

**ST. TIMOTHY'S PRE-SCHOOL  
HANDBOOK**

St. Timothy's Pre-school program provides an educational experience for children ages three through five. The pre-school is committed to meeting the individual needs and potential of each child in an inter-racial, non-denominational environment. At St. Timothy's we strive to develop self-confidence, creativity and independence within every child.

## CURRICULUM

The curriculum at St. Timothy's includes

- Reading readiness activities
- Science
- Mathematical Concepts
- Nature
- Cooking
- Art
- Language Arts
- Music
- Sand and Water play



A well equipped, fenced play-yard and nearby Bruin Park provide outdoor play experiences. The Program is enriched by films, field trips and visits from local resource persons. Parents are encouraged to contribute curriculum specialties and to assist with field trips by providing transportation and additional supervision.

## STAFF

St. Timothy's staff of Head Teachers is degreed professional and experienced. Assistant Teachers have experience working with pre-school children and have collegiate backgrounds.

## PROGRAM

The daily program provides periods of time devoted to the best principles of both the traditional self-contained structured classroom and the "open classroom" where the child is free to extend his or her interest by selecting work areas in the various activity rooms. All activities are planned and supervised by competent professionals who strive to assist in the development of motivation and human relationships. The child becomes aware of his individuality while being cooperative and responsible for their behavior.

## BIRTHDAYS



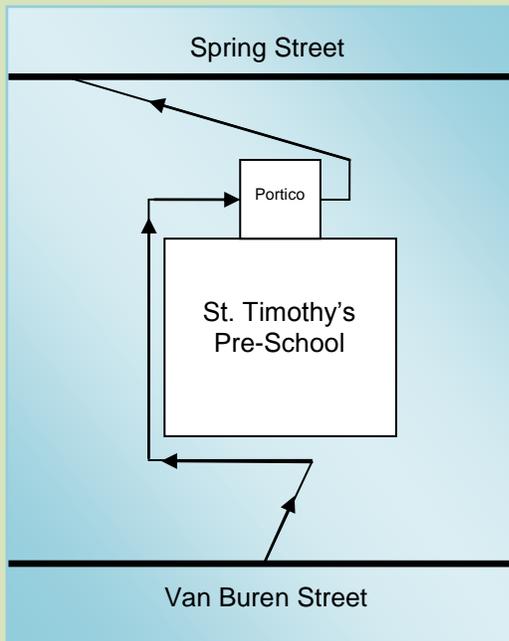
Your child will receive a crown to wear in recognition of his or her birthday. Homeroom classes celebrate birthdays in different ways. Your child's teacher will let you know how her class recognizes birthdays.

Invitations to "At home" parties cannot be distributed at school unless every child in the class is receiving an invitation.



## CARPOOL PROCEDURE

Drop off begins at 8:45 A.M for morning session and 12:25 for afternoon session. Cars will enter from Van Buren Street for drop off and pick up. The passenger side of the car should be nearest to the building.



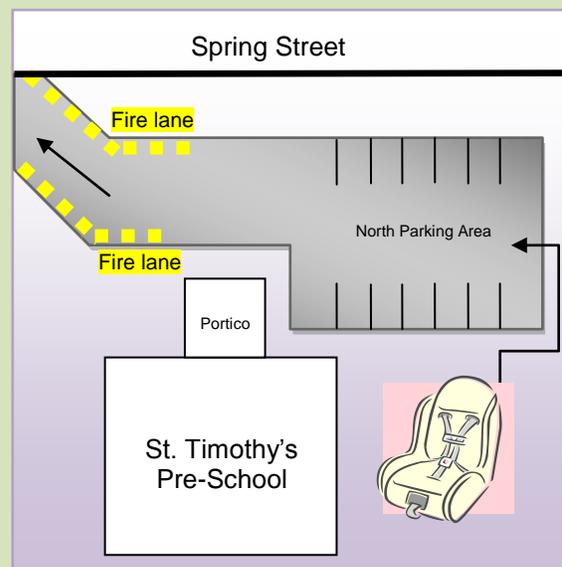
Staff will be positioned under the portico to meet children at the car. Children are to wait for staff to open and shut the car door. Drivers should put the car in "park" before children enter or exit the car.

Dismissal will begin at 11:35 A.M. for morning session and 3:05 PM for afternoon session. At dismissal time, children will be escorted to the portico to be placed in vehicles. All cars transporting students will be issued a carpool number. The number should be displayed in the front passenger window.



Children will be released only to responsible persons for whom the pre-school has written authorization.

Staff members will open and close the car door but will not lock the doors. Drivers should then proceed to the north parking area to buckle in their child. Do not park behind parked cars or along the yellow areas as they are fire lanes and need to be kept clear at all times. All pre-school traffic must exit onto Spring Street.



Because it is very important to children and the staff, parents should be prompt at pick up time. A charge of \$10.00 per day will be assessed for supervision of children not picked up by 12 noon at morning session or 3:30 P.M., afternoon session. The pre-school reserves the right to terminate enrollment after three late pick-ups. If a child has not been picked up after normal closing time and the pre-school has not been contacted by the parent concerning the delay, the following procedure will be followed:



1. School will attempt to contact parents, if no response
2. School will contact Emergency Contact persons, if no response
3. School will contact Child Protective Services or Herndon Police Department

## CLASSROOM VISITS

Parents are invited to visit our classrooms at anytime. If you are bringing a pet, new baby, grandparents, etc. for show and tell, we would like to know in advance so that the teacher can plan around the visit. If you need some time to talk to the teacher, we would also like to plan in advance so the classroom activities are not interrupted. Adults who do not have a child in the program are required to make an appointment to visit. We do this to ensure the safety of our students and to minimize the impact of observers in classrooms.



## CLOTHING

Please dress children for play. Any article that can be removed (hats, gloves, jackets, sweaters) should be labeled with the child's name. Clothes with large, easy to handle fasteners are recommended. On rainy days please use rain coats with hoods as umbrellas are NOT allowed. No open-toed shoes are permitted. This includes sandals and flip flops or shoes with slippery soles. Shoes should be sturdy with good tread for climbing on play equipment.

## CONFERENCES

Days are set aside in the fall and spring for Parent/Teacher conferences. The teacher will contact you prior to those days to arrange a 10 to 15 minute conference. Promptness at this meeting is appreciated. A parent or teacher may request additional conferences at any time. Brief telephone conversations and emails are also helpful. Please call the office to request a call from a teacher. Teachers cannot confer with parents at carpool time.

## DISCIPLINE

The curriculum and teaching methods used at St. Timothy's are appropriate for children's development and varied learning styles. In this environment few "discipline" problems arise. Teachers use precise communication skills to defuse and resolve conflicts and to build an atmosphere of mutual respect. If a child is experiencing unusual difficulty, it is handled on a case-by-case basis between the staff and concerned parents. Guidelines concerning discipline and termination of enrollment are found in Appendix II of this handbook.

## FIELD TRIPS

Because of concern about traffic safety and security, the pre-school does a very limited number of activities away from the facility. Generally, outside resources will be brought into the classroom so that students may participate in a familiar setting. Each Homeroom head teacher will determine which field trips, if any, will be taken by her class.



If a trip to another location is planned, parents will be notified in advance. Parents will be asked to volunteer by driving and helping to supervise children. Some field trips are not suitable for younger siblings. Parents will be told this in the notice. State law requires that all children use the proper type of safety seat for their age and weight. The "Homeroom Parent" will be responsible for coordinating volunteer drivers and safety seats. Drivers must hold a valid driver's license and vehicles must be insured and meet all Department of Motor Vehicle standards.

## HEALTH AND SAFETY



In order to provide a healthy and safe environment, the staff participates in many forms of extracurricular training. These include continuing teacher education, first aid, CPR certification, and fire safety awareness, equipment and supply monitoring. Emergency evacuation and Shelter-in-Place drills are conducted monthly.

## HOMEROOM

Each homeroom class will have a volunteer Homeroom Parent who will act, at the teacher's request, to coordinate donations for parties, volunteer helpers etc for special events. Homeroom parents will also coordinate field trip transportation for their class.

## ILLNESS

Our concern is always for the health and well-being of all the children. Children who have any of the following symptoms should not attend school:



- Excessive coughing
- Excessive runny nose
- Stomach Ache
- Diarrhea
- Inflamed or watery eyes
- Undiagnosed skin rash
- Fever or vomiting in the previous 24 hours

You will be called if your child develops any symptoms of illness during the school day. Please be sure that your emergency contact person (on file at the office) is current. Children with non-contagious conditions (allergies, etc.) may bring a doctor's note. If you are keeping an ill child home, it is requested but not required that you call the pre-school to keep us informed.

As required by Virginia Statutes, the school must be notified within 24 hours if the child or any member of the immediate household has developed any reportable communicable disease.



## INFLUENZA PANDEMIC

The pre-school will follow the *Fairfax County Pandemic Influenza Response Plan* if the need arises. If all county schools are closed, St. Timothy's will also close. The

pre-school will also close, if the number of ill students at pre-school exceeds 20% or if an appropriate teacher/student ration cannot be maintained, the pre-school will close.

## MEDICATIONS

Only emergency medications needed as a result of allergic reactions will be administered. Prior authorization from the parent and/or physician is required. Contact the director concerning specific requirements.

The school does not apply sunscreen or insect repellent on children.



## NEWSLETTERS

You will receive newsletters from the director announcing upcoming events and addressing issues that pertain to the entire school. Individual teachers may also send newsletters home concerning class activities.

## **PARTIES**

Classroom parties are held to celebrate Valentine's Day and St. Patrick's Day. Other Special events, such as the Halloween Parade, Christmas, Donuts with Dad, Mothers Day Tea and End of Year Picnics will be announced in newsletters.



## **REGISTRATION**

Registration for returning students, alumni families and members of St. Timothy's Church begins in early February. All returning students must re-register. Registration of new students is usually held in late February.

Children applying for the Three-year old classes must be three by September 30<sup>th</sup> and toilet-trained. Enrollment in the pre-kindergarten classes is limited to children ages four by September 30 and five year olds.

## **SCHOOL PICTURES**

School pictures will be taken in spring. Packages include class and individual pictures. The purchase of school pictures is optional.



## **SCHOOL SHIRTS AND TOTES**

St. Timothy's tees, sweatshirts and totes are available for purchase at the Open Houses and throughout the year. A percentage of each purchase benefits the pre-school.

## **SESSION HOURS**

The morning session begins at 9:00A.M. and ends at 11:45A.M. The Afternoon session begins at 12:30 A.M. and ends at 3:15A.M.



## SHOW AND TELL

Each homeroom teacher will establish her own routine. In general, toy weapons (guns, swords etc.), play cosmetics, perfume and fragile items are not permitted.



## SNACKS

The pre-school provides a simple, nutritious snack each day. The monthly menu appears on the back of the calendar. Food items from home are allowed only with advance notice for special events. The school's regular snack is provided to all of the children with the exception of children with medically confirmed food allergies. For children with severe allergies, an individual snack plan will be created with input from the child's parent and doctor.



## SNOW DAYS AND LATE OPENINGS

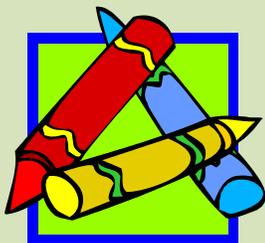
When Fairfax County Public Schools (FCPS) are closed for inclement weather, St. Timothy's will be closed and those days will not be made up. The schedule for late openings is as follows:

FCPS Openings	A.M. Session	P.M. Session
1 hour late	10:00 A.M.- 12:00 P.M.	1:15 P.M.- 3:15 P.M.
2 hours late	11:00 A.M. – 12:45P.M.	1:30 P.M.- 3:15 P.M.

In the event of **early closing** of FCPS, the A.M. session will operate as usual but afternoon session will be cancelled.

## SUPPLIES

All supplies and snack items shall be provided by the pre-school. Children should have a large tote bag or backpack marked with their names to carry their belongings. Please check the tote bags every day; you will want to review the papers and projects brought home. We will often send home simple worksheets which are representative of concepts being taught. They help parents determine the children's activities on a daily basis and can assist children in recalling those activities. No backpacks with wheels are allowed.



## TUITION



Tuition is based on the annual amount as noted on the Parent/School Contract. It is paid in nine equal payments. The first payment (#1) is due on July 1<sup>st</sup> or upon later enrollment. Payment #1 is applied as the final payment of the school year and is non-refundable. Subsequent payments #2 - #9 are due on the 1<sup>st</sup> of each month beginning in September. Tuition Payments #2 - #8 (Sept. - March) may be refunded with 30 days notice.

Payment by check is preferred. You will receive a payment coupon book. The payment slip with your child's name should accompany the check. Payments may be sent by mail, in your child's bag or handed to staff in the carpool line. If a bank is sending your payments, the child's name should appear in the memo line. A late fee of \$10.00 shall be paid if tuition is received after the first payment due date. If the 1<sup>st</sup> falls on a non-school day such as a weekend or holiday or your child is not in school that day because of illness, the payment is due the next day the child attends. Checks received advance of the 1<sup>st</sup>, but dated the 1<sup>st</sup>, shall be held for deposit until the 1<sup>st</sup>.

Please contact the Director in case financial difficulties arise so that suitable arrangements can be made.

## **APPENDIX I**

### **LICENSING INFORMATION FOR PARENTS ABOUT CHILD DAY PROGRAMS**

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hr day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some exemptions to licensure, licensed programs include child day centers, family day homes child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, and a ratio of children per staff member, equipment, program, and record keeping. Criminal records checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and 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. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

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, Fairfax Licensing Office, 3959 Pender Dr., Suite 320, Fairfax, VA (703) 934-1505.

### **POLICY FOR REPORTING SUSPECTED CHILD ABUSE**

In accordance with S63.1-248.3 of the Code of Virginia, any suspected incidence of child abuse or neglect must be reported to the local Child Protective Service office. Concerns about an individual child will be brought to the Director who will contact the appropriate agency. These concerns will be documented in writing and maintained in a private file by the Director.

## **APPENDIX II**

### **GUIDELINES FOR DISCIPLINE**

Discipline shall be constructive in nature and include techniques such as:

1. Using limits that are fair, consistently applied, and appropriate and understandable for the child's level;
2. Providing children with reasons for limits;
3. Giving positively worded directions;
4. Modeling and redirecting children to acceptable behavior;
5. Helping children to constructively express their feelings and frustrations to resolve conflict;
6. Arranging equipment, materials, activities, and schedules in a way that promotes desirable behavior.

There shall be no physical punishment.

If it is necessary to use separation from the group as a disciplinary technique, it shall be brief and appropriate to the child's developmental level and the circumstances. The child will be directly supervised by a staff member.

### **TERMINATION OF ENROLLMENT**

If it becomes necessary for a parent to withdraw a child from the program, thirty days written notice or one month's tuition is required.

The pre-school reserves the right to terminate enrollment of any child that the pre-school has determined presents a danger to himself or others. This would include, but not be limited to: children who cannot participate fully because the program is not appropriate for the child's developmental level; children who exhibit inappropriate or aggressive behavior and are not responding to positive steps taken by the staff; and, children who present a health hazard to others.

Communication between staff and parents is critical. If problems arise, parents will be notified immediately. The staff will relate to the parent what steps are being taken to resolve any problems and will ask for the parents' suggestions and cooperation. If the pre-school determines that a situation cannot be resolved satisfactorily, a two-week notice will be given to the parent stating that the child's enrollment will be terminated and giving specific reasons for the termination.

**MEMORANDUM**

Date: January 3, 1994

To: Tenants, Building Occupants, Employees, and Staff

From: St Timothy's Pre-School

432 Van Buren St.

Herndon, VA 20170

Re: Availability of Asbestos Management Plan  
Location of Asbestos

In October of 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. A building inspection for the presence of asbestos has been made and an operations and maintenance plan has been placed into being. This plan contains information on our inspection, re-inspection response actions and post response action activities, including periodic surveillance activities that are planned or are in progress.

You can review this plan during normal business hours without cost or restriction.

**Summary of Inspection**

Of all areas tested at the property listed above, only the floor tile and mastic were found to contain asbestos. No special precautions need be taken during any demolition and/or subsequent renovation to any area or material found within the building unless the floor tile is to be impacted or a substance not specifically addressed in this report is found.

## APPENDIX IV

### General Emergency Preparedness Plan\* **EMERGENCY PROCEDURES**

#### Type I

(Example: Intruder, worsening weather, power failure, etc.)

- Whistle sounded to alert everyone of emergency situation
- For Intruder, 911 called on any available phone.
- All children return to Homeroom classroom except in case of intruder when everyone remains in place.
- Doors shut and locked (if possible).
- Staff does not discuss emergency in front of children
- Bags will be packed
- Parents will report to office and stay there until child is brought to them.

#### Type II

(Example: biological attack, tornado, etc.)

- Whistle sounded to alert everyone of emergency situation
- Heat/AC turned off
- All children and staff report to rear hall
- All bring coats, school bags, purses, cell phones
- Supplies in emergency closet
  - water, food
  - first aid kit, medications, blanket
  - radio & extra batteries
  - flash light, emergency lights,
  - copy of emergency roster with parent contact numbers
  - art supplies, books
- Office phone(s) will be brought to room

Depending on emergency, Director (or Asst.) will be either in office or in safe room area.

\*The **COMPREHENSIVE** Emergency Preparedness Plan is available for review in the pre-school office.