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2010
School Year

Christ Lutheran Preschool
3810 Meredith Drive
Fairfax, Virginia 22030

Dear Parents,

We hope this will be a happy and productive year for all involved in our program. This is your school, and we hope that we can work together in an atmosphere of Christian love.

We look forward to sharing this year with you and your child.



Virginia Trygstad
Director

Christina Raut
Two-Year-Old Teacher



Avery King
Three-Year-Old Teacher



Judy Olson
Four-Year-Old Teacher

Susan Zill
Four-year-old Teacher

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Christ Lutheran Preschool is a small nonprofit preschool. As an extension of Christ Lutheran Church, we seek to provide an atmosphere of Christian love and understanding. These pages are intended to answer your questions regarding philosophy, procedures and policies. Please keep this handbook for future reference.

GOALS AND PHILOSOPHY

Our emphasis is on social development in a Christian setting. We feel the total development of the preschooler is far more important than the acquisition of factual knowledge. The child's social development and self-concept are most important at this point. Basic to this development is consideration and love for others. . . lessons which cannot be learned with rigid rules and regulations but require a relaxed and loving atmosphere.

The following list of basic goals has been derived from the philosophy stated above. During each child's time with us, we hope that he/she will learn to do the following:

- share work and play with others
- assume responsibility for one's actions
- accept mistakes, and in the same token, take pride in achievements
- express ideas and feelings
- make choices
- give in and make compromises
- finish started projects

In addition, while our emphasis is on social development, we do recognize that the preschool years are a time for growth and learning in many areas. For this reason, our curriculum will include appropriate experiences with these activities and all student are expected to participate:

- free play and group sharing
- stories, puppets, and drama
- alphabet
- numbers and counting
- arts and crafts
- music
- fine and gross motor development
- outdoor play
- field trips
- mid-morning snack
- Bible-based weekly chapel
- family activities

TWO-YEAR-OLD CLASS: This class is a play-group-type program for toddlers who will be two years old by September 30. The class meets on Tuesday and Thursday or Wednesday and Friday mornings.

THREE-YEAR-OLD CLASS: There are two classes for children this age. One class meets two days a week--Tuesday and Thursday mornings, and one class meets three days a week--Monday, Wednesday and Friday mornings. To be in the three-year-old class, a child must be three years old by September 30. Children must be toilet trained – no diapers or pull-ups.

FOUR-YEAR-OLD CLASS: There are two classes for this age group. One class meets three days a week--Monday, Wednesday, and Friday mornings and one class meets four days a week--Tuesday, Wednesday, Thursday, and Friday mornings. To be in the four-year-old class a child must be four years old by September 30. Children must be toilet trained.

SCHOOL SCHEDULE

School is in session from September through May. The preschool follows the same general schedule for holidays as the Fairfax County Public Schools, unless a specific exception is scheduled by the director and a notice is given to the parents.

2's	TTh am, WF am	9:15 – 11:45 am
3's	TTh am, MWF am	9:00 – 11:45 am
4's	MWF am, TWThF am	9:00 – 11:45 am

ARRIVAL AND DEPARTURE

No child should arrive before 9:00 am. (Two-year-olds should arrive at 9:15 am.) For safety reasons, parents are asked to accompany their children to the classroom and to make sure the teacher is present before leaving. Front doors are locked after all the children have arrived. If you arrive late, please ring the door bell to be admitted. Children should be picked up promptly at 11:45 am. The children become quite concerned when their rides are late. At 12:00, the child will be taken back to the classroom, and you will be charged \$1.00 per minute. If, at any time, your child will be picked up by someone other than you, the teacher **MUST BE NOTIFIED** before class.

SNOW DAYS

Classes will not be held whenever Fairfax County Public Schools are closed. When county schools open one hour late preschool will also open one hour

WITHDRAWALS AND ABSENCES

A child may be withdrawn from the preschool with a fourteen (14) day written notice. In the event a fourteen day notice is not given, one-half month's tuition will be charged from the date on which the notice is given.

If a child is kept home temporarily because of illness, family vacation or other reasons, the tuition charge will continue.

If the school is closed temporarily as a health precaution, because of weather, or for any other reason beyond the control of the school, the tuition will continue to be charged.

CONFERENCES

For children in the three-year-old and four-year-old classes, conferences will be scheduled twice each year to discuss each child's development. If there is a concern about any child in the preschool, a conference may be requested by either the teacher or the parent at any time. We request that parents and teachers do not attempt discussions regarding student or classroom concerns during arrival or dismissal time. Disciplinary issues will be handled on a case by case basis.

BIRTH CERTIFICATE

As required by Virginia law, "...the person enrolling a child [must] present proof of the child's identity and age." Proof may include a certified copy of the child's birth certificate, notification of birth (hospital, physician or midwife record), or baptismal record.

HEALTH

Each child is required to have a blue health form signed by a physician, stating he/she is in good health, able to participate in regular school activities, and that immunizations are up-to-date. A child may not begin class until the immunization record is on file. If your child has specific allergies, please inform the teacher or indicate this on the health form. Please cooperate by keeping your child home in the following instances:

- the first day of a cold, or questionable health when he/she has a fever

- during the known incubation of a contagious disease until your doctor recommends resuming school
- until he/she is well enough to participate in both indoor AND **OUTDOOR** activities.
- when the child has an undiagnosed rash that has not been examined or treated by a physician.

CLOTHING

Clothing should be durable, casual and washable. Please see that your child is dressed so that he/she feels free to join in all activities. It is suggested that tennis shoes or rubber sole shoes be worn. Take-off clothing should be clearly labeled. The child should have proper attire for outdoor play. If it snows, send boots, then we can all go out and enjoy the snow. A shoe box with extra underpants, slacks, socks and a shirt should be left at school for emergencies. You may wish to check the size and appropriateness from time to time.

FOOD

Please do not send food to school with your child. A snack is provided mid-morning for all. If you wish to send a special holiday or birthday treat, please notify the teacher in advance.

FIELD TRIPS

We try to plan a field trip each month. Although we usually leave the school for these trips, there are occasions when the field trip is brought to the school. In either case, volunteers are needed to chaperon these field trips. Parents are expected to help in at least two (2) field trips during the year. By law, all children under the age of six must be in a car seat or booster seat. A car seat should be brought to the school the morning of the field trip so we can use it for the drive to and from the activity. Parents are asked to install their child's car seat in the appropriate car. Children will not be permitted to go on the field trip if a car seat is not available for his/her use. We request that younger siblings do not accompany you when you chaperon because we need your undivided attention with the preschoolers during the field trip. We do not schedule field trips for the two-year-olds.

PARENT PARTICIPATION PROGRAM

- Since Christ Lutheran Preschool is a cooperative preschool, we ask parents to help in their child's classroom on a rotating basis. A schedule will be provided, informing parents of the days on which their assistance is required.

- If a parent cannot help on the scheduled day **IT IS THE PARENT'S RESPONSIBILITY TO FIND A REPLACEMENT** by trading with another parent listed on the class roster. A copy of the class roster, including telephone numbers, will be provided to each family. If a parent does not help as scheduled, or fails to find a replacement, that parent will be charged \$30.00.
- In order for the parent assistant to give full attention to the needs of the students, we request that other children in the family be left with a friend or babysitter.
- The day that a parent is to help in the classroom, we expect the parent to be in attendance and participate in all activities the entire morning. Please leave cell phones off during class.
- The parent who plans to do most of the participating in the classroom is required by law to provide proof of a TB screening or negative PPD test (TB test) within the last three years. The PPD test may be obtained at the County Health Center located at 3750 Old Lee Highway, Fairfax, or from your family physician. PPD results must be given to the classroom teacher by September 30. After that time, a parent may not participate as a classroom helper until the results are on file. If a parent is scheduled to help after September 30, and the results are not on file, the parent will not be able to help, and \$30.00 will be charged each time the parent is unable to be in the classroom.
- Parents are responsible for providing the snack and drink in the classroom. The teachers will discuss the snack schedule used in the individual classroom. Some classes request parents provide snack on the day they help in the classroom, while others schedule snacks by the week.
- We recommend a nutritious snack rather than sweets. Please be aware that some foods sold in grocery stores labeled "snack" may not be suitable as a healthy food for preschool. Some healthy suggestions include fresh fruits or vegetables, cheese, muffins, popcorn, crackers, granola bars, graham crackers and peanut butter crackers. We encourage milk or fruit juice for the drink. Please avoid sugary drinks such as Kool-Aid or Hi-C type beverages. If a parent would like to prepare something "special" for a birthday or other occasion, that can easily be arranged. Because there is a snack break, we request that you do not send additional food to school with your child. If a child in the class has food allergies, the families in that class will be notified and the allergy should be taken into consideration when providing the snack.
- The director may approve limited exceptions to this participation policy. In such cases, an additional \$25.00 per month will be

EXPRESSING CONCERNS

Just as we encourage children to tell us when they are upset, we also want parents to talk to us if they have concerns. Please talk with your classroom teacher if you have any questions about procedures, activities, or conduct in the classroom. Usually there is a reason for what is happening in the classroom and an open discussion can clarify the action and resolve the problem. If a concern continues, the director should be contacted. If not resolved by the director, the concern should be brought to the attention of the Preschool Board.

TUITION AND REGISTRATION FEES

A registration fee of \$100.00 is paid at the time of enrollment. This fee is **not** refundable. September tuition is due by June 1 and is not refundable.

Tuition is due **NO LATER** than the fifth (5th) of each month, October through May. An additional fee of \$10.00 will accrue monthly for each month that a payment is late. A \$25.00 fee will be charged for checks returned for insufficient funds. The preschool reserves the right to terminate a child's enrollment if tuition payment is delinquent. There is a \$25.00 charge for any month in which the parents are not able to meet the participation requirement.

Monthly Tuition Fees:

2-year-olds	\$175.00
3-year-olds (2 days)	\$175.00
3-year-olds (3 days)	\$225.00
4-year-olds (3 days)	\$225.00
4-year-olds (4 days)	\$275.00

Checks should be made payable to:

CHRIST LUTHERAN PRESCHOOL

Checks may be mailed to:

Christ Lutheran Preschool
3810 Meredith Drive
Fairfax, VA 22030

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Should you prefer, checks may also be placed in the "PRESCHOOL" mailbox which is located in the upstairs hallway at the beginning of each month. Payments should **NEVER** be sent to school with a child or handed to the teacher.

CHRIST LUTHERAN "LUNCH BUNCH"

On Tuesdays and Wednesdays during the school year, our preschool offers an after-school fun time for the children referred to as "Lunch Bunch." Children bring a lunch, stay after preschool, and enjoy time with their friends and a teacher.

AGE REQUIREMENTS :

Lunch Bunch is for children three years old and older. Children must be toilet trained.

HOURS :

Lunch Bunch operates after the preschool day ends from noon until 3:00 pm. -- children do not need to attend the entire 3 hours. Please ring the doorbell when you come to pick up your child.

Lunch Bunch is cancelled when the preschool is closed for holidays and vacations.

If the preschool ends at 12:45 pm due to a delayed opening, Lunch Bunch will open afterward, at 1:00 pm and close at 3:00 pm.

If the preschool is closed due to inclement weather, Lunch Bunch will be cancelled.

ENROLLMENT :

Sign up for Lunch Bunch on the Preschool Bulletin Board to reserve a space on the daily roster. There is room for ten children each day, available on a first-come, first-serve basis.

RATES :

Hourly: \$10.00/hr
After 3:00 pm, the rate is \$1.00 per minute.

PAYMENT:

A chart will be kept each day regarding attendance at Lunch Bunch. Payment is due each day that the child attends Lunch Bunch.

NUMBER OF CHILDREN:

Per state regulations, there will be one adult per ten children. We will limit Lunch Bunch to ten youngsters.

FOOD:

Due to health regulations, the children should bring their own bag lunches with beverage.

FORMS:

Emergency forms with up-to-date information, including tetanus shot, must be on file.



Christ Lutheran Preschool 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 or admissions policies.