UCP Preschool



# Family Handbook 2026-2027

United Christian Parish Preschool
www.ucppreschool.org
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**~Subject to changes at the discretion of UCPP and the Preschool Advisory Committee~**

**www.ucppreschool.org**
Preschool Office: 703-437-1127

### Administrative Team

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Dear Families,

We are delighted to welcome you to our 2026-2027 School Year! We look forward to working together to create a safe and caring school environment where your child can begin their educational journey. The educators and staff of UCPP are committed to providing a positive environment to build meaningful connections while keeping the children's safety and well-being our number one priority.

We appreciate the support of our returning families who continue to care for our incredible school. We are so proud of our 52 year history and you are a big part of that legacy! We welcome our new families into this exceptional preschool family and encourage you to participate in our Family Group. Please reach out to our coordinator, Jackie Thompson at jacklynblairthompson@gmail.com

Please read through this handbook with the understanding that some policies and procedures are subject to change. We continue to closely follow the health guidelines of United Christian Parish, Fairfax County Public Schools, the Virginia Department of Health, Fairfax County Health Department, and the Centers for Disease Control. We encourage vaccinations for children and adults. We follow all FCPS closings, weather alerts, and holidays.

Please contact your child's teacher or the administrative staff at any time. Educators check email before and after their workday and we thank you for your patience. We are here to help your child grow physically, cognitively, socially, emotionally, and spiritually. As a Conscious Discipline school, we pride ourselves in the ability to connect to not only the children in our care but also with their families. I am available for any questions about this life-changing emotional literacy program throughout the school year. We appreciate and acknowledge the trust you have given to us.

Classroom visits are Thursday, Sept. 10. These visits are coordinated with your teacher via email in late August. We look forward to making this an extraordinary preschool year for your child and your family!

Wishing you well,

The UCPP Admin Team

# History and Introduction

**About United Christian Parish Preschool**

United Christian Parish Preschool was created through the merger of the Child Development Center and Parents Day Out programs, which have served families since 1974. United Christian Parish operates the Preschool as part of its ministry to the Reston and Herndon communities. United Christian Parish is an ecumenical congregation made up of the Christian Church (Disciples of Christ), Presbyterian Church (USA), United Methodist Church, and United Church of Christ.

**Preschool Oversight**

The Preschool Advisory Committee (PAC) provides oversight of the Preschool. PAC consists of four active members of United Christian Parish and three current Preschool family members. These seven members are voting members. Non-voting members include the Pastor for Faith Formation, Preschool Director, and Chair of the Faith Formation Ministry.

The Parish Board has ultimate responsibility for the operation of the Preschool. Families interested in serving on PAC should contact the Director.

**Accreditation and Licensing**

United Christian Parish Preschool has been accredited by the National Association for the Education of Young Children (NAEYC) since 2007. The Preschool's current NAEYC accreditation extends through June 30, 2028. NAEYC accreditation recognizes programs that meet established standards for high-quality early childhood education. Accredited programs demonstrate continued compliance with NAEYC standards through ongoing reporting and assessment.

Families may review the NAEYC standards at NAEYC.org or request a copy from the Preschool office.

The Preschool is licensed as a Child Day Center by the Virginia Department of Social Services. Families may request a copy of the current licensing standards or recent licensing reports from the Preschool office or access them through the Virginia Department of Social Services.

Virginia Child Care Licensing Standards

The Preschool has been recognized by Northern Virginia Magazine's Best Preschool and Daycare for nine years in a row!

https://northernvirginiamag.com/best/daycares-and-preschools/?_location=reston

# United Christian Parish Preschool Mission Statement

As a ministry of the United Christian Parish of Reston, UCP Preschool's mission is to provide high quality and affordable early childhood education to all children in our community. Our vision is to provide a nurturing, Christian environment where children thrive through play-based learning and developmentally appropriate practices rooted in love, respect, and kindness. As a proud NAEYC-accredited preschool, we are committed to the highest standards of early childhood education, honoring the uniqueness of each child.

Guided by the principles of Conscious Discipline, we empower children with the social and emotional skills needed to build strong relationships, foster self-regulation, and create a peaceful, inclusive community. In embracing diversity, we celebrate each child's background, culture, and experiences, ensuring that all feel valued and included. Through faith, play, and education, we cultivate compassionate, confident learners who are equipped to spread kindness and make a positive impact in the world.

# Philosophy and Goals

United Christian Parish Preschool is a welcoming, inclusive Christian community where children learn through play and meaningful, developmentally appropriate experiences. Our program supports the whole child and nurtures social, emotional, physical, cognitive, language, and spiritual development.

**Social Development**
Children develop social skills through play and relationships with their friends and teachers. Teachers provide opportunities for children to play together, make friends, communicate, share ideas, solve problems, and work through conflicts. Children are supported as they learn to participate in a group, understand others, and build relationships.

**Emotional Development**
Children learn about their feelings through play, relationships, and everyday experiences. Teachers help children name and express their feelings, recognize the feelings of others, and learn ways to manage strong emotions. Children are encouraged to make choices, try new things, and develop confidence in themselves and their abilities. Teachers provide a calm, supportive environment where children feel safe, valued, and cared for.

**Physical Development**
Children develop large and fine motor skills through active play, outdoor exploration, and hands-on experiences. Teachers provide opportunities for children to run, climb, balance, build, create, and manipulate materials. Children are encouraged to try new physical challenges and develop coordination, strength, and confidence.

**Language and Cognitive Development**
Children develop language, early literacy, and thinking skills through play, conversation, books, songs, storytelling, and everyday experiences. Teachers encourage children to talk, listen, ask

questions, share ideas, solve problems, and explore their interests. Children are provided with a print-rich environment and meaningful opportunities to explore books, letters, sounds, and writing. Our goal is to help children become confident communicators, curious thinkers, and enthusiastic learners.

**Spiritual Development**
Children learn to appreciate God's creation, experience God's love, and recognize the value and dignity of all people as children of God. Spiritual development is woven into daily experiences through Christian values such as kindness, compassion, respect, and community. Children are introduced to Christian stories, traditions, and concepts in ways that are meaningful and appropriate for young children.

**Goals for Family Connections**

- ❖ We work to connect with families from our first meeting until the child leaves our program.
- ❖ We welcome all families and strive to make them feel comfortable.
- ❖ We communicate with families regularly.
- ❖ We build a partnership that contributes to the child's success.
- ❖ We respond to challenging situations with guidance from our curriculum and Conscious Discipline.

**Curriculum and Programs**
The Preschool implements *Creative Curriculum®* which guides educators in planning, implementing, and evaluating all school classroom activities. Educators observe and assess children's development with *Teaching Strategies Gold*. *Conscious Discipline©* is used throughout the school to guide children's behavior, strengthen self-regulation skills and teach social emotional literacy. Our school has used this program since 2007. The Director is extensively trained and provides training for staff, students, and families in this life changing emotional learning program.

*The Preschool does not discriminate based on race, sex, religion or national or ethnic origin in the administration of its admissions or scholarship policies.*

# Classroom Visits

Children and their families are invited to attend a special classroom visit on Sep. 10 to meet their teacher and see the classroom before the first day. These visits will be coordinated with teachers at the end of August.

**Backpack Guidelines for the School Year**
Please help make daily transitions upstairs smoother for our preschoolers!

**Each child must bring a zippered backpack** each day. Backpacks should be **large enough** to comfortably fit:

- A lunch box
- A snack
- A water bottle

- Any take-home materials from preschool

**One zippered compartment is preferred** to keep things simple and organized.
The backpack should be comfortable and sit securely on their shoulders.
Please **avoid heavy lunch boxes, ice packs, and oversized water bottles.** Children must be able to carry their backpack up the stairs each day on their own.

**Note:**
Toddlers do *not* need to bring a backpack. Each toddler will receive a UCPP tote bag to use throughout the school year.

# Arrival/Dismissal Procedures

| | |
|---|---|
| **Arrival** | 9:05am-9:15am |
| **Dismissal** | 12:05pm-12:15pm 2s<br>1:05pm-1:15pm 3s and 4s |

- 2s do not participate in the arrival carline. Park on the tree line side of the parking lot and enter through Door 1.
- The driveway is a two-way street with **ABSOLUTELY NO PASSING A CAR ON THE LEFT FOR ANY REASON**. Your patience during arrival carline is imperative for the safety of our children and staff.
- As required by law, properly installed car seats are required for your child's safety. If you have questions or guidance about your car seat, please alert staff.

# Phase In Schedule

**Sept 14-18**

**2s**

-The first *week* (14th-18th) of school your child will come for half the morning with half the class.

- Phase in sessions are 9:15-10:30 or 11:00-12:15. You will sign up for a session with your teacher.
- Children will bring a snack from home each day. See snack guidance.
- **Arrival and dismissal at Door 1**
- **First full morning is Tuesday, Sep 22**

**3s and 4s**

-The first school *day* (14th) your child will come for half the morning with half the class.

- Sessions are 9:15-11:00 (bring snack) or 11:30-1:15 (bring lunch).You will sign up for a session with your teacher.

- The second day of class is a full morning.
- Park on the treelined side of the driveway or the lower lot.
- You will walk your child to the classroom on arrival every day in the first week. Arrive at Door 1.
- You will meet your child at Door 1 each day for dismissal. Dismissal begins at 1:05.
- Park on the treelined side of the driveway or the lower lot.
- Arrival carline begins Tuesday, Sep 22

## 2s arrival/dismissal

**Arrival: Please assess your child's health each morning and refer to our health policies.** Park on the tree line side of the driveway and enter through Door 1. Follow directions of the Admin Team and take your child to use the bathroom, wash hands, and hang up their tote bags.

**Departure:** Dismissal begins at 12:05pm. Park on the tree line side of the driveway near Door 1 and follow the direction of staff.

**Please note:**

- Children must have a clean/dry diaper upon arrival. If a child is upset about being changed during preschool, we will call families and get guidance. We do not force diaper changes.
- Include two diapers and a clean change of clothes in the tote bag. Wipes are provided.
- If families arrive past 9:25 am for arrival please ring the doorbell and we will come down for you.
- Notify the office or through Kangarootime if someone other than a guardian is picking up or if they will be absent.
- If you have challenges with the Kangarootime app, notify the office.

## 3s and 4s Arrival Car Line

**Arrival Carline/Walkers: Please assess your child's health each morning and refer to our health policies.** Staff will greet children in car line and assist them in getting out of the car. Do not enter the driveway for carline until 9:05. If you arrive early, please park your car on the tree line side of the parking lot and walk your child up to Door 1. (See car line map) Walkers can walk right up to the sidewalk near Door 1.

**Please note:**

- Participating in arrival carline is optional. You may always park and walk up to the door.
- You will receive a carline sign with your child's name on your classroom visit. Place the sign against the glass on the passenger side window of your car every day, not the dashboard. The glare of the sun makes it impossible to see the dash and often who the driver is.
- If other authorized persons are picking up your child, please request additional signs.
- Enter the driveway near Lake Anne Elementary at 9:05 am and line up behind the car in front of you. Do not block the church staff parking spaces on the side of the

building. When the line begins moving, follow the direction of the staff who are unloading or loading children. Watch for cars leaving the parking lot. **DO NOT PASS!**

- Children should remain seated and buckled per VA Licensing in their car seat on the passenger side of the car until a staff member opens the door. The car seat must be easily accessible. If the car seat does not allow the staff member to easily buckle due to placement in your vehicle, please park in the parking spots past Door 1. You may walk them to a teacher on arrival.
- Avoid arriving early. Early arriving parents are encouraged to park. If you choose to wait in the car line, turn off automobile engines until carline begins to move.
- Please do not use your cell phone during carline. If you must take a call, please park.
- Do not get out of your car to assist staff with your child while in the carline. You must stay buckled with your hands on the wheel. If you prefer to unbuckle/buckle your child, please park your car and assist your child.
- Place your car in PARK when your child is getting out of the car. Once your child is unloaded, drive down toward the traffic circle, and follow traffic. Drive slowly and cautiously.
- Staff are instructed not to have conversations of concern with you in front of children. You may make an appointment for a conference or phone call at any time.
- If you prefer to walk in with your child, enter the parking lot using the lower traffic circle entrance and park in the lower section or tree line side of the parking lot.
- Car line will end at 9:20 am. If you arrive after the staff are no longer on the sidewalk, park your car, and ring the doorbell at Door 1. Families should never leave a child at the door. After being buzzed in, you will walk them up the stairs and meet the administrator at the door.

## 3s and 4s Walk Up Dismissal (NEW POLICY)

**Dismissal:** There is no dismissal carline. Dismissal begins at 1:05 pm. Park your car on the tree line side of the parking lot and arrive through Door 1 for your child's arrival. An educator will walk your child to you. Do not approach the group. After 1:20 pm, a phone call will be made to the family. Late fees will be incurred if families are routinely late. Please call the office and leave a message if you are running behind. **If you have a baby in the car or need assistance with pick up, we will bring your child to your car with advance notice to the staff. You can call or email the staff with any circumstances.**

- Notify the office or through Kangarootime if someone other than a guardian is picking up or if they will be absent. Please share this handbook with them for guidance.
- If you are late picking up a child, contact the preschool office immediately. If this occurs multiple times, a charge of $25.00 will be invoiced via Kangarootime.

# What to bring to school

**2s**

- Water bottle and snack, labeled with name and date (licensing requirement)
- Change of clothing, rain boots (if necessary) including socks, labeled
- Two labeled disposable diapers or spare underwear if the child is using the toilet independently. (Diaper wipes are provided). Diapers are preferred over pullups, even while potty training.
- Please avoid dressing your children in overalls, belts, onesies, rompers, and other clothing/shoes that complicates diaper changing. Sneakers are preferred. No Crocs or open toed sandals.

**3s/4s**

- An extra set of seasonal clothing including socks and underwear in a zip-lock bag to be stored at school, labeled with first and last name.
- Water bottle, labeled with name and date (licensing requirement)
- Snack in quart-sized bag, labeled with name and date (licensing requirement)
- Lunch in a lunch box, labeled with name and date (licensing requirement)
- Avoid dressing your children in overalls, belts, onesies, rompers, and other clothing/shoes that complicates using the bathroom. Sneakers are preferred. No Crocs or open toed sandals.

# What not to bring to school

Do not bring toys from home, especially play guns, water guns, nerf guns, or play knives/swords. Please leave pacifiers, sippy cups, bottles, and umbrellas at home. No nuts, nut products, or nut "look-alikes". Do not send valuable items or items that cannot be replaced. The preschool is not responsible for lost or damaged items. No firearms or weapons of any shape, size, or kind are allowed in our facility at any time.

# Your child's school day

Educators thoughtfully arrange the classroom environment and daily schedule to encourage independence and reduce frustration. Children follow a predictable daily routine with their assigned classroom and teachers, helping them feel secure and confident. Using the Creative Curriculum®, teachers intentionally plan a variety of engaging, developmentally appropriate activities. Learning centers include library, blocks, dramatic play, sensory, discovery, toys and games, and art. Making independent choices throughout the day is a critical life skill that we actively support and encourage.

Children participate in daily group time, which includes stories, music, games, and opportunities for sharing. Our Conscious Discipline® approach emphasizes building a caring classroom community where children feel safe, help one another, and see themselves as valued members of a class family. This collaborative environment nurtures social development by teaching children how to treat others with kindness and respect, and how to cooperate, negotiate, make friends, and resolve conflicts.

Classes spend at least one hour each day in our outdoor classroom. During inclement weather, gross

motor play and group activities take place in the multipurpose room. Snack and lunch times provide opportunities for rest, nourishment, and connection with classmates. Teachers offer a simple blessing before meals through a short prayer, song, or poem. Families will receive weekly communication from their child's teacher via email with information about classroom themes, special events, and upcoming activities.

The Director provides support for educators by modeling Conscious Discipline language and strategies in the classroom. Once a month our preschool classes join at our School Family Gathering. This is an exciting time for all classrooms to come together to practice our breathing techniques, celebrate the monthly birthdays, and review Conscious Discipline strategies.

Pastor Beth meets with the children twice each month in the church sanctuary, and families are always welcome to attend. During chapel, children hear a Bible story, sing simple songs, and share in prayer. A note reflecting the chapel lesson will be sent home in your child's school bag. Special chapel services include a Blessing of the School Bags each September, a Christmas Chapel, and a celebratory Easter Chapel. Pastor Beth is available to families throughout the year and may be reached through the church office at 703-620-3065.

# School Policies

Our school policies are determined by our PAC board, the director, and on the advice of the UCP Pastor and the Faith Formation Director. All of our policies are subject to change when necessary.

**Admittance Policy**

- You must provide your child's original birth certificate, state child ID card, or passport to verify your child's age and identity to the office before the child can attend preschool. This is a licensing requirement and we will not make any exceptions.
- Documentation of health information, including their immunization status, on the Virgina State School Entrance Health Form is required by the state licensing office. This form must be signed by your child's health provider and be filed by 30 days of enrollment. Failure to present this form could delay your child's start in the program. If you choose not to vaccinate your child or if your child is under vaccinated, please notify the office for additional forms. We encourage all childhood vaccinations.
- https://www.fcps.edu/sites/default/files/media/forms/mch213.pdf
- Emergency contact information must be on file before your child may attend school. A minimum of two emergency contacts is required.
- The school should be informed of any special health conditions that would affect the adjustment, experience, or safety of your child.
- Your child's placement will be determined by their age on 09/30. We do not make exceptions.
    - Our educators build their lessons based on the children's interests in their classrooms each year to keep current with our commitment to play based learning.
    - Educators teach the goals of the Creative Curriculum based on the child's current age. For example, a child in a 2s classroom that turns three on 10/1/2025 will be taught the goals of the curriculum as a three-year-old.

**Afterschool Play Policy**

- Please note that UCP is not liable for injury or accidents that occur on the property outside of preschool hours. Families are welcome to use the playground after dismissal but children must be supervised by an adult at all times. Please coordinate with Ginger so we can make sure we have a key for bathroom usage. Our custodian arrives at 4:00 so please finish up your play before then.
- Do not allow children to play loudly in the memorial garden or walk on the retaining wall near the lower parking lot.
- The playground is closed at dusk.
- We also ask that you help us keep the playground safe and tidy by leaving it as you found it.

**Consistency of Staff Policy**

- Consistency helps children feel safe and ready to learn. Building strong relationships with teachers and their classmates is an important part in forming a trusting, collaborative classroom.
- Your child will remain with their assigned teachers and classroom for the entire school year.
- If there is an emergency or a staff member needs to leave for the day, we may have to combine classrooms temporarily to stay within our licensing ratios. The Admin Team will step into classrooms to allow staff breaks or when a teacher needs to assist a child in the bathroom.

**Dispute Policy**

- Questions regarding teacher/child relations should be directed first to your child's teacher. If not satisfactorily resolved, the matter should then be referred to the director, then to PAC.
- Questions and/or concerns about school operation should be referred to the director. Issues that are not satisfactorily resolved with the director are then brought to the Preschool Advisory Committee (PAC).
- Families may request to add information or questions to the Preschool Advisory Council (PAC) agenda or to the Pastor in the church office. Please do not ask PAC members to discuss confidential issues or to give individual responses to you. The committee chair will send a response to any family concerns. Our current PAC co-chairs are Paula Steinmann and Amy Millar pac@ucpreston.org.

**Behavior Policy**

- As an inclusive, Conscious Discipline school, we work to support children emotionally and physically while helping them develop the skills they need to participate successfully in our program. We view behavior as communication and focus on teaching and guiding children rather than labeling behavior as good or bad.
- When challenging or hurtful behavior occurs, educators respond in ways that protect the emotional and physical well-being of all children. Our focus is on safety, connection, regulation, and teaching appropriate skills. We do not use time-out, physical punishment, emotional punishment, or isolation as forms of discipline.
- Teachers use Conscious Discipline strategies to help children manage strong feelings and return to a regulated state. These may include breathing, active calming, staying present with the child, and using the Safe Place with a teacher. The Admin Team is available to support teachers and children whenever additional help is needed.
- Biting and other challenging behaviors are common in early childhood. Young children are still developing language, impulse control, and other ways to communicate their needs.

Teachers observe children, look for patterns and triggers, and use developmentally appropriate strategies to prevent and reduce challenging behaviors. Families will be informed when their child is involved in a significant behavioral incident.

- In situations involving serious or unsafe behavior, a family may be asked to pick up their child for the remainder of the day. The teacher and/or Director may then meet with the family to discuss observations, identify possible supports, and determine appropriate next steps.
- If a child's ongoing behavior significantly affects the safety or learning of the child or the group, additional supports may be needed. These may include a behavior support plan, consultation with the Director, collaboration with outside professionals, a referral to Child Find, additional classroom staffing, or a temporary adjustment to the child's schedule. If additional staffing is needed to safely support a child, the family may be responsible for the additional staffing cost.
- When a child is referred to Child Find or another support service, UCPP will work with the family and appropriate professionals to support the child within the preschool setting whenever possible.
- In rare circumstances, a child's enrollment may need to be paused or discontinued when the preschool is unable to safely meet the child's needs or maintain the safety of the children and staff. This may include repeated behavior that results in significant physical injury requiring medical treatment, or situations in which the preschool and family are unable to work together on a plan to support the child.
- Our goal is always to work in partnership with families. We will communicate concerns, share observations, seek appropriate supports, and make every reasonable effort to help each child be successful at UCPP.

**Child Find Eligibility and Enrollment Review Policy**

If a child enrolled at United Christian Parish Preschool is evaluated by the FCPS Child Find program and determined to be eligible for special education or related services, and the family chooses to decline or discontinue those services, the school reserves the right to reassess the child's enrollment and placement within our program.

Our preschool is a general education, play-based program and is not a therapeutic or clinical setting. While our teachers are highly skilled early childhood educators, they are not trained special education clinicians, nor are we staffed or licensed to provide the level of individualized intervention, specialized instruction, or behavioral and developmental supports that may be recommended through Child Find.

When a child is found eligible for services, this indicates that additional support is needed for the child to safely, successfully, and fully participate in a school environment. If those services are declined, the responsibility for meeting the child's needs falls solely within our general education setting, which may exceed the scope of what our program, staffing ratios, and training can appropriately provide.

In such cases, United Christian Parish Preschool must consider:

- The child's ability to safely and successfully participate in the daily program
- The well-being and learning of the other children in the classroom
- The capacity of our staff to meet the child's needs without specialized support

- The overall safety, staffing, and supervision requirements of the program

For these reasons, the preschool may determine that continued enrollment, current placement, or full-morning participation is no longer appropriate without the recommended external services or additional support arrangements (such as a privately funded aide paid for by the family). The school reserves the right to require adjustments to schedule, staffing support, or, if necessary, to recommend a different placement better suited to the child's needs.
All decisions are made with the child's best interest, safety, and long-term success as the guiding priority.

**Injury Prevention Policy**
Staff members report to the director any unsafe situations they may have discovered in the building or on the playground. For a complete listing of hazards, please refer to the Licensing Standards.
https://www.childcare.virginia.gov/home/showpublisheddocument/139/637889035196970000

Below are examples of hazards that may be reported:

- Uncovered electrical outlets in classrooms, hallways, and areas where children play
- Burnt out lightbulbs, electrical cords accessible
- Improper disinfecting procedures, unclean spaces such as bathrooms
- Broken, sharp, or age-inappropriate toys
- Small parts or choking hazards in play areas unsupervised
- Splintered wood or unsafe surfaces
- Lack of resilient surfacing on playground
- Head and/or neck entrapment on playground equipment
- Defective playground equipment
- Broken gates/door locks

Most injuries are preventable and your child's safety is our number one priority. We are committed to following our licensing guidelines by:

- Supervising staff will always ensure the care, protection, and guidance of children.
- Children will be within sight and sound supervision of staff. Walkie Talkies are used to communicate between staff members and the Admin Team.
- Perishable food will be refrigerated immediately.
- Spills or accidents are cleaned up immediately following our disinfection guidelines as defined by NAEYC,

https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/accreditation/early-learning/clean_table.pdf

- Preschool doors will be locked at all times during the school day. All staff members have door scan cards and keys in their possession at all times.
- Cleaning supplies, insecticides, and any other potentially dangerous substances will be kept in a locked cabinet out of reach of the children.

- Flies, insects, and rodents are controlled by a pest control company. Poisons will not be placed on the ground even if they are hidden.
- Temperatures in classrooms for children should be maintained no lower than 68°F and not to exceed 80°F. School will be closed if there is no heat/ac in the building.
- Portable heaters of any kind are not used unless there is an emergency. Staff members will use the manufacturers guidelines, if in use. Children are not to be anywhere near a heating device.
- Resilient playground surfacing complies with minimum safety standards when tested in accordance with the procedures described in the American Society for Testing and Materials standard F1292-99 as shown in Figures 2 (Compressed Loose Fill Synthetic Materials Depth Chart) and 3 (Use Zones for Equipment) on pages 6-7 of the National Program for Playground Safety "Selecting Playground Surface Materials: Selecting the Best Surface Material for Your Playground," February 2004, and shall be under equipment to create a fall zone free of hazardous obstacles. We replenish sand and mulch as needed to comply with these safety standards.
  https://law.lis.virginia.gov/admincode/title8/agency20/chapter780/section330/
- Wading pools are supervised by at least two staff members, not to exceed two feet in depth, and staff-to-child ratios are maintained at all times. Wading pools should be emptied and sanitized after use or daily.

**Shaken Baby /Head Trauma Policy**
We believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality childcare, and educating families. SBS/AHT is the name given to a form of physical child abuse that occurs when a child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or death.

We follow the following procedures:
**Recognizing**: Children are observed for signs of abusive head trauma which include:
- Irritability and/or high-pitched crying
- Difficulty staying awake or lethargy or loss of consciousness
- Difficulty breathing
- Inability to lift the head
- Seizures
- Lack of appetite, vomiting, or poor feeding/sucking
- Bruises on the upper arms, rib cage or head resulting from gripping or hitting the head
- Inability of the eyes to track and/or decreased muscle tone

**Responding**: If SBS/AHT is suspected, staff will:
- Inform the Director and call 911 immediately
- Contact parents/guardians
- Provide emergency care that may be required, such as CPR

**Reporting:**
- Instances of suspected child abuse in childcare are reported to Child Protective Service (CPS) , the Virginia Department of Social Services (VDSS) via

https://vacps.dss.virginia.gov/VACPSWeb/ or by calling the CPS hotline at 804-786-8536.

- Instances of suspected child abuse at home are also reported to Virginia Dept of Social Services (VDSS).

**Prohibited behaviors:** Behaviors that are prohibited include (but are not limited to):

- shaking or jerking a child
- tossing a child into the air, chair, or car seat
- pushing a child into walls, doors, or furniture

**Prevention strategies for caregivers to cope with a crying child:**

- Perform a health check to determine if they are hungry, tired, sick or need a diaper change
- Alert Admin Team.
- Hold the child close, go to the Safe Place, or take the child on a walk.
- Sing or talk to the child in a soothing voice.
- Rub the child's back, offer something soothing.
- Provide the child with a toy or other distraction.
- Call family for guidance. We do not allow children to cry for longer than 1 hour without guidance from families.

*In addition, the preschool will:*

- Allow staff members who feel overwhelmed to have a short break away from the child.
- Provide support when families are trying to calm a crying child and encourage the parent/guardian to have a break if needed.
- Alert the director for help and support. If she is unavailable, the Admin Team will respond.

**Playground Safety Procedures Policy**

Outdoor play is a fundamental part of our daily schedule and plays an important role in the development of children's overall well-being. In order for children to thrive in outdoor play, it is crucial that there be:

- Sufficient toys and equipment for children to engage in active play and that the educators engage as active participants in the play.
- Playground materials and equipment that can engage in vigorous physical play in natural outdoor space and that present manageable levels of challenge.
- Imaginative play areas that strengthen functioning in cognitive areas such as perception, attention, creative problem solving and complex thinking.
- Interesting opportunities for a reasonable degree of risk-taking.

Classes go out each day unless there is severe rain or high wind, poor air quality, or the office notifies teachers that the temperature is too low (generally below 25ºF).
Activities are set up to keep this interest center stimulating and challenging throughout the year. A variety of equipment and activities are available every day for children to use.
All staff are required to review the playground policy when starting employment, training or volunteering and annually thereafter. Staff must stay informed of all current playground requirements and restrictions. Licensing inspections are done biannually and necessary repairs are completed immediately.

**Safety Procedures followed daily:**

- The Admin Staff inspects the playground upon their arrival and before children arrive at school.

- Staff, upon arrival at the playground, also inspect and assure all gates are locked.
- Any identified hazards will be verbally communicated to the Director immediately.
- Outdoor closet door is locked at all times.
- No chemicals or toxic cleaners or materials are in a child's reach at any time.
- Both educators from each class are to be on the playground the entire time (except for escorting a child into the building because of injury or toileting needs when office staff are not able to arrive quickly enough)
- If injury happens, the office is notified via walkie talkie for support. Families will be notified by phone about any physical injury.
- Incident reports are recorded for any injury or incident on the playground and throughout our building. This allows us to track all injuries and address concerns. Reports are filed in the office for licensing.

**Playground Safety:**

- Educators review the playground rules with the children on a regular basis. Children are taught the safety rules in the very first week of preschool and are often reminded of their safety commitment.
- First Aid materials, Epi-Pens, and other helpful items are located in the Go-Bags that travel with the class.
- Epi-Pens are to be kept in locked bags inside the front pocket and kept in a shaded area.
- Emergency contact information is located in the Go-Bags and available to staff.
- Attendance sheets are brought on to the playground.
- Allergy and dietary restriction information is located in the Go-Bag.
- Children are transitioned safely with their teachers and the admin is available for help.
- Children are directed to travel to the playground in a safe manner (hands on the railing on the stairs, walking, listening to direction, etc.)
- All scarves, drawstrings or cords must be tucked inside children's clothing
- Food or snacks are to be eaten ONLY if the child is sitting with their class/staff member.
- Children must have their shoes on at all times.
- Children should always come down the slide feet first, ensuring there are no children below and never jump from the top of climber or platforms.
- Bikes must be ridden in designated areas only and helmets are to be worn when riding. Helmets are sanitized after each use.
- Helmets shall be removed before allowing children to use playground equipment

**Playground Maintenance:**

- Resilient surfacing shall comply with minimum safety standards when tested in accordance with the procedures described in the American Society for Testing and Materials standard F1292-99 and shall be under equipment with moving parts or climbing apparatus to create a fall zone free of hazardous obstacles.
- Mulch and sand are replenished as needed to be in safety compliance (usually once a year).

**Weather Policy**

- UCPP follows Fairfax County Public Schools (FCPS) weather closures. www.fcps.edu
- You may sign up through FCPS for News You Choose to receive emails or text messages about school closures and schedule changes. https://www.fcps.edu/node/47432
    - If Fairfax County Public Schools are **closed** due to bad weather, the preschool is closed.
    - If Fairfax County Public Schools have a **delayed opening**, preschool classes will begin 2 hours late. Dismissal is as usual.
    - All classes arrive at 11:15, dismiss at 1:15. Pack a hearty lunch.
    - In the event of an **early closing** by FCPS or unexpected weather, you will be notified of any change in dismissal.
- The church has a snow removal company but on rare occasions the timing and severity of ice and snow keep the snowplows from arriving in time for regular school opening. If the condition of the walkways and driveways are deemed unsafe, the preschool will cancel school even if Fairfax County is open. Families will be notified by 8:00 am whenever possible via Kangarootime and Facebook Family Page.
- Tuition will not be adjusted for cancellations due to weather or building emergencies out of our control.
- Make up classes may be considered if classes miss more than two weeks of preschool. PAC will make those decisions as needed.

**Health Policy**

- The health of the children is a combined responsibility of the school and families.
- Our health policies are created with the guidance of our licensing agent, FCPS, CDC and other local and federal agencies.
- You must do an assessment of your child's health each morning to determine if they meet the health standard of our preschool. If you have questions, call before arriving.
- If your child has any symptoms such as a fever, nasal discharge, coughing, sneezing, shortness of breath, flushed cheeks, fatigue, recurrent vomiting, diarrhea, has a communicable disease, or is not well enough to go outside or participate in play, please do not send them to school. Keep them at home until they are symptom free without medication for 24 hours.
- We ask families to consider sending children in a mask indoors as best possible when returning with resolving symptoms or recovering from RSV or COVID, if a cough is present.
- Children will be sent home if they show any symptom of illness or are unable to actively play.

**Communicable Disease Policy**

- We are advised by United Christian Parish, Fairfax County Public Schools, the Virginia Department of Health, Fairfax County Health Department, and the Centers for Disease Control regarding communicable disease recommendations.
- You are required to notify the school immediately if any member of your immediate family has COVID, RSV, or any other reportable communicable disease. A list of communicable diseases are listed here. https://www.vdh.virginia.gov/content/uploads/sites/134/2023/03/VIRGINIA-REPORTABLE-DISEASE-LIST.pdf
- This includes, but is not limited to, such diseases as COVID, RSV, measles, chickenpox, hand/foot/mouth, influenza, norovirus, mumps, and other pandemic-level illnesses as

identified by government authorities.

- COVID
  - Our staff is required to be fully vaccinated for COVID. While we do not require children to be fully vaccinated against COVID, we highly recommend all childhood vaccinations for our students and their families.
  - The preschool director will notify all preschool families if Covid or any other communicable disease is detected within the classroom and the action taken. We ask that you notify the preschool immediately if your child becomes sick with COVID, especially if they were in school that morning or the day before. It is also helpful to know if other family members have COVID so we can watch for symptoms.
  - We encourage rapid COVID home testing when COVID is suspected due to symptoms or there has been an exposure. There are tests available through preschool if needed. Contact the director.
  - See the CDC Covid/Flu/Respiratory Illness guidance on page 26.
- Hand-Foot-Mouth Disease (Coxsackievirus)
  - A person infected with the virus is contagious from the onset of symptoms until the blister-like rash disappears.
  - The child will remain home until the blisters are scabbed and not weepy, no drooling from mouth sores, fever free for 24 hours without medication, and a return to normal behavior.
- Influenza
  - The child will remain home until symptom free and fever free for 24 hours without medication, and a return to normal behavior.
- Lice
  - We do not allow children to attend school with lice, nits, or eggs.
  - Head lice continue to be one of the most prevalent communicable childhood diseases among children and outbreaks are possible whenever and wherever children gather.
  - Screen your child regularly and notify us immediately if head lice or their nits (lice eggs) are detected. Working together helps protect all of the children, including your own.
  - If your child has lice, please keep them at home until they are treated and nit free.
- Norovirus
  - The child will remain home until fever free for 24 hours without medication, no vomiting or diarrhea for 24 hours without medication, and a return to normal behavior.
  - Norovirus is highly contagious. Do not send your child to school if you suspect they may be coming down with this virus. Notify the office if the child was in class on
  - the day of onset (after returning home).
- RSV
  - A doctor's note is required for return. The cough can last for several weeks.
  - The child will remain home until fever free for 24 hours without medication, a reduction in cough, and a return to normal behavior.

- The child will be asked to wear a mask inside until the cough is gone, as best possible.

**Medicine Administration Policy**

- If medications must be administered to the child during the school day or if an auto-injector, such as EpiPen, or other medication needs to be kept on hand for an emergency, obtain the necessary forms from the preschool office.
- Please give medications and forms directly to the office staff. Only staff members trained and certified by the Virginia Department of Health will administer medication. Medicine Administration Training Certificates are available for families in the office upon request.

# Tuition Obligations, Late Fees, Withdrawals

**Tuition**

- The Preschool uses a software program called Kangarootime for billing and managing your family's and child's account information.
- The easiest and most convenient way to access Kangarootime is through the parent app called KT Connect and can be downloaded from the Apple App Store or Google Play Store.
- Monthly tuition is invoiced and can be paid through the Kangarootime app via ACH, debit/credit card (fees apply), personal checks, or cash in the preschool office. Payments sent from automated bill payers are welcomed.
- The Kangarootime app charges a convenience fee of 3% per debit/credit charge (charged at time of payment) and a $2.00 fee for ACH payments (appearing on the following month's tuition statement).
- Personal checks are to be made payable to United Christian Parish Preschool and mailed to United Christian Parish Preschool, 11508 North Shore Dr., Reston, VA 20190, Attention: Finance. Payments may also be sent in your child's school bag.
- Log on to Kangarootime via web browser to get invoice details and more features than the mobile app offers.
- June 2027 tuition is due June 1, 2026, or one month after enrollment. September tuition and program fee are due Sept. 1. Tuition payments are due on the first of each month.
- You may pay for the entire year or multiple months at any time.

**Late Fees**

- Tuition payments received 5 days past the due date will incur a $25 late fee charge via Kangarootime. A $25 fee will also be charged for checks returned for insufficient funds.

**Financial Challenges**

- If unexpected financial problems arise, please contact the office or director before the due date, and every effort will be made to help accommodate the situation.
- Partial scholarships are available for families seeking financial assistance until the fund is depleted. Applications for scholarships can be made anytime during the school year.
- If a child is awarded a scholarship, the preschool reserves the right to reevaluate financial need after three months.

**Unexpected Closings**

- If the school is closed temporarily for health precautions, weather conditions, or reasons beyond the control of the school, tuition will continue to be charged.
- Days missed due to the above conditions may be made up at the discretion of the Preschool

Advisory Committee. If the school is closed indefinitely following FCPS recommendations or due to pandemic or other catastrophic reasons, the preschool will move to a virtual or hybrid option to best serve the health and welfare of our population. The monthly tuition fee will be adjusted.

**Withdrawals**

- If a child is withdrawn from preschool, a thirty-day written notice must be submitted. Families are responsible for tuition payment for that thirty-day period.
- If thirty-day notice is not given, tuition will be charged for thirty days from the date the child's withdrawal is known.
- The June 2027 tuition payment, which was paid in advance, is not refundable if the child is withdrawn after January 1.
- If a child does not attend school temporarily because of illness, family vacation/trip, or other personal reason, tuition payments must continue to hold the space in the class.
- If the child is withdrawn from the school (for example, taking an extended trip) and then requests enrollment later in the same school year, a $50 re-registration fee is charged.
- The preschool reserves the right to request the withdrawal of any child for any cause deemed sufficient by the director and the PAC.

# The ABC's of UCPP

**Absences**

- Please report absences through Kangarootime. You may also call the preschool office when your child is absent and leave a brief message about the nature of absence or illness if your child is sick.
- Educators do not check their email during the school day. If you need to message your teacher between 7:30am-1:30pm, call the preschool office. 703-437-1127

**Program Fee**

- The program fee of $150.00 is charged per child with the first month's tuition to cover added expenses for additional school activities and special events.

**Backpacks/Tote Bag**

- Toddlers may use the UCPP tote bag they receive at the beginning of the school year.
- 3s and 4s will use a one compartment, zippered backpack.
- Check your child's bag daily for flyers and communications from staff.
- Make sure your child's bag has their first and last name written in BIG, BOLD letters.
- Backpacks/tote bags should be cleaned regularly.

**Birthday Celebrations**

- You may provide a nut-free birthday snack for your child's class, scheduled in advance with your teacher. Fruit or all-fruit popsicles are strongly encouraged, due to allergies. Commercially prepared foods in store packages with ingredient labels are preferred over homemade.
- Your child's birthday will be celebrated at the monthly School Family Gathering.

**Building Security**

- Preschool doors and areas that the children access are kept locked. Please ring the doorbell for admission.
- Security cameras are in place to monitor and record activity at Door 1 and Door 7.

- Staff carry walkie talkies to communicate with one another the entire school day. At least one teacher carries a cell phone during the school day.

**Change of address and/or telephone numbers**

- Notify the preschool office of any change of address or phone numbers (including work and cell phone numbers) and allergies as soon as possible.
- You are encouraged to update your information via Kangarootime at any time.

**Conscious Discipline**

- All staff members have received training in Conscious Discipline. The director is trained in the extensive training, CD1.
- This remarkable, science-based program in brain development teaches self-regulation and emotional literacy. These skills allow children to participate successfully in a class family.
- For more information about the program, please go to www.ConsciousDiscipline.com or schedule time with the Director.

**Conferences**

- Teacher conferences with families are scheduled for Nov. 2 or 3. The preschool is closed. Your teacher will coordinate day/time with you.
- Conferences can be in-person, by Zoom, or by phone. Adults only. Childcare is not available.
- Appointments for the 15-minute conferences are made in advance with your teacher.
- Families may request additional conferences with the teacher or director at any time by appointment.
- Although the conference is commonly thought of as a time for educators to share with families how the child is doing in school, it is also a time for families to share their goals and aspirations for their child. This useful information will help everyone work together for the child's benefit.

**Child Find (Early Childhood Identification and Services, ECID&S)**

- If educators have any reason to believe that your child's success in school is affected by any developmental factors, they may recommend you call Child Find, Bull Run Center at 703-456-2200.
- Families will be sent questionnaires to complete and may be asked to bring their child for a developmental screening at one of the FCPS Preschool Diagnostic Centers. If the screening indicates a need for further testing, families are encouraged to participate in that testing. Child Find services are free.
  https://www.fcps.edu/registration/early-childhood-prek/early-childhood-child-find
- If Child Find is recommended by the teacher and families are reluctant to take steps to help the student succeed in the classroom, a meeting with the director and the family will be organized to discuss next steps.
- Any child who has an IEP (Individual Education Plan) will be supported by the preschool educators as advised by the child's case manager.

**Clothing**

- Clothes should be durable, casual, and washable. School activities involve messy play. Expect your child to get dirty.
- The preschool is not responsible for clothing that may become soiled or stained.
- Children must wear well-fitting shoes appropriate for outdoor play. Sneakers are preferred and recommended. No open-toe sandals, slippers, Crocs, or flip flops.
- We will go outside daily so please dress your child accordingly. During the winter months, send labeled coats, boots, hats, and mittens. Rain boots can be kept at school, if desired.

- All removable clothing should be clearly labeled with your child's first and last name.
- Spare clothes will be requested by teachers to keep them at school.

**Communication**

- Educators provide weekly newsletters via email.
- Director provides a monthly newsletter to families for policy and calendar updates.
- The preschool website, ucppreschool.org, has resources for both current and new families.
- Kangarootime is used to notify families of school wide announcements, calendar changes and emergency situations.
- Please join our private Facebook UCPP Family Group https://www.facebook.com/groups/UCPPFamilyGroup

**Confidentiality**

- Staff members are trained in keeping all personal information about your child and family confidential and are required to sign a confidentiality policy.
- We ask that you do not share personal information about children that you may observe.
- Do not post photos of other children on your social media pages without expressed permission.
- Child files containing previous progress reports, health forms, emergency forms, IEPs and copies of significant correspondence are kept in a locked drawer in the preschool office.
- Emergency contact information is kept with a designated person (off site) and in the classroom Go Bag, which is either in a locked room or in educators' possession. Administrative staff, the child's educators, and VDH licensing specialists have access to the file.
- Child Find and other consultants may view contents of a child's file only when guardians have given permission. Child Find personnel share information related to a child with preschool staff only when guardians have given permission for this to occur. Families or legal guardians may view their own child's file unless parental rights have been revoked by the court.

**Curriculum and Assessment**

- The preschool uses Creative Curriculum®, a research-based, developmentally appropriate curriculum. Staff members are engaged in continued training and implementation of the curriculum. Goals of the curriculum are included on Page 27
- Our assessment program, Teaching Strategies Gold, coincides with Creative Curriculum. Educators and assistant educators are trained to observe children in their normal classroom setting and record observations. These observations occur continually throughout the year. The director or other educators may also observe children in their classes.
- Staff members use the information gained from observations for several purposes:
    - Planning for individual and class activities
    - Discussing the child's development with families
    - Helping to make decisions regarding special instructional needs
- Families should inform the teacher if they have developmental concerns that they want specifically observed. Educators plan activities based on the interests, needs, and development level of the children. These observations help educators plan accordingly based on the children in the classroom.

**Emergency Procedures**

- Staff are trained in emergency procedures at staff trainings, teacher workdays, and throughout the school year.
- First aid kits and emergency crisis supplies are always kept within the classroom and in the

class Go-Bag.

- The educators use walkie-talkies to communicate with office staff whenever necessary.
- Make it your practice to turn on your phone ringer during the school day.
- Educators are trained to scan classrooms and playground areas for safety hazards daily.
- Children participate in monthly fire drills and a variety of emergency drills yearly, including tornado, intruder, and earthquake. These drills are not in any way scary or unpredictable and are used to learn the language needed to relocate safely.
- The UCPP Emergency Plan covers emergency incidents such as fire, gunfire, bomb threats, intruders, tornadoes, etc. This plan is available for families to read upon request.
- In case of a serious crisis, as with other procedures, the preschool will follow Fairfax County Public School's crisis plans and release schedules.
- If it becomes necessary to evacuate the building, we will relocate to Lake Anne Elementary Families will receive a notification through Kangarootime or One Call Now.
- If there is an area-wide crisis that requires us to remain inside the building and it becomes obvious that many families will be coming to pick up their children, we will ask that families park in our parking lot and children will be brought to you by a staff member. It is very important for you to keep phone lines open. Do not call the school. You will be notified of status as soon as possible and when to pick up your child. We will make emergency announcements via Kangarootime.

**Face Masks for Respiratory Illness Protection**

- If you would like your child to mask at preschool, disposable, KN95/N95 masks are recommended. We do not provide masks.
- All families will be supported with whatever decision they make regarding masks. Children will not be made to feel different in any way with the family's choice of masking.
- These policies are subject to change at the discretion of the director, guidance from PAC, and health authorities. The safety of our staff and our students is our top priority.

**Fundraisers**

- The Family Group coordinates several fundraising opportunities throughout the school year to support our school community. These include a book fair benefiting the school library and a silent auction that supports the UCPP Scholarship Fund.

**Handwashing**

- All children will wash their hands with soap and water upon arriving at school, after using the bathroom/diapering, prior to going home, and as necessary during the school day.
- Hand sanitizer can be used if needed with adult supervision. Staff will keep sanitizers locked and out of reach of children.
- Families can help their children by making sure they follow proper procedures for hand washing:
    - Wet hands
    - Add soap and lather for at least 20 seconds
    - Rinse
    - Dry hands
    - Use the paper towel to turn off the faucet.

**Kangarootime**

- Please download the KT Connect App from the Apple App Store or Google Play
- Apple Devices

- Android Devices
- Kangarootime is primarily used for billing, parent and child account information and emergency announcements.
- Parents are encouraged to report absences through KT Connect.
- All families are asked to download the app to their cell phone and accept the invite sent at enrollment.
- You must add a photo of your child and family members in the system for identification purposes.
- You can also make changes to information by using a web browser.

**Lunch and Snack**

- 3s and 4s have lunchtime built into their schedule.
- If there is interest, the 2s can stay for lunch for an additional fee starting in October.
- Label lunch and snack bags with your child's name and date. This is a licensing requirement.
- Do not send heavy ice packs, large lunchboxes, and/or heavy oversized water bottles.
- Do not bring any nuts, peanuts, peanut butter, or peanut butter "look-alikes" into the building (like Sunbutter).

**Mabel's Labels**

- Mabel's Labels sells high quality labels and is a year-round fundraiser that supports our scholarship fund.
- All personal items must be labeled per licensing requirements.

**Nut-Free Facility**

- UCP Preschool is a completely nut-free school.
- Do not bring any nuts, peanuts, peanut butter, or peanut butter "look-alikes" into the building.
- You will be notified of any specific allergies in your child's classroom (not identifying the child).

**Office Hours**

- The preschool office is open Monday through Friday 8:30am-1:30pm
- Our school year calendar reflects FCPS and is released each spring.
- Summer office hours are Wednesdays from 9:00 am - 12:00 pm.

**Outdoor Play**

- We go outdoors every day unless there is severe rain, high winds, icy conditions, air quality alert, or real feel temperatures below 25° F. If you do not want your child to play outside due to weather, please keep them at home as we do not have staff to monitor them separately from their class.

**Personal Items**

- The preschool is not responsible for any loss or damage by bringing personal or valuable items from home.
- Label any items brought to school with first and last name, including snack and lunch boxes.

**Playground Playdates**

- During the summer, you may bring your child to play on Wednesdays through July-August.
- Times to be determined and subject to change.

**Potty Learning**

- Children in the 2s classrooms are not expected to be potty trained at any time during the school year. Educators will support the child and family when they decide to start the journey of potty training. We do not potty train at preschool.

- Children in 3s/4s classes are encouraged to use the toilet independently.
- Independently potty-trained means that the child can stop playing, initiate the trip to the bathroom, pull pants up and down, and wipe independently.
- We understand this is an important developmental journey and know that occasional accidents will happen. Our staff is available to discuss with you any toileting approaches.

**Progress Reports**

- Families receive written progress reports about their child's development in February and June. Families may reach out for a conference with the teacher to discuss the report.

**Registration Fee**

- A registration fee of $100 is required at enrollment and is non-refundable.
- If a child is on a wait list and a spot is not available, the fee will be refunded.

**Speech and Hearing Screening**

- Fairfax Health Department provides free hearing and speech screenings for recommended children in December.

**Vision Screening**

- We provide free vision screening for all children, once a year through the Lion's Club.

**Volunteering**

- We have many volunteer opportunities available such as classroom helper, closet organizer, restocking books, fundraiser organizer, playground maintenance, etc.
- Inquire at the office anytime during the school year.

**Visiting Preschool**

- We welcome visits to our preschool! We ask for you to coordinate the visit with the office.
- Families of children who are not enrolled in the preschool should make an appointment with the office to tour the school.
- If a meeting with the teacher or director is desired, an appointment can be arranged so that classroom time will not be interrupted.

**Water Bottle**

- A water bottle, labeled with name and date, for your child's use throughout the school day is recommended. Water will be refilled as necessary. Please do not send any other beverage.

# Supporting the School

- Join our Family Group, which provides opportunities for families to connect with one another, support school activities, and serve the community. Meeting announcements are shared through the Kangarootime newsletter and the school Facebook page.
- Join the UCPP Facebook Family group https://www.facebook.com/groups/UCPPFamilyGroup
- Participate in classroom activities led by your child's teacher.
- Support the school through Dining for Dollars and other fundraising opportunities coordinated by the Family Group.
- Link your Harris Teeter VIC card each August to support the school through the Together in Education program (Code 5474):. https://tie.harristeeter.com/together-in-education
- Make tax-deductible monetary donations to support the preschool, especially the UCPP Scholarship Fund. Checks should be made payable to United Christian Parish Preschool and

marked “Donation.”

- Each September, educators share an Amazon Wish List for classroom and program needs. These donations are tax deductible, and a letter of receipt from the Director will be provided.
- Volunteer for campus projects such as playground clean-up, classroom support, and other special tasks. Please contact the office for more information.
- Share your gifts and talents! Families are welcome to present special skills, interests, or professions to their child’s class or to the school community.

# SNACK/LUNCH GUIDELINES

Below is a list of suggested food items for your child’s snack and lunchbox.

- Our school is completely **NUT FREE** and we do not allow “look alike” peanut butter products (such as Wow Butter or Sun Butter).
- Label the snack bag, lunch box, and water bottle with **FULL NAME AND DATE** each day. This is a licensing requirement.
- Please do not send items that need refrigeration or heat.
- The children will bring a labeled water bottle and we will refill as needed
- Do not send juice boxes or other drinks.
- Do not send food that has a very strong smell/odor, as some children are sensitive.
- Snack must be packed separately from labeled lunch box.
- If your child forgets their snack or lunch, we will provide crackers and applesauce.
- You will be notified of any classroom allergies. We ask that you keep those allergy foods at home to keep the classroom as safe as possible.

VA Licensing suggests two nutritional options from the list below. If you have any questions concerning snack, please contact your teacher or the office. 703-437-1127

**FRUITS/VEGETABLES**

Fresh cut fruit, cut into safe, easily chewable, bite sized pieces
Whole fruit, such as apples, bananas, clementines, pears, etc. that children can bite easily
Fresh vegetables, cut appropriately and safe to chew. Avoid hard, stringy vegetables such as carrots or celery
Apple sauce pouches
Raisins or dried fruit

**GRAIN**

Crackers, whole grain, Triscuits, Ritz, Goldfish, etc.
Graham crackers, animal crackers
Nutritional/cereal bars
Rice cakes
Puffed corn without a kernel, such as Pirate Booty
Easy to chew pretzels, not hard

If your child is celebrating a birthday and you would like to provide a snack for the class, consider fruit, a popsicle, or a favorite snack. Coordinate with your teacher for that special day so classroom allergies can be identified.

# Respiratory Viruses, Including COVID-19, Influenza (Flu), and Respiratory Syncytial Virus (RSV) Policy

# (For Staff and Children)

The health and well-being of our students, staff, and families is a shared responsibility of the preschool and our families. We ask everyone to help reduce the spread of illness by keeping children and staff home when they are too sick to participate comfortably in the school day.

The Preschool Director will notify families when a communicable disease is directly connected to a classroom and will communicate any appropriate actions taken by the preschool. Families are required to notify the preschool immediately if a member of their immediate family or household is diagnosed with a reportable communicable disease after attending school.

Our respiratory illness guidelines are based on recommendations from the **American Academy of Pediatrics (AAP)** and its guidance for childcare and schools.

**When to Stay Home**

Children/staff should remain home when they are not well enough to participate comfortably in the normal activities of the school day or when their illness requires more individual care than staff can reasonably provide while maintaining the health and safety of the other children.

**Because UCPP is a play-based preschool, a child's ability to participate comfortably in play is an important consideration. If a child's symptoms interfere with the child's ability to play, participate in classroom activities, or enjoy the school day, the child will be sent home. If a child's symptoms interfere with the ability of other children to play, learn, or participate comfortably, the child will also be sent home.**

Examples of symptoms or conditions that may require a child/staff member to stay home include:

- Fever associated with respiratory symptoms;
- Difficulty breathing or other signs of significant illness;
- A persistent or uncontrolled cough that prevents comfortable participation;
- Significant fatigue, discomfort, or difficulty participating in normal activities;
- Vomiting or diarrhea, as outlined in the preschool's general illness policy; or
- Any illness or symptoms that prevent someone from comfortably participating in the normal school routine or significantly interfere with the experience of other children.

**Returning to School**

A child/staff member may return to school when:

- They have been **fever-free for at least 24 hours without the use of fever-reducing medication**;
- Their symptoms are improving;
- They are well enough to participate comfortably in the normal school day; and
- They can participate without requiring more individual care than staff can reasonably provide.

A negative test for COVID-19, influenza, or another respiratory virus does not, by itself, determine whether a child can attend school. The person's symptoms, ability to participate, and overall well-being will be considered.

Please remember that respiratory viruses can continue to spread even after symptoms improve. Families are encouraged to practice good hand hygiene, cover coughs and sneezes, and take reasonable precautions to reduce the spread of illness.

If a child/staff member relapses or develops a fever again after returning to school, they should remain home until the return-to-school criteria above are met.

For additional information, you may refer to the American Academy of Pediatrics' guidance on infectious diseases in childcare and schools.

## *38 Creative Curriculum®* Objectives for Development & Learning

## Teaching Strategies Gold

**Birth to Age 6**

### Social-Emotional

1. Regulates own emotions and behaviors
2. Establishes and sustains positive relationships
3. Participates cooperatively and constructively in group situations

### Physical

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross motor manipulative skills
7. Demonstrates fine motor strength and coordination

### Oral Language

8. Listens to and understands increasingly complex language
9. Uses spoken language to express thoughts and needs
10. Uses appropriate conversational and other communication skills

### Cognitive

11. Demonstrates positive approaches to learning
12. Remembers and connects experiences
13. Uses classification skills
14. Uses symbols and images to represent something not present

### Literacy

15. Demonstrates phonological awareness
16. Demonstrates knowledge of the alphabet
17. Demonstrates knowledge of print and its uses
18. Comprehends and responds to books and other texts
19. Demonstrates emergent writing skills

### Mathematics

20. Uses number concepts and operations
21. Explores and describes spatial relationships and shapes
22. Compares and measures
23. Demonstrates knowledge of patterns

### Science and Technology

24. Uses scientific inquiry skills
25. Demonstrates knowledge of the characteristics of living things
26. Demonstrates knowledge of the physical properties of objects and materials
27. Demonstrates knowledge of Earth's environment
28. Uses tools and other technology to perform tasks

### Social Studies

29. Demonstrates knowledge about self
30. Shows basic understanding of people and how they live
31. Explores changes related to familiar people or places
32. Demonstrates simple geographic knowledge

### The Arts

33. Explores the visual arts
34. Explores musical concepts and expression
35. Explores dance and movement concepts
36. Explores drama through actions and language

### English Language Acquisition

37. Demonstrates progress in listening to and understanding English
38. Demonstrates progress in speaking English