closed</i>
January 16, 17, 18, 2018	Scottish Rite Speech & Hearing Screening -3year olds. Rm.206, 207
January 18, 2018	Lunch Bunch Second Semester fees due.
January 24, 2018	T/W Two-Year-Old Parent-Teacher Conference. <i>No school today for T/W 2's ONLY</i>
January 25, 2018	Parent-Teacher Conferences for Th/F 2's, 3's, 4's, PreK. <i>Preschool Closed</i>
January 29, 2018	Henrico Co. schools closed. <i>Preschool Closed</i>
January 31, 2018	Dental Hygienist visits 3's-PreK classes. Tentative
February 1, 2018	2 nd semester Lunch Bunch begins.
February 6, 2018	Mrs. Rajappa's class provides lunch for staff meeting. Rm. 207. 12:15-2:00
February 10, 2018	CCE Mardi Gras Party. All invited.
February 14, 2018	STEAM registration closes. Lunch & Learn. Must be 4, in a 4 yr. old or PreK class
February 21, 2018	Donuts with Dad. T/W Two Year Olds Only. 9-9:30
February 22, 2018	Donuts with Dad. Th/F 2's, All 3's, 4's and PreK Children. 9-9:30.
February 7, 14, 21, 2018	Movin & Groovin 3's. Must have 8 children register
February 19, 2018	President's Day. Henrico Co. Closed. <i>Preschool Closed</i>
February 26, 2018	Barney class attend VMFA. 10:00-12:00. Arrive no later than 9:45
February 27, 2018	Coyle class attend VMFA. 10:00-12:00. Arrive no later than 9:45. Take Me Out to the Ballgame reg. closes. Must be 4, in a 4 yr. old- PreK
March 1, 2018	Henrico County ½ school. Preschool hours 9-10:30
March 2, 2018	Henrico County Bookmobile visits ThF 2's and 5 Day PreK class
March 6, 2018	Mrs. Gertz' class provides lunch for staff meeting. 12:15-2:00 PM. Rm. 207
March 7, 14, 21	3's Movin & Groovin. Must have 8 children register.
March 21, 2018	Water Water registration closes. Tentative Lunch & Learn. Must be 4, in a 4 yr. old or PreK class
March 21, 2018	Maymont. PreK classes. Tentative.
April 1-8, 2018	Spring Break. <i>Preschool Closed. Preschool reopens April 9</i>
April 9, 2018	PALS PreK Screening
April 10, 2018	International Day. 4's and PreK classes
April 10, 2018	Mrs. Young's class provides lunch for staff meeting
April 11 & 12, 2018	School Portraits. Outside or in Rm. 207
April 16, 2018	½ day Preschool. Hours 9-10:30
April 18, 2018	Bike-A-Thon – Back Parking Lot. 4/19 rain date
April 30, 2018	School Bus Visits/Bus Safety- All Rising Kind. 9:30 AM
May 1, 2018	Mrs. Carlsen's TW& THF classes provide lunch for staff meeting. 12:15-2:00 PM. Rm. 207
May 9, 10, 2018	5/9: Mother's Day Tea (9:00-9:30) T/W 2's & 3-year-old classes. 5/10: Mother's Day Tea (9:00-9:30) Th/F 2's, 4-year-old/PreK classes
May 14, 2018	Water Week
May 22, 2018	Hope Harris– tentative. All Students 10:30. GCCC.
May 23, 2018	Preschool PreK Graduation. 9 ⁴⁵ . Spring Program 10:30- Sanctuary. Pizza Party. Last day of school

ARRIVAL

Please escort your child into the building and wait until the classroom teacher opens the door for classes to begin at 9:00 AM. Do not leave until the teacher has acknowledged your child is in a teacher's care. Please sign your child in daily on the sign-in sheets provided. Also, we ask you to indicate who will be picking up your child at the end of the day. Please do not drop off your child before 9:00. Teachers typically use this time for classroom preparation and staff meetings. If your child will be absent, please call the office at (804) 364-5905 or email me at cheri@christchurchpreschool.com to let us know your child will be out.

DEPARTURE/PICK-UP POLICY

Your child must be signed out each day. Please wait outside the classroom door until the teacher has dismissed your child. Siblings are not allowed in the classrooms during pick-up time. If anyone other than a parent or guardian is picking up your child, you must notify the child's teacher in writing. Your child will only be released to persons authorized to pick up your child as stated on the child's registration and emergency information forms. Please ask the person picking up your child to present a picture ID for identification purposes.

LATE PICK-UP POLICY

Please arrive promptly at 12:00 PM to pick up your child. If a child is not picked up by 12:05 a late fee of \$10.00 per every 10 minutes will be charged. Should you find yourself in an emergency, please call at (804) 364-5905 or the school emergency number at (804) 399-5230 to let us know that you will be delayed. At the time of a late pick-up, you will be asked to sign a form stating the reason of your emergency. If an "emergency situation" happens more than three times, we will institute the late fee of \$10 for every 10-minute block of time determined by the school's clock. If we are unable to reach you, the child's emergency contact will be called. If a child is not picked up by 12:45 PM, Social Services will be contacted.

DISCIPLINE POLICY

As God's chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness, and patience...Above all, clothe yourselves with love, which binds everything together in perfect harmony...and whatever you do, in word or deed, do everything in the name of the Lord Jesus,...Colossians 3:12, 14, 17.

In guiding children towards self-discipline/regulation, Christ Church Episcopal Preschool practices the following procedures:

- The children receive positive reinforcement through praise and encouragement.
- Staff clearly defines realistic limits and provides acceptable choices for the child.
- Staff models appropriate behaviors and thoughtfulness.
- Staff shows respect for child's feelings.
- Staff gives verbal reprimand if necessary.
- Staff removes child from area of interest when behavior is disruptive to learning and/or play process.
- If a student is doing or has done something that is hazardous to him or herself or to another child, he or she will be taken to the director. The director will talk individually with the child. Parents will be notified. Parents may be asked to pick up the child.
- Written warning.
- Suspension.
- Removal from school.

The use of corporal punishment to correct a child is against our policy.

BITING POLICY

Christ Church Episcopal Preschool is committed to ensuring that every child is safe while in its care. CCEP's program provides an environment that encourages and promotes cooperative interaction, respect for others, and nonaggressive problem solving between children.

Biting is a normal stage of development for young children who are teething and who are still developing language and communication skills. However, the preschool takes biting seriously. CCEP teachers supervise activities in order to prevent and/or limit biting at the preschool. Yet there are times when staff cannot be within immediate reach to prevent a bite. In the event of a bite at the preschool:

- The biting child is removed from the situation and spoken to on a level that he or she can understand. After that interaction, the biting child is redirected. The bitten child is consoled, and the bitten area is washed. If necessary, ice is applied.
- For each known bite, the preschool completes a written incident report, a copy of which is given to the parents of all children involved at pick up. If the bite breaks the skin, parents are encouraged to consult with their primary health care provider about follow-up measures, if necessary.
- In an effort to minimize further biting behavior, the preschool examines the context of each biting incident.
- The preschool works with each biting child on resolving conflict and/or frustration in an appropriate manner.
- The preschool works with parents and other children to help reduce any child stress or other bite-related issue.

CCEP strives to make every effort to extinguish biting behavior quickly and to balance its commitment to parents, students, and families. As a result, the preschool – in its sole discretion – may handle biting behavior as it deems appropriate.

SNACKS

Parents will provide a nutritious snack for their child. Please LABEL CONTAINERS WITH YOUR CHILD'S NAME. Please send in a small, healthy snack that can be eaten in several minutes. Fruits or vegetables should be cut up and easy to handle. Out of concern for children with nut allergies, **we ask that you provide a nut free snack.** Cups and water will be provided by CCEP.

DRESS

We ask that you dress your child in comfortable clothing appropriate for preschool activities; children are frequently involved in messy activities. Please send your child in clothing that he or she can learn to handle independently. Overalls are discouraged because they are difficult for children to get in and out of when using the bathroom. Sneakers are the most appropriate and safest shoes for preschool activities. Please do not send your child in crocs or open-toed shoes. Please dress your child appropriately for the weather. We will go outside daily. Once the weather turns colder, please send your child with a warm coat, hat and mittens (do not send in gloves). Please send – in a labeled Ziploc bag –an extra set of clothing for your child to wear in case of an accident or spill. **Please label all coats and jackets for identification.**

TOTE BAGS

Children are provided with a Christ Church Episcopal Preschool tote bag. Please clearly label the tote bag with your child's name.

SHOW AND TELL

All children will have an opportunity to share a special toy or item with the class on a designated day. This allows children a chance to communicate in front of a group with their classmates about an item of special interest to them. Otherwise, we typically do not allow children to bring toys or other items to school.

BIRTHDAYS/BIRTHDAY PARTIES

Your child's birthday is a special day. Because it's important to many families, the preschool will focus on a health-conscious birthday celebration. We will no longer celebrate the day with cupcakes or treats, as in previous years. Instead the birthday child will be given a special chair cover, birthday crown, and parents will be invited to the classroom to read a book to make it a fun day for our children. Please send in a note to the teacher informing her of your plans prior to the celebration. Birthday party invitations can be distributed at school only if the entire class or those of the same sex are included. Please be considerate when celebrating your child's birthday in order to avoid any hurt feelings.

PARENT VOLUNTEERS

Parent volunteers are vital to the success of CCEP. They are welcomed and encouraged. It is recommended that parents working in the classroom with children receive the "Sexual Misconduct of Children Prevention Training" provided by The Diocese of Virginia. **We ask that you not bring siblings when volunteering in the classroom.** We also request that, if your child is not ready for you to be in the classroom with him or her, you wait to volunteer until your child becomes more acclimated to school.

LightKeepers is our parent volunteer organization. Another way to become involved in the preschool is to volunteer for this organization. LightKeepers support the preschool in a variety of ways, including coordinating room parents, organizing the Fall Festival activities, arranging the Fall Coffee for parents, coordinating International Day for our PreK children, assisting with the Bike-A-Thon, planning receptions for our Christmas and spring music programs, and providing lunch for teachers during their monthly staff meetings.

Volunteer opportunities are also available in the classroom. These play a key part in the preschool's success. Room parents will be assigned to each classroom and will coordinate any extra tasks or celebrations for LightKeepers, the school, and/or their child's classroom. Clearly defined duties of a room parent will be posted on the classroom sign-up sheet posted outside each classroom. Throughout the year each class will celebrate special occasions, and parents assist with the planning of these celebrations. At least two parents per classroom must be present during the celebration.

EMERGENCY/INCLEMENT WEATHER POLICY

In most cases, Christ Church Episcopal Preschool follows the inclement weather actions of Henrico County Public Schools. If Henrico County Public Schools are closed, Christ Church Episcopal Preschool is closed. Henrico County announces its inclement weather actions on local news channels, radio stations, and websites, including its own website. If Henrico County Public Schools are delayed for 1 hour, we are delayed for 1 hour and will open at 10:00 AM and close at 12:00 PM. If Henrico County Public Schools are delayed for 2 hours, we are delayed and will open at 10:30 AM and close at 12:30 PM. If Henrico County dismisses early, we will close immediately. School missed due to emergency or weather-related closings are typically not made up. In all cases, Christ Church Episcopal reserves the right to close its campus as it deems necessary.

ILLNESS POLICY

We ask parents to help us in our effort to keep our children healthy. We ask for your cooperation in several ways. Please notify the school when your child is sick. **Please do not send your child if he or she:**

- Had a fever in the past 24 hours.
- Had an upset stomach, vomiting, or diarrhea in the past 24 hours.
- Has heavy nasal discharge.
- Has a constant cough.
- Is not well enough to enter into all activities; including outdoor play.
- Is generally not him or herself. This is often the first sign of illness.
- Has a case of an infectious or contagious condition. (Chicken Pox, measles, pinkeye, etc.) If your child has an infectious or contagious condition, please notify the school so that we can alert other parents to look for similar symptoms.
- Has been infested with head lice. The child must be treated and nits must not be present before a child can return to school.

******If your child develops any symptoms of illness during school hours, parents will be called, and your child must be picked up promptly.***

MEDICINE POLICY

CCEP does not administer medication in nonemergency situations. Please give any medicine to your child before or after school as needed. Please notify your child's teacher if you have given your child any medication before school.

Parents of a child who requires an Epi-Pen must present a completed medication authorization form and a completed emergency plan to the Executive Director. The medication authorization forms and emergency plans must be updated annually by the child's parent(s) and physician. Parents are also responsible for supplying CCEP with two non-expired Epi-Pens and Benadryl and/or the generic drug Diphenhydramine, when required by the child's physician. The child's medication must match the health care provider's instructions as written on the medication authorization form. Generic medication cannot be accepted as a substitute for a brand name medication unless it has been prescribed by the doctor. CCEP will not accept medication that will expire during the school year. All medicine will be kept out of reach of the children. For safety reasons, pictures of children with severe allergies will be posted in the office and classrooms.

Immunizations

Should you decide to vaccinate for the H1N1, seasonal flu, or any other immunizations, we ask:

- If at all possible, please vaccinate *after* school hours.
- If you vaccinate before or during school hours, please keep your child home from school for at least two hours following the vaccination. According to the CDC, life-threatening allergic reactions are very rare, but if they do occur, it is usually within a few minutes to a few hours after the vaccination. CCEP does not have a nurse on site. Therefore, we are not well-equipped to handle a severe allergic reaction.

PET POLICY

Christ Church Episcopal Preschool is committed to providing a safe and healthy environment for its students, staff, parents, and visitors. The preschool recognizes that certain individuals are susceptible to various allergens, diseases, or may have other medical complications while in the vicinity of pets/animals. As a result, to insure the well-being of all individuals, pets/animals are generally not allowed inside Christ Church Episcopal Preschool or on its playground during preschool hours.

On occasion, the preschool may announce that pets/animals are welcome inside the preschool for a particular event (e.g. show and tell). In such instance, the pet/animal must be authorized in advance by the Executive Director, brought into the preschool by a parent or guardian, and it must be contained, under control, and cared for at all times.

If you do bring a pet/animal onto Christ Church property during preschool hours, it must be on a leash, in a cage, or in a tank, it must not be left unattended, and it must be under the owner's control at all times. In addition, the owner must have a means to clean up after the pet/animal, and he or she must in fact clean up after the pet/animal if necessary.

This policy does not apply to registered service animals. The preschool's Executive Director may, as he or she deems appropriate, grant exceptions to this policy.

FIELD TRIPS

Most CCEP field trips remain on the premises. Some, however, take place off campus. CCEP is not responsible for the transportation of your child. The preschool suggests that parents make all necessary arrangements for the transportation of their child, such as ensuring a responsible driver, the proper installation of car seats, and adequate and applicable insurance coverage. Parents authorizing their child to travel on a field trip with another preschool parent must return a signed permission form to the preschool and should always install their child's car seat in the driver's car. For safety reasons, CCEP does not allow siblings to attend field trips.

ACCIDENTS/EMERGENCY SITUATIONS

Routine first aid will be administered when needed. If first aid is necessary, an accident report will be filed and given to parents to sign at the end of the day. In case of a major injury the staff will attempt to notify:

- Parents
- Henrico County Rescue Squad (911)
- Emergency number provided by parents
- Child's doctor, if parents cannot be reached

EMERGENCY PLAN FOR EVACUATION

CCEP has an Emergency Plan in place. Should there be an emergency and we must vacate Christ Church Episcopal Preschool, we will move the children to the church building located on campus. If it becomes necessary to evacuate Christ Church Episcopal grounds, staff members will walk or otherwise transport the children to Shady Grove Methodist Church located at 4828 Pouncey Tract Road, Glen Allen, VA. If Shady Grove Methodist Church is not available, we will walk or otherwise transport the children to Short Pump Middle School located at 4701 Pouncey Tract Road, Glen Allen, VA.

CHILD ABUSE POLICY

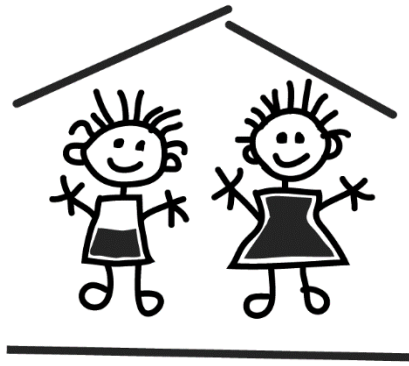
Christ Church Episcopal Preschool follows the guidelines set by Virginia's Child Abuse Law (Code 63.2-1509) and the Department of Social Services. As stated by the Virginia Department of Social Services, if there is "reason to suspect that a child is an abused or neglected child," Christ Church Episcopal Preschool is required by law to report the matter immediately. Child abuse refers to an act committed by a person in a position of trust. This can be physical, mental, or sexual abuse, and/or physical, mental, or medical neglect. Should there be a suspected child abuse situation, it shall be reported to the Director and Rector or Assistant Rector. All matters will be handled as sensitively as possible.

COMMUNICATIONS/CONFERENCES

Staff will email monthly calendars pertaining to classroom activities. Daily activities will be posted outside each classroom and will be updated each morning. Communication between teachers and parents is valued to ensure success for each child. Parent/teacher conferences will take place on January 24 & 25, 2018. There will be no school the day of your child's conference. If you would like to meet with your child's teacher before or after this date, teachers are always willing to conference with you. If you feel more time is needed than allotted during your conference time, please set up another time to further discuss your child's progress.

The director will email a monthly newsletter to parents providing pertinent information about events and matters regarding the preschool.

If you ever have any questions or concerns, please reach out to us. We cannot address anything unless it's been brought to our attention. We are more than willing to meet to address any questions or concerns you might have about your child or our preschool program.



Permission Form

Christ Church Episcopal Preschool (CCEP) and Christ Church Episcopal Church and authorized media (including Internet, television, newspaper, and radio) may record a student's image, voice, performance, student work and other data on any media form. Data may include student's name and age for use in programs, exhibitions, showings or displays and the promotion thereof in all media including Christ Church Episcopal Church's and Christ Church Episcopal Preschool's web pages and school photograph/video compilations produced for sale/distribution to parents. Students will be identified by first name only on any web pages or CCEP media production. By my signature below, I give permission for my child's image/name to be used in any media form.

Parent/Guardian

Date

Student Name (please print)

Class

Teacher

CCEP FIELD TRIP PERMISSION FORM 2017-18

Christ Church Episcopal Preschool (CCEP) plans field trips throughout the school year. Most CCEP field trips remain on the premises. Some, however, take place off-campus. CCEP is not responsible for the transportation of your child. The preschool suggests that parents make all necessary arrangements for the transportation of their child, such as ensuring a responsible driver, the proper installation of car seats, and adequate and applicable insurance coverage. Parents authorizing their child to participate in on-campus field trips and/or in off-campus field trips must sign and return the permission form to the preschool. For safety reasons, CCEP policy does not allow siblings to attend any field trip.

Please check one:

- I give permission for my child to participate in all CCEP field trips, on and off-campus.
- I give permission for my child to participate only in CCEP on-campus field trips.
- I give permission for my child to participate only in CCEP off-campus field trips.
- I do not give permission for my child to participate in any CCEP field trip, on or off-campus.

I understand that if my child does not participate in a field trip, I am responsible for making other arrangements for my child during the planned field trip. This may include keeping my child at home during the field trip or bringing my child to school after the field trip concludes, if time permits.

I have read and understand the permission information provided by CCEP above. I give my consent for my child to participate in CCEP field trips as indicated above. On behalf of myself and my child or the minor for whom I am guardian, I (a) hereby authorize CCEP representatives to act for me according to the best of their judgment with respect to treatment for any injury, accident, illness or mishap requiring medical attention and agree to accept all medical expenses incurred, and (b) hereby indemnify, release and forever hold harmless Christ Church Episcopal, including CCEP, and their agents, employees, Board of Directors, officers, staff, administrators, representatives, successors and assigns (the School Releasees), from any and all damages, lawsuits, claims, liability, costs, fees, or other expenses incurred by or claimed against the School Releasees, directly or indirectly arising from or in connection with my and/or my child's (or the minor for whom I am guardian) participation in preschool-sanctioned and/or parent-permitted events.

Child Name

Parent Signature

Date

I have read the Parent Handbook for 2017-18 and I agree to comply with the policies set forth by Christ Church Episcopal Preschool. Please sign and return this form within the first week of school.

Parent Signature

Date

Parent Signature

Date

Child's name