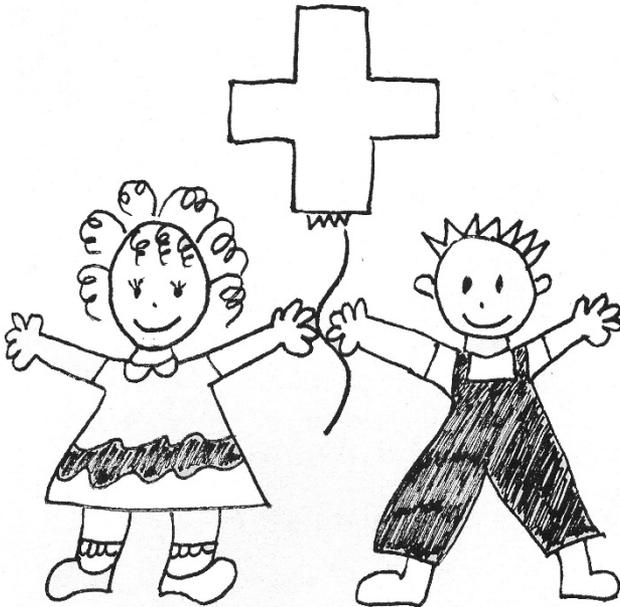


**KING OF KINGS
LUTHERAN PRESCHOOL
2019– 2020 Parent Handbook**



**4025 Kings Way
Fairfax, Virginia 22033
Preschool (703) 378-7419
e-mail: preschool@kofk.org
www.kofkpreschool.org
Church (703) 378-7272**

Karen Dunham, Director

King of Kings Lutheran Preschool

Beginning of School Calendar

September

3 - Open House 2½s and 2-day-3s

4- Open House 3-day-3s and all 4s

5 - Half day program for 2½s, 2-day-3s,
and 5-day-4s

6- Half day program for 3-day-3s and
3-day-4s
Full day program for 5-day-4s

9 - Regular schedule begins for 3-day-3s
and all 4s

10 & 12 - Half day program for 2½s
Regular Schedule begins for 2-day-3s

17- Regular schedule begins for 2½s

Dear Parents,

Welcome to King of Kings Lutheran Preschool!

We are delighted that you have chosen our program for your child!

Our preschool is an extension of the ministry of King of Kings - an outreach to our community as well as to members. We are committed to providing a learning environment which helps to meet the physical, emotional and spiritual needs of your child.

Although we are a Christian preschool, we are sensitive to the spiritual needs of all the children with respect to the faith traditions of their family.

I am confident that our preschool will provide your child with a wonderful experience. Under the compassionate supervision of our director, Jenni Brown, and with the qualified and caring staff, your child will be nurtured by adults who lovingly and warmly provide the best possible environment for your child's development.

Sincerely,

The Rev. Lynn Miller
Senior Pastor

Welcome to the King of Kings Family

We are happy that you are joining the King of Kings family through the King of Kings Preschool. The preschool and the church work very closely together and we consider ourselves one big happy family. King of Kings is a very active and alive congregation. We invite you to visit with us anytime and participate in any activity that interests you and your family. There are youth groups for children of all ages, as well as fellowship and classes for adults. We look forward to our time together this year. If you would like to receive our weekly e-mail, please let us know and we will add you to our mailing list.

Worship Schedule

8:00 AM Worship Service

10:00 AM Worship Service

Rally Day: September 8, 2019

8:00 & 10:00 AM Worship Service

11:00 AM Service Day

During Advent, Christmas, Lent and Easter we have special services and extra Sunday services. In the summer we have a Vacation Bible School and other activities for children. If you have any questions about the church or any of the activities, please feel free to call Alyssa Prinzivalli, Director of Congregational Ministries, at 703-378-7272 ext. 225 or send her a note at aprinzivalli@kofk.org.

Dear Parents,

Welcome to King of Kings Lutheran Preschool! I am looking forward to getting to know your child and welcoming your family to our school this year.

This handbook provides important information regarding our preschool policies. Please take the time to familiarize yourself with the information and use the handbook as a reference throughout the year.

My door is always open should you have any questions or concerns regarding your child, the preschool, or the church throughout the year. You are also always welcome to visit your child's classroom after checking in at the office. We encourage volunteering in the preschool and recognize the importance of a family/school partnership.

Thank you for giving us the opportunity to provide your child with a warm, welcoming environment in which they can grow and learn. We look forward to a positive partnership with you this year.

Sincerely,

Karen Dunham
Director

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Mission Statement

King of Kings Lutheran Preschool is a Christ-centered, nurturing community, welcoming all children while recognizing and respecting the strengths, gifts and unique qualities of each child.

Philosophy

King of Kings Lutheran Preschool serves as a ministry to the children and families of King of Kings Lutheran Church and as an outreach to our community. We recognize every child as a unique gift from God to be loved, nurtured, and appreciated. We partner with families in providing a secure and caring environment, recognizing the importance of the early years, and providing a spiritually rich and developmentally appropriate learning environment. We believe that some of the best learning experiences come through self-discovery and play. We strive to provide for the growth of the children spiritually¹, socially, and emotionally, while advancing their intellectual and physical development, in accordance with local, state and federal guidelines.

¹As followers of Christ and disciples of Jesus, we profess a Christian faith. However, we do not assume that all of our children share the same faith and we are respectful of other faith perspectives.

Arrival and Departure Procedures

Parents are responsible for transporting their preschooler(s) to and from school each day.

Parents must provide the preschool with a list of persons authorized to transport their child. Children will not be released to persons whose names do not appear on this list. Teachers will ask for identification from adults with whom they are unfamiliar. A written notice is required if a child is to be picked up early or if s/he is to go home in a different carpool or with someone not on his/her authorization list. Occasionally, the director may accept instructions over the phone from a parent who is delayed and must send a neighbor or friend to pick up the child unexpectedly. The director will notify the teacher of the situation and the designated pick-up person must show identification.

The director or other authorized staff member will open the preschool doors at 9:15 AM to greet the children. A staff member will go to each car to escort the children into the school. Drop-off ends at 9:30 AM. **Under no circumstances should a child ever be dropped off outside the building if there is no adult outside to greet them.** If the child is late, the driver must park in the lot and walk the child to the front door and ring the bell. A staff member will open the door to receive the late child. Cars may not stop in front of the school doors for late arrivals. A staff member will escort the child to his/her class in order to minimize disruptions. **At no time should a child be left unsupervised.**

For the child's protection, s/he should ride in the backseat of the vehicle. By state law, child safety restraints are required for each child riding in the car. Children should not handle the car doors. Adults will open and close all car doors.

At no time should a car be parked and left in front of the preschool doors. Drivers must remain with their cars while waiting for the children to be brought out. Adults and children should use safety and caution when leaving and returning to their cars. The parking lot can be dangerous. Parents are responsible for their child's safety.

Kiss-n-Ride

The preschool has an established traffic pattern and routine for drop-off and pick-up. Please follow the traffic pattern as marked on the map. There is one entrance and one exit. **STOP** at each spot indicated until it is safe to proceed, and then proceed with caution. **DO NOT** cut across the parking lot. This routine provides children with a safe way to get into the building, an easy way for parents to get their children to school and a smooth transition for students and staff. You are **STRONGLY** encouraged to use the “kiss-n-ride” pattern that we have developed. If you choose not to do so, please be advised of the following guidelines:

Families using the “kiss-n-ride” and walkers from home will be admitted to the classrooms first. They will also be dismissed first.

We discourage parking in the lot and walking in during and just prior to “kiss-n-ride”. You will only be admitted into the building via the front door by the preschool office. You will need to ring the doorbell and wait until a staff member is available to assist you. All office staff assist with “kiss-n-ride” between 9:15 AM and 9:30 AM and between 12:00 noon and 12:30 PM.

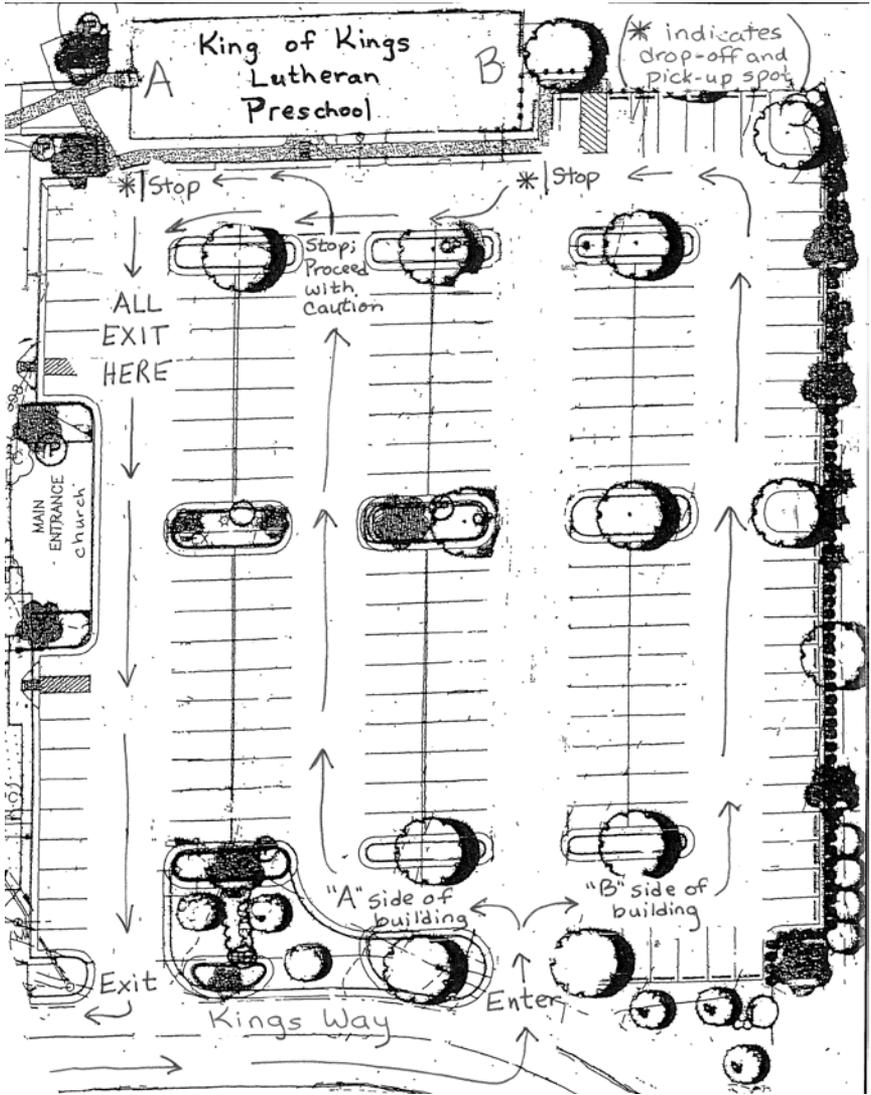
If you need to pick up your child early, park and come to the preschool office for assistance at least 15 minutes before the end of the day (12:00 noon).

Please understand that this schedule and routine are meant for the safety and well-being of ALL children and adults.

Preschool is OVER at 12:15 PM.

At 12:30 PM, a late fee of \$25 will be charged for every fifteen minutes, or portion thereof, a child is left at the preschool after classes have concluded and not picked up by an authorized caregiver.

Traffic Pattern



Absences

If your child will not be attending school, please call the preschool office at 703-378-7419, or send an email to preschool@kofk.org.

Administration

King of Kings Lutheran Preschool is a ministry of King of Kings Lutheran Church. The preschool is overseen by the preschool board. It is the board's responsibility to provide for the efficient management and operation of the preschool. Daily administration and supervision is provided by the preschool director.

King of Kings Lutheran Preschool is licensed by the Commonwealth of Virginia and meets or exceeds all the standards set forth by the Department of Licensing, Division of Social Services. Results of the most current inspection are posted outside of the preschool office.

Preschool Board

A photo directory of the Preschool Board is available in the preschool office. Board members are King of Kings congregation members as well as preschool parents. Parents/Family Members interested in serving on the board should contact the Preschool Director regarding openings.

Birthdays and Holiday Celebrations

Birthdays are special and we celebrate birthdays with songs and a birthday crown made by the teachers. **We will not serve birthday treats sent from home at snack time.** The safety and well-being of all of our students is our top priority. **We do not allow drinks, favors, goody bags, balloons, plates, napkins, or birthday hats.** Invitations to birthday parties are not to be sent to school unless all children in the class are invited.

Chapel

Chapel is an important part of our curriculum. The pastor provides a special time on a weekly basis to help develop the spiritual growth within each child. Although we are a Christian preschool, sensitivity and respect is given to those of different faith perspectives.

Classroom Staff

Each class is staffed by a teacher and an assistant. Every staff member has professional training and experience in early childhood education. Teachers are also required to have either a college degree or a CDA (Child Development Associate) credential. All staff are required to continue their professional development, as required by licensing, by attending continuing education opportunities in the field of early childhood education.

Each staff member has on file a Criminal History Records Check conducted by the Virginia State Police, a Child Abuse and Neglect Central Registry Report conducted by Child Protective Services, and documentation from a medical professional attesting that s/he is free from any disability or illness that would prevent him/her from caring for young children. Additionally, each staff member is certified in CPR, first aid, and PMAT (Pre-Medication Admin Training) and has a current negative TB test on file.

Communication

Parent-teacher conferences will be offered at least twice a year to discuss your child's progress. The parent, teacher or director may request a meeting or an additional conference when necessary. The staff will communicate regularly in the form of a newsletter. In addition, teachers will write a brief description of the day's activities, which may be viewed in the pick-up area.

Parents with concerns are asked to first contact their child's teacher. If an issue is not resolved with the teacher, parents may notify the director. If an issue remains unresolved, the parents may submit a letter addressing their concern to the preschool board.

The parent handbook, enrollment forms, and more information can be found on the preschool's website - www.kofkpreschool.org.

Daily Schedule

2 ½-yr-olds	Tuesday/Thursday	9:15 – 12:15
2-day 3-yr-olds	Tuesday/Thursday	9:15 – 12:15
3-day 3-yr-olds	Monday/Wednesday/Friday	9:15 – 12:15
3-day 4-yr-olds	Monday/Wednesday/Friday	9:15 – 12:15
5-day 4-yr-olds	Monday—Friday	9:15 – 12:15

Children have the opportunity to explore interest centers in the classroom each day. Interest centers provide the children with individual activities as well as social interaction with their peers. Teachers also plan small and large group activities to help develop the weekly theme. A healthy snack and outdoor play are scheduled daily. When weather conditions prevent outdoor play, the children may be taken to another activity area set up for exercising their large muscles. Daily activities include circle and story time, outdoor play, large and small group, snack, and interest centers. Children participate in weekly Chapel Time and Music Time. In-house field trips such as interactive theater, puppet shows, animal shows, musicians, science, and fitness programs are scheduled periodically throughout the year.

Discipline Procedures

Teachers at King of Kings Lutheran Preschool will use positive reinforcement, redirection, and re-teaching as the primary means of effective discipline. Teachers will encourage children to be responsible for their behavior and assist them in following the classroom and playground rules.

If a break is needed, the child will be removed from the situation for a few minutes to regain control of his/her behavior. At no time will a child be subjected to corporal punishment or verbal abuse.

If a child's behavior cannot be controlled in the preschool setting and his/her behavior places other children at risk, the child may be dismissed from the preschool. More specifically, inappropriate or disruptive behavior will be handled using the following continuum until the behavior ceases:

1. The child will be reminded of and retaught appropriate classroom behavior and school rules.
2. The child will be redirected to a different activity.
3. The child will be seated away from the rest of the class for 2-3 minutes.
4. The child will be escorted to the director's office for an appropriate amount of time.
5. The child's parents will be called.

Emergency Procedures

In the event of an individual emergency, a parent or designated emergency contact will be notified immediately. At the beginning of the school year each family must file an Emergency Treatment Information and Authorization, granting permission for the preschool to take whatever steps may be necessary to obtain emergency medical care in the event parents or designated emergency contacts cannot be reached.

The preschool has an emergency/disaster preparedness plan, which will be followed in the event of a natural or other disaster. An emergency/disaster kit is maintained by the preschool, and parents are required to fill a personal supply bag for their child. Large plastic bags to be used as personal emergency/disaster supply bags will be provided to parents. Parents are required to return this bag, by the child's first day of school, with a change of clothes (underpants, socks, pants, long-sleeve shirt).

These bags will be placed in the school's disaster kit. If not used during the school year, these items will be returned on the last day of school, or upon withdrawal from the program. Complete policies regarding Emergencies, Fire, Safety, and Disasters are available in the preschool office for parental review.

This emergency/disaster bag does not take the place of the complete change of clothing which is stored at the preschool in case of accidents.

Enrollment Eligibility

King of Kings Lutheran Preschool does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs and other school-administered programs.

Enrollment shall be open to any child meeting age requirements, provided the school can meet the needs of the child. King of Kings Lutheran Preschool will make every effort to work with individual families regarding special needs and allergies. All children must be toilet-trained by the start of school.

Students registering for the 2½-year-old program must be 2 by March 31st of the year for which they are enrolling. Students registering for the 3-year-old or 4-year-old programs must be of age by September 30th of the year for which they are enrolling.

Enrollment begins in January for the following September, first accepting children currently enrolled in the preschool, members of King of Kings Lutheran Church, siblings of children currently enrolled, and children of staff members. Enrollment opens to other students two weeks later.

Field Trips

We do not take off-site field trips. The parent representative to the preschool board may occasionally plan family field trips. The preschool will advertise these trips, but assumes no responsibility for them.

We do provide “in-house” field trips, such as interactive theatre, music programs, animal demonstrations, etc. These activities are planned during the school day and take place on the church and preschool during property.

Fundraising

Our fundraising opportunities offer a chance to support the preschool while fostering a sense of community for the church and preschool. We have also been able to offer scholarships and tuition assistance to families with a financial need. Parents are encouraged to participate in our fundraising efforts and to invite other family members and friends to participate as well. Donations to the preschool are tax deductible.

Health

By law, every child must have a Commonwealth of Virginia School Entrance Physical Examination and Immunization Certification, or a comparable medical professional's certificate, on file in the preschool office by the first day of school.

All parent/guardian volunteers are required to present negative tuberculin skin test results prior to volunteering in the classroom.

In the event a parent does not want a child to go outside for recess, the parent must notify the school and pick the child up **before** the class goes outside.

The wellbeing of the children enrolled at King of Kings is the primary concern of the staff. A child should be kept home if s/he has any of the following symptoms:

- a productive cough or thick nasal discharge
- vomiting and/or diarrhea
- a fever
- a rash
- a communicable disease

Parents are expected to keep their child home from school for 24 hours after the last episode of any of the above conditions.

Continued on next page...

Health (continued)

If a child appears to be unhealthy upon arrival, s/he may need to return home. Should the child seem to be ill during the day, the parents will be contacted and will be expected to pick up their child as soon as possible. If the student's parent or guardian is unreachable, those listed on the emergency contact list will be called. If no one is reached, the student shall remain in the director's office until the end of the school day.

Each child must have a complete extra set of clothing stored at the preschool in case of accidents.

Parent/Guardian will inform the preschool within 24 hours or the next business day after his/her child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health*, except for life threatening diseases which shall be reported immediately.

Parents will be notified immediately if a student at preschool contracts a disease listed as communicable on the Virginia Department of Health Communicable Disease Reference Chart for School Personnel*, and it is believed other children have been exposed.

The Director may require a medical professional's note after a lengthy or serious communicable disease or illness before a child is allowed to re-enter the preschool. If any child is found to carry a long-term infectious disease that can be a threat to other children or adults in the program, the child may be considered for dismissal.

Staff and children are required to follow proper hand washing procedures to help prevent the spread of disease. This includes, but is not limited to, washing hands: before and after eating, after using the toilet, after wiping a nose. After outdoor play, hand wipes may be used if time does not allow for soap and water before going home. Tables will be cleaned and sanitized before and after eating. Classrooms and bathrooms are cleaned daily.

* This reference chart is posted in the preschool and can be found at http://www.vdh.virginia.gov/content/uploads/sites/3/2016/03/Communicable_Disease_Chart-1.pdf

Holidays and Emergency Closing

The preschool will closely follow the calendar of Fairfax County Public Schools with regard to student holidays during the months of September through May. The preschool will relate to the FCPS Emergency Closing Policy, as noted below:

If Fairfax County
Public Schools are:

- closed
- delayed two hours
- closing early
- canceling evening activities

Then King of Kings
Lutheran Preschool will:

- be closed
- open one hour late
- close on time
- reschedule evening activity

Information regarding Fairfax County Public School emergency announcements can be found on the FCPS website, <http://www.fcps.edu/alerts>, social media (Facebook, Twitter, etc) and local TV and radio stations. Information regarding preschool closures and delays will be e-mailed to parents. An announcement will also be on the preschool office voice mail at (703) 378-7419 as soon as a decision has been made.

The preschool will make up lost days due to emergency closing according to the following guidelines:

- Classes that meet five times a week will make up days beginning with the sixth emergency closing.
- Classes that meet three times a week will make up days beginning with the fourth emergency closing.
- Classes that meet twice a week will make up days beginning with the third emergency closing.

Days may be made up based on the FCPS plan. For example, if the FCPS plan schedules a makeup day that had initially been scheduled as a student holiday, the preschool may do likewise. For days scheduled to be made up at the end of the school year, the preschool will extend the preschool school year up through, but not after May 29th. Parents will be notified of make-up days if needed.

Medications

Per our license with the VDSS, the preschool staff will not administer any topical medication or applications to students. Please do not send lip balm, sunscreen, antibiotic cream, insect repellent, or anti-bacterial hand sanitizer to school. These items should be applied prior to arrival as needed.

The only medications we are authorized to administer are Epi-Pen, Epi Pen Jr., AUVI-Q, or authorized Epi-Pen/Jr. generic for severe allergic reactions or similar emergency situations. These medications must be authorized by a medical professional and documented on an Epi Pen Authorization form. Parents must provide the completed and signed form and TWO single injection epinephrine auto-injectors in the original boxes to be kept at school. Only pre-measured doses of epinephrine may be given, since staff members are not trained health professionals. The administration of epinephrine requires staff to call 911. Should a child require an epinephrine auto-injector due to a food allergy, we will require the parent's review and approval of our snack list.

Parent Involvement

Parents, guardians, grandparents and family members are invited to take an active interest and to participate in supporting King of Kings Lutheran Preschool. Parents have a representative on the preschool board. The Parent Representative regularly communicates parents' comments, concerns and recommendations to the board and welcomes suggestions and questions from you.

Please also refer to information under Visitation and Volunteers.

Personal Supplies

Students will be provided with a canvas bag to carry between home and school. Parents are required to send a complete set of clothing on the first day of school. This includes pants, underwear, shirt, and socks. Any soiled clothing will be sent home in a plastic bag and should be replenished by the next school day. The extra clothing will be stored at the preschool.

Registration

A non-refundable registration fee of **\$90.00** must accompany the registration form. The registration fee will be returned in August only if the child is not offered a place in a class.

Reporting Suspected Child Abuse and Neglect

Virginia law requires all school staff who suspect incidents of child abuse or neglect to report it to the local child protective services agency.

Safety

The safety and well-being of our children and staff is of utmost importance.

The doors to the preschool will be locked whenever children are in the building. A doorbell is located at the front door. Anyone wishing to enter the building must ring the bell. A staff member will meet you at the door.

The preschool has an emergency/disaster plan which includes evacuation, lock-down, and shelter-in-place scenarios. Drills for these plans are practiced throughout the school year. The plan is available for review in the preschool office. For additional information, please see the section “Emergency Procedures” in this handbook.

Snacks

A nutritious snack will be offered to children daily. We follow state guidelines in our choice of snack foods. We make every effort to provide healthy foods and to help establish good snack choices for children. Teachers may also plan food preparation projects in class designed to reinforce an idea, concept or theme they are exploring in class.

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Snacks (continued)

Because we are not always able to determine specific ingredients in snacks, parents of children with food allergies or medical conditions which require special dietary considerations may be asked to provide their child's snacks. A list of all of the snacks routinely offered and the ingredient list of each snack are on file in the preschool office for review.

Although we strive to not serve foods that may contain any nuts or that are processed with nuts, we do not claim to be nut-free. We cannot control what parents send in their child's lunch for after-school activities. Therefore, parents of children with food allergies are made aware that children in their class may bring foods to which their child is allergic. Children are not permitted to share their lunches with others.

Please do not keep extra food in the school bag. The preschool staff will only serve food sent from home when it is a food substitution for a child with allergies or lunch for after school activities. All food must be in a sealed container which is clearly dated and labeled with the child's name.

Tuition

<u>Class</u>	<u>Days of Week</u>	<u>Monthly Tuition</u>
2 ½ -yr-olds	Tuesday/Thursday	\$215
2-day 3-yr-olds	Tuesday/Thursday	\$215
3-day 3-yr-olds	Monday/Wednesday/Friday	\$285
3-day 4-yr-olds	Monday/Wednesday/Friday	\$285
5-day 4-yr-olds	Monday—Friday	\$420

The first payment (for May of 2020) is due no later than May 15, 2019. First payment is due within two (2) weeks after registration if registering after May 15th. Thereafter, tuition payments may be made in one of three ways:

1. Monthly automatic withdrawal, "Simply Giving." Payments begin August 15th of the current year. Parents must register for this program.
2. Tuition in full by May 15th of current year (or upon enrollment).
3. Tuition in two equal payments, due May 15th and November 15th.

Continued on next page...

Tuition (continued)

Payments for options 2 and 3 must be brought directly to the preschool office or sent by mail.

As per contract, parents will be charged a fee for late payments and for any payment returned due to insufficient funds or for any other reason. If you have questions regarding payment, please contact the director.

If a child is absent for an extended period of time but expects to return to school, tuition must be paid during the period of absence. If school is closed temporarily as a health precaution, due to weather conditions, or similar reasons beyond the control of the school, tuition shall continue to be charged.

If school is closed for more than 30 consecutive calendar days, the Preschool Board will refund prepaid tuition for the duration of the closure.

A parent with more than one child registered in the preschool is eligible for a 10% discount on tuition after the first child. The discount is given to the lower applicable tuition rate(s).

Tuition assistance may be available to those with a financial need. Please talk with the director for more information.

Visitation

Parents are invited to speak with the director and to visit the preschool at any time. For security purposes, all visitors are required to check in with the director before visiting their child's classroom.

Volunteers

Parents, guardians and families are encouraged to volunteer for a variety of committees and activities. Your help is encouraged in the following areas:

1. Fundraising
2. Room Parent
3. Classroom assistance
4. Library assistance
5. Special projects
6. Staff support
7. Parent Representative on Preschool Board

Teachers will schedule their own parent classroom volunteers as needed.

All preschool volunteers must present documentation of a negative TB test, chest x-ray, or risk screening, taken within the last two years.

Volunteers may not bring other children with them when they come to volunteer, but students' siblings are welcome to attend special family events. Each class will have one (or two) room parent(s) to help coordinate special events during the year.

Withdrawal Procedures

A thirty-day written notice must be given before withdrawing a child. May tuition is non-refundable. Parents must contact the preschool office to stop their Simply Giving automatic tuition payments.