

# COUNTRY WOODLAND SCHOOL

## OUR PHILOSOPHY

Childhood is a time of wonder, curiosity, and investigation. We feel that all preschool experiences should be successes. Successes raise self-esteem, and a positive self-image is the most important asset we can help your child achieve.

*-Mildred W. Frazier, Founder*

A Child's Place, Inc. does not discriminate on the basis of sex, race, religion, or ethnic origin in admission, administration of its educational policies and the enforcement of enrollment policies.

## OUR STAFF

A school is only as good as its teachers, and we are proud of ours. Our center is staffed with well-qualified, caring people who enjoy working with children. Our teachers and aides have considerably more training than is required by the State of Virginia. Some are college graduates, while others are currently enrolled in a college curriculum. Before hiring, the background and references of each applicant is carefully checked. Every employee of the school must have a criminal record check by the State of Virginia.

## COMMUNICATIONS

Good communication between parents and the school is essential in order for the children's needs to be met and for the school to function as well. We have several ways of communicating with you:

- Our preschool teachers make use of naptime to write daily reports for the children. These are put in your child's cubbie, for you to pick up every afternoon. This "nap slip" tells you how your child ate, slept, and what activities he or she enjoyed during the morning, and any memorable moments or special problems that occurred.
- Our newsletter informs you about staff members, upcoming events and special activities, and the monthly theme. The newsletter also includes a school calendar with reminders for field trips, class events, and school holidays. Please read these carefully, we would not send them without a cause and a need for your attention.
- Please check the bulletin board for daily announcements and reminders.
- Our Web Site [www.countrywoodland.com](http://www.countrywoodland.com) is another useful tool to keep up with what is going on in the school.
- If your child receives a bruise, cut or other small injury, the teacher or aide who sees the accident will fill out an accident report. This report will be signed by the acting Supervisor. The report will consist of the date, time, circumstances of accident or incident, and treatment. The parent will receive a copy of the accident or incident report at time of pick-up.
- If you would like to speak with your child's teacher, please contact the office and we will make arrangements for a conference or phone call. Progress reports will be sent home semi-annually and a conference will be scheduled twice a year to discuss your child's progress.
- The Director or Assistant Director is always available. We are here to answer your questions, take messages for the teachers, or discuss your child's progress.

At different times throughout the year we have programs and class parties in which we hope that you will be able to join your child for an afternoon of fun. Of course parents are always welcome to visit their child's classroom at any time with or without an appointment.

Please let your child's teacher or someone in the office know of any significant changes to your child's routine or living situation. Young children react to changes at home with changes in behavior. Often they cannot tell us with words what is bothering them. They show their discomfort by crying, hitting, backsliding on toilet training, etc. If we know what your child is reacting to, we can be more understanding and respond more appropriately to your child's behavior. Thanks for helping us to keep these communication lines open.

## *HOURS OF OPERATION*

We open at 7:00am and close promptly at 6:00pm. All children must be picked up by that time. We are closed as noted in our registration letter and annual calendar. Of course, if you are late someone will remain with your child. A late fee of \$15.00 will be charged for the first 15 minutes, or any portion thereof if your child is here after we have closed at 6:00 pm. There will be a charge of \$1.00 for each additional minute you are late after the initial 15 minutes. At 7:00, if no contact has been made with the parents or an emergency contact, 911 and social services will be called.

## *TUITION AND FEES*

Tuition is charged weekly and payable by Wednesday of each week. A tuition week is Monday-Friday. The school will be closed on holidays listed on our annual calendar. Your tuition remains the same regardless of holidays, vacations, illness, snow days, or other acts of nature or man made. A delinquent charge of \$15.00 will be assessed if the payment is not received by Wednesday of each week. If the bank returns a check to us, your account will incur a \$30.00 fee.

## *WITHDRAWAL AND DISENROLLMENT*

A two-week written notice must be given before disenrolling a child. Regular tuition charges apply to this two -week period. Two week written notice is required for withdrawal of your child for any reason, or parents will be charged for that period. If you withdraw your child you cannot re-enroll your child for at least 30 days. A new enrollment fee and activity fee will be required when you re-enroll your child.

Examples of possible disenrollment of your child, may include, but are not limited to, acts or threats of violence, unresolved differences with a parent or a child, or non-payment of fees. Every effort to resolve conflicts will be made, however, should disenrollment be the final outcome, the Director and Executive Administrator, make the decision.

## *HOLIDAYS*

Please see our annual calendar.

## *SNOW AND EMERGENCY CLOSINGS*

**We are CLOSED if the Federal Government is closed.**

**If the Federal Government remains open- We will do everything possible to remain open.**

- If **liberal leave** is granted to Federal Government employees, you should receive notification by our new “**One Call Now**” system if the center is closing for the day or if you have any questions please call the center answering machine. If the Federal Government releases its employees early, all centers will close as quickly as possible and you will be notified by the automated call system or by email to pick up your children. A report is issued by “One Call Now” verifying that all parents have been contacted.

- If the Federal Government report time for their employees is delayed or Fairfax County Schools are closed, our opening hours will change you will receive a call or email about the opening time of the center.
- In a weather emergency if you have not received an automated call or email by 6:30 am please check the center answering machine for a message about closing or our web site.

**If Fairfax County Schools are closed, the centers will not open before 9:00 AM.**

1. A final decision about the **closure** of the centers for the day will be made and put on the center’s answering machine or sent out by the automated system no later than 6:30 AM. Should Fairfax County Schools be closed two consecutive days, our centers will make every effort to open on time the second day. **“One Call Now”** will notify all parents about the opening time for the second day. Notices will also be posted at the centers.
2. If Fairfax County Schools have a delayed opening, schools will open on time. In the event of a situation where circumstances are beyond our control and we would have to open late you would be notified by the automated calling system.

All schools are equipped with emergency supplies and have emergency procedures in place to follow should it become necessary. Please make certain you have the phone number of your child’s center. We also ask if your work, cell, or emergency numbers have changed, that you update them with the office.

If the power or water is out at the center at 7:00 AM, the center will remain closed for the entire day. If the power should go out during a storm, the center will contact parents and will close immediately. This is a licensing regulation.

***ADMISSION***

Country Woodland is open to boys and girls of all races, religions, and nationalities. Ages of acceptance are from 8 weeks to 5 years. If we do not have space available, we will gladly put your child on our waiting list. Before a child is put on the waiting list or enrolled, we recommend one or both parents personally visit the school with your child. To be enrolled, your child will need:

- A registration form completed and signed by a parent or guardian.
- Payment of the registration fee.
- Proof of child’s identity and age. (I.e. certified copy of birth certificate, notification of birth, baptismal record.)
- A health form, included in this packet, completed by your child’s doctor.
- An Emergency Medical Form provided in this packet.
- An extra set of clothes-pants, shirt, socks, and underwear for the use in the event of toileting accidents, spills, etc... (Please clearly mark all items with child’s name.)
- Copy of custody agreement, if applicable.
- An annual update of your child’s records will be required by the center. This is to ensure accuracy of your child’s records.

***REGISTRATION***

The attached forms are necessary for registering your child at Country Woodland School. Before your child may attend school, the registration application, enrollment agreement, emergency medical authorization, proof of identity, and the immunization section on the green school entrance physical examination form must be completed. The school entrance physical examination form must be completed within 30 days of enrollment.

Should you have any questions regarding the forms, please contact the office at Country Woodland School.

## ***REGISTRATION FEE***

A program registration fee will be collected prior to enrollment for both the fall and summer sessions. All students will submit new registration forms with these annual fees. Infants 8 weeks-12 months, are required to have two weeks deposit on account along with a registration fee prior to enrollment. This is a one-time registration fee until the child turns 12 months. At which time, standard policies and procedures apply. These non-refundable fees will guarantee your child's placement in Country Woodland School.

## ***CLASSROOM AND NAP MAT FEES***

At the time of enrollment, each family is required to pay a non-refundable \$90.00 class fee per child. This fee will be used to fund any classroom materials, field trips, and special events, such as visiting theater groups. Parents will be notified prior to a field trip or event. This method ensures that all children may participate in scheduled events, and that teachers do not need to collect/track money from individual students.

An additional class fee will be required upon enrollment in the summer program.

Also at the time of enrollment, a \$50.00 fee is required for a nap mat. Each child will receive their own mat, which has an attached blanket and pillow, and a Country Woodland School bag to carry/store the mat. This mat must be taken home for laundering on Fridays and returned to school each Monday. Infants are not required to pay any activity fees or nap mat fees, until the age of 12 months.

## ***HEALTH FORMS***

A certificate from your child's doctor, including immunization record must be in our files in order for your child to attend. This is a State of Virginia licensing requirement. Proof of updated immunizations is required. Approved forms are included in this packet. Please help us avoid preventable problems by alerting us to any chronic ailments, allergies, or food sensitivities that your child may have. Have your pediatrician note these on your child's health form.

## ***EMERGENCY MEDICAL FORMS***

This is one of the most important things that you can do for your child's protection. This form must be completed before you your child may be registered. Please keep all phone numbers and contacts current. This form is always available should an emergency arise. These forms go along on any fieldtrip your child may attend.

# ***POLICIES AND PROCEDURES***

## ***DROP OFF AND PICK-UP POLICIES***

Parents are required to bring their children into the building upon arrival (or to the playground, if the children are playing outside) to insure that the proper staff member meets them. This is the most pleasant way for your child to begin the school day. Sign in and sign out sheets are located in your child's classroom. Please sign your child in and out of the Center daily.

When you pick up your child from the playground, or the classroom, please speak with one of the caregivers in charge and then pick up the artwork, daily report, and any other papers in your child's cubbie. Remember that your child has looked forward all day to showing you his or her "work".

Please remember that we will release your child only to those people listed on your registration form. If for any reason someone not listed on your form must pick up your child, please notify the office in advance. Whoever picks up your child will be required to show ID.

Parents of infants only, no siblings, are permitted in our infant room. This is for health and safety reasons. We ask that children are not retrieved from the playground using the rear infant door. This is also for health and safety reasons.

Please be careful when using the parking lot. You can never tell when a child may dart away from a parent and run in front or back of your car. With their safety in mind, please drive slowly as you approach the school. Also, for safety reasons please turn off your engine while your car is parked.

## *STUDENT VACATION POLICY*

After one year of attendance, one-week vacation credit for children will be authorized. Any vacation exceeding one week will be charged at the full weekly tuition rate. If the vacation week is not used, it cannot be held over until the following year. Also, a vacation week cannot be used early or "borrowed" against a future vacation week. Individuals not wishing to pay may withdraw for more than one week but will not have their position retained. They will be placed on a waiting list and must register as a new enrollee when they return and pay all applicable fees. Vacation credits may not be applied if the child is in attendance for any portion of the vacation week. Vacation year is determined from the date of enrollment.

## *ABSENCES*

When it is necessary that a child be absent for any reason, it is requested that you call our office by 9:00 am to report the absence. No reduction in tuition is allowed because of absences due to illness or otherwise.

## *HEALTH AND WELLNESS POLICY*

Our goal is a school full of healthy children. We can come close to achieving this goal if parents and staff work together. Our staff members practice and teach good health habits, such as hand washing before meals and after toileting. We ask that parents do their part by keeping ill children out of school. We know that unplanned absences from work mean hardship for many parents. We recommend that you have a relative, baby-sitter, or friend lined up for backup care when your child is ill.

Several of our staff members have training to screen children for signs and symptoms of communicable disease. Screening is done in the morning as the children arrive, as part of our normal greeting procedure. If a child has a temperature over 100 degrees or other signs of communicable illness (such as, but not limited to; Diarrhea or vomiting, unidentifiable rash, etc.) while at school, we will make the child comfortable, separate him or her from the other children, and call the parent to pick-up the child immediately or at least within the hour of being contacted. If a parent cannot be reached the staff will attempt to call the emergency contact persons listed in your child's file. A child with the above mentioned symptoms must remain home for a minimum period of 24 hours. The child may return to school once he/she has been free of fever of 100 degrees or higher, (without the use of fever reducing medication) diarrhea, vomiting, or any other symptoms of communicable disease after 24 hours or sooner if accompanied by a doctor's note stating he/she is not contagious and is well enough to participate in all activities including outdoor time. Lice will require proof of treatment before returning to

school. Pink eye, ring worm and other circumstances may require a doctor's note before your child may return to school. We ask that if your child has these symptoms at home you abide by the same policies. This reduces the risk of your child passing on an illness or virus to other children. When your child is excused early from the Center due to illness, you will receive an Early Pick-Up Form, which is to be signed by the parent/guardian and acting supervisor, explaining the reason for dismissal and when the child may return to school.

When a child at the Center has a contagious illness, a notice will be posted so that you may watch for symptoms in your own child.

If your child is exposed to a communicable illness, as defined by the State Board of Health, such as by someone in their household, it must be reported to Country Woodland School within 24 hours, or the next business day. Any life threatening diseases must be reported immediately.

Please make sure the information on your child's registration form is up to date so we can reach you if your child becomes ill or injured. If the school is unable to contact you, the other people listed on the registration form will be called. Please list people who will know your whereabouts or who could pick up your child if you cannot be reached. If your routine changes, please stop by the office and leave a number where you can be reached for that day.

## ***MEDICATION POLICY***

Medication (this includes over the counter and prescription) will not be administered by Country Woodland Staff. Parents/legal guardians may come to the school at any time during the day to give their child medication. EXCEPTION: Life sustaining medication, as determined by the ADA (Americans With Disabilities Act) will be administered with appropriate paper work filled out by a doctor and a parent/legal guardian. Country Woodland staff, accordingly trained as determined by the state of Virginia, will be permitted to administer life sustaining medication. A log book will be kept of all medications administered at Country Woodland School. All medication must be taken home when the authorization form or actual medication expires.

Diaper rash ointment, sun screen and insect repellent may be applied to your child with written parent authorization. Forms are available in the office. You would need to supply the actual ointment in its original container, labeled with your child's name. Teachers will apply these ointments and/or repellents. Children will not be permitted to apply to themselves. The application of diaper rash cream and insect repellent will be documented each time and then kept in your child's file. All ointments/repellent must be taken home or disposed of once expired.

Please leave any and all life sustaining medicine/ointment with a staff member. Under no circumstances may the child retain possession of any medication once he/she comes under the supervision of Country Woodland School. We will make sure it is stored in a locked cabinet, refrigerator or other acceptable area not accessible to the children. If all of the above instructions are not followed, the medication will not be given or ointment/repellent applied.

**THERE WILL BE NO EXCEPTIONS TO THE ABOVE POLICY.**

## ***DISCIPLINE POLICY***

School rules defining limits and expected behaviors are made with the children's ages and abilities in mind. These rules are explained in each classroom in a way the children can understand. Discipline based on these rules depends on a foundation of mutual respect and affection between teacher and child. Our teachers are aware of their responsibility as role models, and know that an important part of their job is the teaching of safety rules and social skills. Good behavior is encouraged by suggesting and praising appropriate actions as

well as by telling the children what not to do. Physical punishment and verbal abuse are unacceptable, and not used. Likewise, we do not force or withhold food or naps. Toileting accidents, a natural childhood occurrence are not punished.

As teachers, our role is to guide each child toward behavior that is safe and sociable. We do not expect perfection. Children need, and expect, adults to set limits which they cannot make for themselves. Discipline is the enforcing of these limits through the use of both guidance and positive redirection. Effective discipline is fair and consistent. When misbehavior occurs, we focus our disapproval on the child's actions, not on the child. We find that redirection to a positive activity teaches the child appropriate behavior. However, sometimes a child needs to be separated from the group and put in "time-out" for a few minutes. "Time-out" means that the child is placed on a chair, apart from the group, but within view of the teacher. This gives the child a chance to calm down and ponder the desirability of behaving in a way that allows him or her to remain a part of the group.

Behavior out of the ordinary is communicated to parents either on notes, which the parents should sign, or by telephone. This is for your information, and so that you may reinforce our discipline by talking with your child. In some cases, a parent-teacher conference may be needed to decide on a joint approach to discipline

## ***POLICY ON REPORTING CHILD ABUSE***

State law requires that child care staff be cognizant of maltreatment of children, and to report suspected child neglect or abuse to Social Services. Maltreatment usually falls into one or more of four general areas: physical abuse, neglect, emotional maltreatment, and sexual abuse. Indicators are basically of three types:

- Physical - Child's appearance (including presence of physical injury)
- Behavior
- Environmental / Circumstantial - Includes social, cultural, or familial factors which are known to correlate with various kinds of abuse and neglect.

Persons making complaints and reports are, by law, immune from any civil liability if they act in good faith. Any person required to report, who is found guilty of not reporting suspected child abuse, can be fined.

## ***FOOD POLICY***

Country Woodland School serves a hot, well-balanced, nutritious lunch at noon, which is catered. A midmorning and afternoon snack are also served. Children may bring in special treats from home to share with their class for special occasions such as birthdays and holiday parties. Except for health or religious purposes, children may not bring candy, gum, or food from home to school. Children who require a special diet must have a letter from their pediatrician.

## ***TOYS AT SCHOOL***

Occasionally, small, personal, well marked toys or books may be brought from home. Please do not make this a daily habit. The teachers will designate the special days for "Show and Tell". We discourage animals being brought to the Center; please do not ask the office. Toy guns, bows and arrows, and knives are not allowed. Because of conflicts which arise in trying to identify unmarked personal toys, should there be any question of ownership of a toy because it was not marked clearly with the child's name; the toy shall become property of the center for the enjoyment of all. We cannot be held responsible for loss or damage of any toys brought by the children, although we make a special effort to preserve them and it is seldom that a well-marked toy is lost.

## ***SCHOOL DRESS***

Please dress your child in clothes that are comfortable, washable, and appropriate for a day of play and learning. All clothing (especially those that can be taken off and misplaced such as hats, sweaters, mittens, coats, etc.)

should be clearly labeled with your child's name. Please provide an extra set of clothing (shirt, pants, socks, underwear, and shoes.) No sandals or open toe shoes are allowed. Please make certain that your child's extra clothes are changed seasonally appropriate. We cannot be held responsible for loss or damage of any article of clothing, etc. brought or worn by the children, although we make a special effort to preserve them and it is seldom that well-marked items are lost or damaged.

### ***OUTSIDE PLAY***

We are proud of our large playground where the children enjoy running, shouting, climbing the play equipment, digging, and riding tricycles. Weather permitting; all children spend one half-hour or more each morning and afternoon in outside play. Virginia licensing standards requires this. We shall exercise our very best judgment regarding outside play. If a child is not well enough to be outdoors, he or she is not well enough to be at school. Please make sure that your child has outer clothing appropriate for the day's forecasted weather.

### ***FIELD TRIP INFORMATION***

Unless a parent specifies otherwise in writing, the application/contract for registration of your child includes your permission for them to go on center sponsored field trips. There will be an Activity Fee for field trips due upon registration and periodically thereafter as required. To maintain the highest staff/child ratio possible, all staff assists on field trips. If a parent does not want their child to participate in a specific field trip, then the parent must make alternative arrangements for childcare on the date of the field trip.

Transportation will be provided as necessary by Country Woodland School. School buses are provided for field trips. In the interest of safety, all staff members accompany children on trips. Please note the departure times, as no staff members can remain at the center to care for late arrivals.