



“Children are a Heritage from the Lord” Psalm 127:3

# PARENT HANDBOOK

## 2019 – 2020

### **Vine Preschool**

2501 Gallows Road  
Dunn Loring, VA 22027

703-953-4599 / [preschool@thevineva.org](mailto:preschool@thevineva.org)

[www.vinepreschool.org](http://www.vinepreschool.org)

**Vine Preschool is an Outreach Ministry of Vine Church**

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Dear Preschool Families,

Welcome to Vine Preschool, a vital ministry of Vine Church. Our program exists for you and your child. Through our curriculum and staff, we strive to provide the loving care and guidance that your child needs as he or she grows and develops. We know that you have many choices about how and where to educate your preschooler. We consider it a tremendous privilege to have your child enrolled as a student.

Families, especially parents, play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Strong partnerships between families and our staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this weekday early education program as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew. The New Testament reminds us, "And Jesus increased in wisdom and stature and in favor with God and man" (Luke 2:52). Once again, welcome! Vine Preschool is a great place to grow. Blessings,

*Vine Preschool Staff*

## **Philosophy of the Program**

A child develops intellectually, physically, spiritually, socially, and emotionally. We are committed to providing biblically based, developmentally age-appropriate experiences to allow each child to progress in these areas at his or her own level of ability while enjoying feelings of success. This is primarily done through: 1) providing time for independent exploration and play 2) hands-on activities in a variety of learning centers, 3) enrichment curriculum, 4) monthly chapel, and 5) positive Christian role modeling by the staff.

We recognize that each child has unique talents, learning styles and personalities that have been nurtured in their home environments. Our hope is that Vine Preschool is the next best place to a child's home. Our purpose in partnering with families is to extend a child's learning by giving them a wide variety of opportunities each day, providing time for learning through activities planned by the teaching staff while balanced with time for learning through independent exploration and play. Our goal at Vine Preschool is to provide a structured, nurturing, and fun learning environment for young children.

Vine Preschool is an integral part of the ministry of Vine Church and as such it provides a wholesome learning atmosphere for every child in its care within a Christian community. The school warmly welcomes students of any race, color, creed, national and ethnic origin to participate in all the rights, privileges, programs and activities available to children in the school.

## **The Preschool Program**

We believe that play is an effective method of learning. Play is a child's way of exploring, experimenting and learning cooperative behavior. At Vine Preschool, teachers and assistant teachers use play situations to provide beginnings in language and early literacy, socialization, mathematics, science, social studies, physical development, personal and social development, music and creative arts.

Additionally, Vine Preschool curriculum includes, but is not limited to directed activities, outdoor physical development, thematic activities, instructional materials, special guests, and outings. The school day is thoughtfully planned, comprehensive, cohesive, and integrated across the domains of learning and development.

Day-to-day, children will discover that the classroom schedules are predictable yet flexible and responsive to their individual needs and interests. Character building stories around the fruit of the spirit (Galatians 5:22 – 23), music, prayer, and bible stories are also woven into our curriculum. Over the course of the year, children are able to learn that God loves us, the Bible is God's Word and prayer is our time to talk with God.

Development of the whole child is a team effort, with instruction and experience in the classroom being supported and reinforced at home. Parents and families can help children get the most out of classroom learning opportunities by continuing the learning experience at home. Teachers will provide weekly updates to parents to share what is being taught in the classroom.

## ***Developmentally Appropriate Practices (DAP)***

Vine Preschool embraces Developmentally Appropriate Practices (DAP). Different levels of activity, development and learning styles are expected, accepted and used to design appropriate activities for each class. In all activities we strive to build each child's self-concept in a loving, secure and accepting environment. With a balance of appropriate free choice and planned activities, children are offered the opportunity to learn through their play.

## *What Do I Learn When I Play?*

Providing a wide variety of learning environments and experiences helps children expand their worlds.

**Block Area:** When I play with blocks, I learn concepts of shape, size, length, and location as well as reading and math skills. I also learn to use my imagination and cooperate with others.

**Dramatic Play:** In the dramatic play area I learn to improvise and use things in a symbolic way to represent something else. This is abstract thinking. I also am able to try on different big people roles and to solve social problems through negotiation with friends.

**Story Time:** At story time I learn that letters on a page represent words and to interpret a picture to represent words and ideas. I learn to follow the development of a thoughts and ideas in the plot of the story. These are all pre-reading skills that pave the way to literacy.

**Sensory Activities:** During sensory activities I learn to use new vocabulary while exploring concepts of texture, color, weight, and size. I observe differences and similarities. These are math and science skills.

**Nature / Science:** During our science experiments and time in nature, I use my fine motor skills and tactile senses. I learn about real-life situations and experiences, cause and effect, questioning and logic.

**Coloring / Writing:** During coloring and writing I learn to hold a crayon and a pencil. I learn to control the pressure when using writing tools. I learn to express myself through pictures and words.

**Outside Play:** When I am outside, I use my energy in a constructive way. I am able to show my physical strength, coordination, and balance. I use my imagination and learn to cooperate with others when involved in group play.

**Art:** I am able to use my imagination, creativity, and express my feelings. I learn about space, size, and concepts of symmetry, balance, and design. These are reading and math skills.

**Circle Time:** In circle time I learn to listen, pay attention, and understand language. With my classmates, I learn to listen to others and help build a loving community of engaged learners.

**Snack Time:** At snack time I practice using my manners. I visit with my friends and teachers as we eat snack, and when we are done, I throw away my trash and learn to recycle. I am learning to be independent.

**Clean-up Time:** At clean-up time, I learn to cooperate and work with my classmates to put toys back where they belong. When putting the toys away, I learn to categorize.

## *Enrichment*

Vine Preschool supplements its classroom time with four key activities:

**Music & Movement:** Music is a natural and important part of a young child's growth and development. During weekly group music and movement classes, our music enrichment specialist exposes each child to a rich music program of singing, rhythm, movement, dance and creative dramatics.

**Chapel:** All children attend a monthly chapel service in the Children's Worship Center. One of the pastors on staff leads the 15-20 minute chapel service. Teachers attend with the children and parents are always welcome.

**Nurture through Nature:** The Nurture through Nature enrichment program uses a simple seasonal garden to teach children about environmental stewardship, science, and making healthy choices. The garden is also a vehicle for teaching children about sustainable practices, biology, composting, water usage, weather, and wildlife.

**Outdoor / Playground Time:** Vine Preschool believes that fresh air is good for children and outdoor time enhances a child's learning experience. Vine Preschool has a beautiful large playground with a soft mulch ground cover featuring modern playground equipment, toys and playhouse.

## Policies: the ABC's of Vine Preschool

Abiding by the policies, terms and conditions, of the Vine Preschool, as outlined in this Parent Handbook and in the Application for Enrollment, are required to ensure continued enrollment for your child at Vine Preschool.

**Absences** - Please notify the school office via e-mail at [preschool@thevineva.org](mailto:preschool@thevineva.org) (with as much notice as possible) if your child will be absent or late for the school day. Students attend school September through May and generally follow the Fairfax County Public School calendar for holiday and inclement weather closures. There are no reductions in monthly payments for holidays, school closures, or absences

**Accidents / Incidents** - Vine Preschool parents grant permission for their children to use all of the play equipment and participate in all of the activities of the preschool as a condition to enrollment. Every precaution for safety is taken; however, if a serious accident occurs, parents are notified immediately. Please make sure all telephone numbers are kept current.

Incident/Accident reports are completed by the classroom or witnessing teacher and signed by the director. If your child is involved in an incident or an accident you or the person authorized to pick up your child will receive a copy of the Incident Report. A parent must sign this report and deliver it to the black box next to the Preschool Office as soon as possible. It is our hope to always be working towards minimizing the occurrence of incidents and accidents from year to year the program is operating. The incident / accident forms do not go into a child's personal preschool file.

**Age of Child** - Vine Preschool enrolls children ages 2 ½ to 5 years old. Children must meet the appropriate age requirements as of September 30 for 3 and 4 year old classes, or must be 30 months old to begin school.

**Allergy Information** - Vine Preschool is committed to providing the safest possible environment for all students. Depending on the severity of a child's food allergy, parents may be asked to provide a safety and treatment plan in coordination with the student's teacher and the preschool director.

**Arrival and Departure** - Parents, or caregivers, **must** escort children to their classroom door. At arrival, children may not be dropped off on the ramp or in the parking lot to enter alone. At departure, children may only be picked up at the classroom door or the playground. For safety reasons, please do not allow any child to run freely throughout the building or without supervision on the church grounds. Frequent late drop offs and late pick ups can be disruptive to the classroom environment and will incur a fee.

### Vine Preschool Arrival Guidelines

**Entrance** - The main entrance for the preschool will be locked until 9:15 AM each morning. After children arrive, the door will be relocked at 9:40 AM. Prompt drop-off, ending at 9:40 AM, is a must and fees will be assessed for habitual late drop off after 9:40 AM beginning with a \$5 fee and an additional \$1 for each extra minute that the parent is late.

**Bathroom** - Parents accompany their children into the bathrooms for toileting and handwashing.

**Personal Effects** - Parents accompany their children to the hooks in the hallway labeled with the child's name. Parents encourage their children to hang their backpack and coat on the hooks. During winter, if a parent would like the child to wear mittens and a hat during outdoor time, these items must be placed on the shelf above the child's name.

**Goodbye** – children say goodbye to their parent at the classroom door (parents are not allowed to enter the classroom at drop off or pick up)

**Paperwork/Payments** – Parents should drop any paperwork or payments in the black metal box on the wall next to the preschool office.

**Tardiness** - Parents arriving late for drop off (after 9:40 AM) should proceed to the preschool office entrance (at the front of the church building) and ring the doorbell and enter through the Preschool Office entrance. A fine will be assessed in case of repeated tardiness.

### Vine Preschool Departure Guidelines

**Entrance** - The main entrance to the preschool will be locked until 12:25 PM each afternoon. After pick-up, the door will be relocked at 12:40 PM. Prompt pickup, ending at 12:40 PM, is a must and fees will be assessed for habitual late pick up after 12:40 PM beginning with a \$5 fee and an additional \$1 for each extra minute that the parent is late.

**Dismissal** – One teacher stands at the door and dismisses students one by one as he/she sees parents arrive. Parents are required to come to the classroom door and state their child’s name; students will not be dismissed into the hallway without a supervising adult. Children may only be released to persons listed on each child’s “Authorized to Pick Up” form (copies are filed in the Emergency Binder).

**Afterhours** – Once a child is released to a parent, the parent assumes the responsibility for the child’s safety and children must be supervised by parents while on church/school grounds. Families may choose to stay and play on the playground after school. However due to the risk of injury, children are not allowed to play on the stairs/ramps or in the front of the church or in the garden. Children are not allowed to play in the nursery, youth room, sanctuary, stairs, office, bathrooms, kitchen or teacher’s lounge. Once the door is locked for the day, the school is closed and children cannot come in and out.

**Tardiness** - Parents arriving late for drop off (after 12:40 AM or after 2:40 for LunchBunch families) should proceed to the preschool office entrance (at the front of the church building) and ring the doorbell and enter through the Preschool Office entrance. A fine will be assessed in case of repeated tardiness.

**Authorized Pick Up** - Your child will only be released to persons listed on the “Authorized to Pick Up” form in your child’s enrollment packet. Please inform all persons authorized to pick up your child that if the adult is unknown to the staff on duty, identification will be requested. Verbal authorizations either over the phone or in person will not be accepted. You may stop by the preschool office and make changes to the Authorized Pick Up form OR leave a signed and dated note in the black mailbox by the preschool office authorizing the preschool staff to make the changes.

**Birthday Celebrations** – Birthdays are special days in your child’s life. And as such, parents are welcome to share their child’s birthday with the other children in the class. If you prefer to celebrate this day by donating a book or toy to your child’s classroom, please contact the director for a wish list. If you plan to bring in a special snack, please notify and coordinate with the teacher in advance. Your teacher can provide you with the Vine Preschool Birthday Treat guideline, and will be able to make you aware of any allergies and special dietary restrictions in your classroom.

In consideration of the feelings of our young students, please do not send birthday or other invitations to school unless every classmate is invited. Due to space limitations, etc. we know that it may not be feasible to invite all of your child’s classmates. In that case, we ask that invitations be emailed or mailed to the home. Your sensitivity in this matter will help us avoid hurt feelings. We also ask that you do not send in gift or treat bags to be sent home with the other children.

**Child Abuse** - All Vine Staff have completed the Mandated Reporters training required of preschool workers in the Commonwealth of Virginia. If the staff of Vine Preschool becomes aware of any indication of child abuse or neglect, we are required by law to contact Child Protective Services.

**Class Offerings & Schedule** – Vine Preschool current offers the following classes

<b>2 ½ Class</b>	<b>Bear Cubs</b>
Meg Smith	Mitzi Prince
Lead Teacher	Assistant Teacher
Tuesday	9:30 AM-12:30 PM
Thursday	9:30 AM-12:30 PM

### 3 Class Bumble Bees

Meg Smith Michaela Nolan  
Lead Teacher Assistant Teacher  
Monday 9:30 AM-12:30 PM  
Wednesday 9:30 AM-12:30 PM  
Friday 9:30 AM-12:30 PM

### 4 Class Jumping Froggies

Jennifer Leresche Rachael Mattio  
Lead Teacher Assistant Teacher  
Monday 9:30 AM-12:30PM  
Tuesday 9:30 AM-12:30PM  
Wednesday 9:30 AM-12:30 PM  
Thursday 9:30 AM-12:30 PM  
Friday 9:30 AM-12:30 PM

### LunchBunch (optional 3&4 classes)

Monday 12:30 AM-2:30 PM  
Wednesday 12:30 AM-2:30 PM

**Clothing** - Washable play clothes are recommended for weekday activities. A complete change of weather-appropriate clothes (including socks, underpants, shorts or pants, and shirt) needs to be placed in the child's bag for school. Please update the spare change of clothes to reflect the seasons. Dangling or hoop earrings are not allowed for children. Parents are encouraged to have students wear shorts under skirts or dresses.

Rubber-soled, **closed toe shoes are required for school** (no heels, no open backed shoes, no flip flops) To aid in the development of self-help skills, it is important that your child **wear clothing that is easily managed by the child independently at bathroom time, e.g. elastic waist vs. belts or overalls.**

**Communicable Diseases** - Please notify the preschool office within 24 hours, or the next business day, if your child or any member of the immediate household is diagnosed with, or develops a reportable communicable disease – such as, but not limited to:

- chicken pox
- measles
- Fifth disease
- Hepatitis A
- Impetigo
- Meningitis
- head lice
- pinworms
- hand/foot/mouth disease

In the event of a life-threatening disease please notify the Preschool Director immediately. In the event of your child's exposure to a contagious disease within the class, you will be given written notice.

**Communication** - Teachers will provide electronic weekly communication along with verbal communication during drop off and pick up times. The Director may be reached by email at [preschool@thevineva.org](mailto:preschool@thevineva.org) or by leaving a message on the preschool phone at 703-953-4599.

**Diapering Policy** - Disposable diapers and wipes must be provided by parents, if used, for the two day 2 ½ year old class. If diapers are not supplied and the child's diaper is soiled, the parent will be called to bring supplies to the preschool. Diaper changing will be performed, as needed, only in the 2 ½-year-old classes when a child's diaper is wet or soiled on a diaper changing table. Children cannot begin the 3 year old and 4 year old class until they are toilet trained. Parents of a child who is not toilet trained or regresses during the school year will be consulted to explore the possibility of withdrawing their child from the preschool program.

**Dismissal Policy** - Every effort is made to help each child to have a happy and rewarding experience at Vine Preschool. If a child has not satisfactorily adjusted and exhibits behavior that disrupts the learning environment of the class, Vine Preschool reserves the right to withdrawal the child's enrollment. Additionally, Vine Preschool reserves the right to withdrawal any child whose tuition payment is over 30 days late.

**Emergencies** - The program exercises reasonable care and judgment in all matters related to safety. In all emergencies the program has permission to take such reasonable measures as are, in the judgment of the teacher or director, necessary for the welfare and safety of the child until a parent can be reached. Parents are required to update emergency contact numbers when changes occur.

**Field Trips** - Field trips provide valuable learning experiences and are an important part of Vine Preschool. A minimum of one away field trip will be taken by the 3 & 4 year classes. Parents are needed to accomplish this as both chaperones and drivers. If there is an insufficient number of drivers, field trips are subject to cancellation. Notification will be made early to provide adequate time for parents to be available to accompany the children on field trips. Additional in-house field trips will be made available throughout the school year.

**Fire Drills** – As required by Fairfax County and the Commonwealth of Virginia, Vine Preschool stages monthly fire drills.

**Hand Washing** - Children and staff will wash their hands with soap and water before the start of the school day, when handling any food, after toileting and at any other times deemed necessary during the school day. Staff and children over the age of 3 may use hand sanitizer throughout the day in addition to hand washing.

**Health and Safety** - Vine Preschool staff are all CPR and First Aid certified. The Commonwealth of Virginia requires a current completed Virginia health form, signed by a physician on file in our office BEFORE a child begins school. Children who have a contagious illness or exhibit signs of illness may not attend. If a child becomes ill during the day, he/she will be isolated from the group and a family member will be called to pick up the child immediately. Please keep your child home if he/she shows any of the following symptoms:

- A fever of 100 (orally) or higher, or a fever of 100 (orally) or higher during the previous 24-hour period. (Do not give your child fever reducing medication and send them to school.)
- Vomiting or diarrhea within the previous 12 hours
- Heavy nasal discharge
- A constant cough or upset stomach, or is fussy, cranky and/or generally not him/herself
- Symptoms of a possible communicable disease
- Symptoms of conjunctivitis ("pink eye")
- Less than 24 hours since beginning antibiotics
- Too ill to play outside

Please note: the Director will be the final authority in determining the daily health and fitness of a child. If a parent cannot be reached, the emergency contact persons listed on the Authorization for Emergency Treatment Form will be called to take the sick child home.

### **Inclement Weather Policy**

Vine Preschool generally follows Fairfax County Public School Inclement Weather closures. The fastest way to know the operating status of Fairfax County Public Schools is to check the Twitter account at:

<https://twitter.com/fcpsnews>

In case of a school closure or delay, Vine Preschool will notify parents by e-mail before the start of school. This is the Vine Preschool Inclement Weather Policy:

**School Closing**- If Fairfax County Public Schools are closed, Vine Preschool is closed.

**Two Hour Delayed Opening** – If Fairfax County Public Schools are delayed by two hours, Vine Preschool will begin two hours late (11:30 AM) and end one hour (1:30PM) after regular dismissal time. LunchBunch will be from 1:30PM-2:30PM.

**Early Closing** - If Fairfax County Public School announces an early closing, then there will be no LunchBunch.

No matter what weather conditions arise, always choose safety over attendance. If there is ever a day you cannot safely come to school, stay home, stay safe and we will see you when you can come.

**Late Arrivals/Early Pickups** - If a late arrival is necessary, please use the doorbell and enter through the Preschool Office entrance. Students must be brought to the classroom by their parent or caregiver. Parents must ensure a classroom teacher is aware of their child's arrival. If parents need to pick up children early, please notify their teacher during drop off, or call the office. Habitual late drop offs / pick ups will be assessed a fee beginning with a \$5 fee and an additional \$1 for each extra minute that the parent is late.

**LunchBunch** - LunchBunch is a for-fee optional after school program available for children in the 3's and 4's classrooms (2 ½ year old children are not eligible). LunchBunch operates from 12:30 PM – 2:30 PM on most Mondays and Wednesdays (except holidays) with a maximum capacity of 15 children. Children bring their nut-free lunch from home and enjoy eating with the other classmates. Parents should send a lunch that does NOT require refrigeration. Following lunch, the fun starts with games, stories, and activities. Parents will be sent a seasonal signup link for LunchBunch (October/November) (December/January/February) (March/April/May).

The cost to participate in LunchBunch is \$15. Payment is due before or on the day of LunchBunch attendance (please deposit labeled payment in the black box by Director's Office). Fees will be assessed for late payment. Space availability is not guaranteed and is on a first come/first serve basis. There is no refund for LunchBunch cancellations made in less than 24 hours. There are no credits or refunds for absences including illness unless your child is out of school for an entire calendar week. In cases of inclement weather, the following applies 1. No LunchBunch if school is closed for the day or closes early, and credit will be forwarded to the next month. 2. No credit for delayed openings and LunchBunch will end at 2:30PM.

LunchBunch pickup time is at 2:30 PM. A late fee will be charged for late pickup. Vine Preschool reserves the right to withdraw any student that has difficulties adjusting to the longer day. Vine Preschool reserves the right to discontinue LunchBunch in case of low participation.

**Medication** - Generally the use of medications during school hours is discouraged. If a child has a doctor prescribed medication that must be taken during school hours, then the child's parent/guardian and physician must complete and sign an Authorization to Administer Medication Form. **Please contact the director if your child has a severe allergy, food intolerance or is prescribed an inhaler, EPI pen or emergency medical device so that the appropriate paperwork can be completed.**

Parents deliver medication to the school office in the original container with the label intact. Expiration dates must be clearly indicated. MAT approved staff members will administer the medication and log the details of the medication administration in a book in the director's office.

Please note, as per Commonwealth of Virginia requirements, preschool staff members cannot apply topical sunscreen, diaper ointment, and/or insect repellent to preschool students. If elected to use these items, the parents should apply them outside of the preschool building before drop-off.

**Outdoor Play** - The children at Vine Preschool go outside every day for at least 15 minutes, weather permitting. Dress your child appropriately including coat, hat, and mittens to enjoy God's beautiful world. On days when cold weather gear is needed, please stack the hat and mittens above the coat hook. Children will not be excused from outdoor play. If your child is unable to participate in outdoor play, please keep them home from school on that day.

**Parking Lot Etiquette** - For the safety of all children, please exhibit caution and vigilance while driving in the parking lot – this includes refraining from the use of any cellular phones or devices. Adhere to all parking lot and traffic regulations. Children must hold parents hands when walking in the parking lot for the safety of all.

**Photography Policy** - Vine Preschool regularly shares photos of classroom time and activities among families of currently enrolled students through e-mail and/or private forums. Vine Preschool will not post or publish any photos on a public forum that reveal a child's identity through their name or by showing their full face. Vine Preschool does not control the use and/or posting of photographs (including on social networks) taken by families at preschool events.

**Progress Reports & Conferences** - Written developmental progress reports are provided by teachers twice each year – once in the fall and then again in the spring. Parent-teacher conferences are held in the fall, and then by request. The Preschool director and teachers are available to discuss parents' concerns anytime there is a need. Please request a meeting time by e-mail.

**Records** - Attendance, health, and identification records are kept for each child. All information and forms are required in writing prior to enrollment.

**Room Parent** - Each class shall have a designated head room parent. This parent will be the coordinator for the class activities that involve volunteers (class parties, etc.). It is up to each teacher to designate the head room parent and pass on the duties that are expected for the parent in that position.

**School Pictures** - Vine Preschool hires a professional photographer to take school photos once a year. A class picture is provided to all students as part of the supply fee. Notice will be given before photos are taken.

**Show & Share** - "Show & Share" is designed to foster language development, promote positive self-esteem, and develop confidence. This is an opportunity for children to learn good listening, as well as speaking skills. "Presenters" practice expressive language, while "listeners" practice self-discipline and self-control as they learn to focus, ask questions, or make comments.

"Show & Share" days are determined by each classroom team. We do our best to protect these items. If something has special value, please do not send it to school. Children are encouraged to bring books, nature objects, and toys.

Unacceptable items include toy weapons or other items that encourage or promote violence. On days, other than Show & Share, please refrain from bringing toys into the classroom.

**Snack Time** - Snack times are designed to be a pleasant social learning experience for children where conversation is encouraged, self-help skills are fostered, and good nutrition habits are promoted. The school provides water and vegetarian snacks daily (normally consisting of two of the following three categories: grain and fruit/vegetable and dairy). Snacks may include but are not limited to: cereal, fresh fruits and vegetables, dried fruit, cheese, multi-grain crackers, pretzels, bagels, applesauce, graham crackers, etc.

**Outside food is strictly forbidden at Vine Preschool;** do not place food in your child's backpack. Children cannot bring food and/or drinks from home because of the serious health risk to other children. If a child brings food from home, a parent will be contacted to come and pick up the food from the school. The only exception to the no outside food rule is family feasts and birthdays (both of which will be pre-arranged by the teachers) and LunchBunch (when the student must keep their lunch contained until the program begins).

Vine Preschool is a nut-free facility. Vine Preschool recognizes the serious danger allergens in food can pose to students with allergies. Parents declare children's allergies on the enrollment form at the beginning of the year. It is the responsibility of the parent to alert the Director in writing of any change in allergies. If a child develops an allergy mid-year or has experienced a change in an exist allergy, it is the parent's responsibility to contact the Director by e-mail or by a written note so that the child's file can be updated.

**Student Conduct** - The social and emotional development of each child is very important to us. Children are encouraged to become increasingly autonomous, to feel secure in their relationships with adults, to begin to resolve conflicts, to cope with fears and anxieties constructively, and to not be easily discouraged. Teachers are trained to guide children in seeking alternatives and solutions to conflict, and to offer different points of view. If any behavior creates an unsafe situation, or is harmful in word or deed, it will be addressed.

Behaviors involving harm toward other children are not tolerated. Teachers attempt to correct behavior through redirection. If harmful behaviors persist, parents / guardians are called to take children home. If these behaviors continue, Vine Preschool may dismiss a student from the program for the welfare of others.

**Terms, Conditions** - Vine Preschool reserves the right to change its policies, terms and conditions (including this Parent Handbook) as needed during the school year and will notify parents of changes in a timely fashion. Enrollment at Vine Preschool is discretionary and can be a student can be dismissed at the discretion of the Preschool Director.

**Weapons** - Weapons and toys which resemble weapons including guns are not permitted on school grounds (including Halloween costumes and clothing depicting weapons). If a child repeatedly initiates play involving fake weapons or aggression, a teacher may request a parent conference.

**Withdrawal Policy** - Vine Preschool accepts enrollment for a 9 month school year, and students are expected to attend on days that school is in session. Due to the incremental nature of Vine Preschool's teaching method and the relatively small size of our school, we cannot accommodate seasonal enrollment.

- To withdraw your child before school starts, a parent or guardian must submit written notification by July 31, 2019 in order to receive a refund of the advance May tuition. The application fee and supply fee are non-refundable.
- To withdraw a student from the months of September through December, a parent or guardian must give a 30-day written notice. The advance May tuition payment will be applied as your final monthly payment.
- For withdrawal notifications after December 31, payment is due for the month(s) attending, and May tuition is forfeited and cannot be applied to the last attending month's tuition.

- Students who withdraw from our preschool then wish to re-enroll will be readmitted depending on enrollment availability. Re-enrolling students must pay the application fee of \$100.

## Tuition, Payments & Fees

Parents are required to make timely payments to Vine Preschool to ensure the continued enrollment of their child. Tuition is divided into nine equal monthly payments (parents have the option to pay an annual fee covering these monthly payments). Please note: Vine Preschool does NOT accept Zelle payments.

Additionally, there is a non-refundable application fee and a non-refundable supply fee collected at the beginning of the school year. In addition to supplies, the supply fee covers field trips and a class photograph. Tuition is due on the first of every month; a late fee of \$25 will be assessed for late payment. Failure to pay tuition in a timely manner can result in a child being withdrawn from the Preschool. There are no reductions in monthly payments for holidays, school closures, vacations, or absences. Please find payment schedules below for all students.

**2 1/2 YEAR STUDENT-** The monthly tuition payment for the 2 1/2 Class is \$240. Alternatively, the yearly tuition payment is \$2160.

DESCRIPTION	AMOUNT	DUE
Application fee	\$100	At time of enrollment
May 2020 Tuition Fee (prepay)	\$240	June 1, 2019
Supply Fee for 2's students	\$35	June 1, 2019
September 2019 Tuition Fee (first day of school)	\$240	September 5, 2019
October 2019 Tuition Fee	\$240	October 1, 2019
November 2019 Tuition Fee	\$240	November 1, 2019
December 2019 Tuition Fee	\$240	December 1, 2019
January 2020 Tuition Fee	\$240	January 1, 2020
February 2020 Tuition Fee	\$240	February 1, 2020
March 2020 Tuition Fee	\$240	March 1, 2020
April 2020 Tuition Fee	\$240	April 1, 2020
May 2021 Tuition Fee (this "holds" your child's place in the 3's class)	3's Class Tuition	June 1, 2020

**3 YEAR STUDENT -** The monthly tuition payment for the 3 Class is \$330. Alternatively, the yearly tuition payment is \$2970.

DESCRIPTION	AMOUNT	DUE
Application fee	\$100	At time of enrollment
May 2020 Tuition Fee (prepay)	\$330	June 1, 2019
Supply Fee for 3's students	\$50	June 1, 2019
September 2019 Tuition Fee (first day of school)	\$330	September 6, 2019
October 2019 Tuition Fee	\$330	October 1, 2019
November 2019 Tuition Fee	\$330	November 1, 2019
December 2019 Tuition Fee	\$330	December 1, 2019
January 2020 Tuition Fee	\$330	January 1, 2020
February 2020 Tuition Fee	\$330	February 1, 2020
March 2020 Tuition Fee	\$330	March 1, 2020
April 2020 Tuition Fee	\$330	April 1, 2020
May 2021 Tuition Fee (this "holds" your child's place in the 4's class)	4's Class Tuition	June 1, 2020

**4 YEAR STUDENT** - The monthly tuition payment for the 2 1/2 Class is \$495. Alternatively, the yearly tuition payment is \$4455.

DESCRIPTION	AMOUNT	DUE
Application fee	\$100	At time of enrollment
May 2020 Tuition Fee (prepay)	\$495	June 1, 2019
Supply Fee for 4's students	\$70	June 1, 2019
September 2019 Tuition Fee (first day of school)	\$495	September 5, 2019
October 2019 Tuition Fee	\$495	October 1, 2019
November 2019 Tuition Fee	\$495	November 1, 2019
December 2019 Tuition Fee	\$495	December 1, 2019
January 2020 Tuition Fee	\$495	January 1, 2020
February 2020 Tuition Fee	\$495	February 1, 2020
March 2020 Tuition Fee	\$495	March 1, 2020
April 2020 Tuition Fee	\$495	April 1, 2020

Vine Preschool offers families a tuition discount when more than one child from a family is enrolled in our program. A 10% discount will be given on the highest tuition rate.

All the terms, conditions and stipulations apply, as stated in the enrollment application and this, the parent handbook. Receipts for payment will be provided upon request. There will be a \$25 fee for returned checks, in addition to any bank fees incurred.

Item	Amount
2's Tuition Plus Late Fee	\$265
3's Tuition Plus Late Fee	\$355
4's Tuition Plus Late Fee	\$520

Tuition is due the first of the month; after the 5th of the month late tuition fees will be assessed a \$25 charge. If for any reason, a parent needs to make a late payment (5 days after the first of the month), please add the \$25 late fee into the total payment before submitting the payment to Vine Preschool.

The same check CAN be used to pay for more than one activity within the same school year. For example, if the payment was for one LunchBunch plus monthly tuition, the check total would be \$345 (\$330 3's tuition plus \$15 LunchBunch). The check memo should reflect the purpose of this payment.

There are three WAYS to make a payment at Vine Preschool. Payments can either be:

- + placed in the black metal box on the wall by the preschool office **OR**
- + deposited directly into our bank account ([preschool@thevineva.org](mailto:preschool@thevineva.org) for details) **OR**
- + mailed to: Vine Preschool      2501 Gallows Road      Dunn Loring VA 22027

There are three FORMS of payment accepted by Vine Preschool: cash, checks or direct deposit. There are instructions below on how to submit these payments.

**CASH** - Vine Preschool accepts cash payments in addressed envelopes only. The envelope containing the cash must have the following information written on it: 1) child's full name 2) child's class 3) reason for payment 4) amount of payment.

*Sample Cash Payment Envelope*

<p>Joelle Martin 4's Class Tuition for April 2019 \$495</p>
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**CHECK** - Checks do not need to be placed in an envelope. Please make checks payable to Vine Church Preschool. Please include in the MEMO section your child's full name, grade and reason for payment (very important). Please do not endorse the back of the check.

*Sample Check*

<b>Mr. and Mrs. John Smith</b> 2121 Homespun Drive AnyTown, VA, USA	DATE 02/25/2019	<b>CHECK No.</b> 9090
Pay to the Order of: <u>Vine Church Preschool</u>		<b>\$ 330.00</b>
Amount: <u>Three hundred thirty dollars and 00/100</u>		
<b>FOR / MEMO:</b> <u>Suzzy Smith</u> <u>3's Class - March 2019 Tuition</u>	<u>John Smith</u>	
0909090909 0000090909 090909090		

**DIRECT DEPOSIT** - Please note, Vine Preschool CANNOT accept Zelle payments. Our bank account does not allow them. Contact the Preschool Director for bank details to set up a direct deposit.

### Standards for Licensure

Vine Preschool operates under the standards of the Commonwealth of Virginia, which assumes that child day programs take responsibility for the supervision, protection, safety and well-being of a child for any part of a 24-hour period. Title 63.1 of the Code of Virginia gives the Department of Social Services the authority to license these programs.

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law.

Criminal record checks and specific qualifications for staff are required. Furthermore, these standards require that Vine Preschool meet Fairfax County fire, health, and building codes as well.

Compliance with standards is verified through annual announced visits as well as periodic unannounced visits to the program by licensing staff within the Department of Social Services. For additional information about religiously exempt child day centers or licensing of child day centers, please contact the Fairfax Area Licensing Office or go to the website for the Virginia Department of Social Services.

### Licensing Requirements & Information

Vine Preschool is required to provide the following information in our parent handbook. The following statements are in accordance with Virginia State Law:

1. **Qualifications of Personnel:** Each Vine Preschool staff member meets or exceeds the qualifications and standards of the Virginia Department of Social Services Licensing Division and Vine Preschool's Personnel Policies. These

standards may be viewed online at the department's website, [www.dss.virginia.gov](http://www.dss.virginia.gov). These standards include academic training or experience in childhood education, a background that encourages planned and spontaneous opportunities to share Bible stories, as well as prayers and songs to nurture the development of faith; and a loving and positive attitude toward children. Copies of Lead Teacher and Assistant Teacher job descriptions are available in the preschool office.

2. **Description of Facilities:** Vine Preschool primarily uses the educational wing of Vine Church, which includes three classrooms and the teacher's lounge; it also uses the worship center/multipurpose room, kitchen, outdoor chapel, children's garden, and fenced-in playground. The size of the building is 8,342 square feet. The preschool has access to all other church facilities as needed.
3. **Enrollment Capacity:** The Fairfax County Board of Zoning allows our program a maximum of 60 children daily at any one time. The student to teacher ratio complies with state licensing standards.
4. **Food Service:** Vine Preschool provides limited food service, consisting of mid-morning snacks.
5. **Health Requirements for Staff:** Vine Preschool staff is annually certified by a practicing physician to be free from any disability preventing safe care of children, and a negative TB test result every 3 years. Vine Preschool requires First Aid and CPR certification for all teachers and administrative staff. Documentation is on file in the Program Director's office.
6. **Public Liability Insurance:** Vine Preschool is covered by public liability insurance, which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the preschool as a result of negligence.

*This Parent Handbook is the property of Vine Preschool.*