



1831 Deyerle Road SW, Roanoke, VA 24018 • 540-772-5222
covenantroanoke.org/preschool

Covenant Presbyterian Church Preschool Parent Handbook 2021-22

Updated: September 20, 2021

PRESCHOOL INFORMATION

Philosophy

Our philosophy of education is based on the belief that children learn best through hands-on experiences. Our goal as Covenant Presbyterian Church Preschool is to create a joyful, meaningful, and satisfying learning environment for children using curriculum that allows them to grow socially, intellectually, physically, emotionally, and spiritually. As children develop in these areas, it is our goal to get them excited about school and to prepare them for life-long learning. To that end, the curriculum and teacher methodology are based on Christian principles and values.

Organization

Covenant Presbyterian Preschool is an outreach program of Covenant Presbyterian Church. Final authority rests with the Church's pastor, Session, Preschool Team, and Preschool Director.

Our program is open to all children. Classes are filled on a first-come basis. A waiting list is kept, and openings are filled from the list as they occur.

Disclosure Statement

The Covenant Presbyterian Church Preschool program is operated in the lower level of the church's classroom facilities at 1831 Deyerle Road SW, Roanoke, Virginia. The facilities available include classrooms equipped with age-appropriate toys and learning materials. An outdoor playground is used daily, weather permitting. Enrollment capacity is 100 full-time children.

Each member of the Preschool & Mother's Day Out staff is certified annually by a practicing physician to be free from any disability which would prevent caring for the children. Staff members are required to have experience with children and are encouraged to receive education in early childhood methods. The Preschool & MDO program is covered by Covenant Presbyterian Church's public liability insurance. Covenant Presbyterian Preschool & MDO meets all standards required by the State of Virginia to qualify for state religious exemption status. **All Covenant Presbyterian Preschool teachers are required to report any suspicions of child abuse and neglect to the proper authorities.**

Using this Handbook

The Covenant Presbyterian Preschool Parent Handbook covers school information, rules, and procedures. The rules and procedures apply to all Covenant Preschool Families, without exception. They are in place to ensure the safety and privacy of our students, as well as to make the school day run as smoothly as possible. If you have any questions or concerns about the guidelines in this handbook, please contact:

Anne Craig, Covenant Preschool Director
Email: Preschool.Admin@covroanonke.org

DROP-OFF and PICK-UP

School Hours

Monday – Thursday 9:00 AM to 1:00 PM
Friday 9:00 AM to 12:00 PM

We appreciate your cooperation in observing these hours.

Children will not be admitted to their classroom before 8:50 AM and should be picked up promptly at dismissal time. Children not picked up by the above dismissal times will be assessed a \$5.00 late charge for every 5 minutes late.

Inclement Weather

Please watch WDBJ Channel 7 and/or WSLS Channel 10, and the Covenant Preschool Facebook page for all closings and delays. If the children are at Preschool and we need to close for any reason, the parents will be contacted. If there is a case in which we need to open late or close because of inclement weather, it will be posted on the two television stations, Facebook, and email notifications sent.

We will notify you of planned school closings via our Preschool Calendar and regular emails.

Morning Car Line

The car line will begin the first day of school at 8:50 AM. You will line up in car line form and then unload your child (parents/guardians, please wear a mask during this time) and walk him/her to check in inside the playground gate. There we will take temperatures. Morning car line will start at 8:50 AM and runs until 9:10 AM (after 9:10, all doors are locked except for the main church entrance in the upper parking lot). If you are late, please ring the Preschool doorbell (playground side entrance) and we will escort your child to class after the health check is administered. ***Please do not knock on classroom windows/doors and ask to be let in. This is disruptive to the children and the classroom routine.***

Afternoon Pickup

Please park your car and enter through the door to the side with the long walkway leading to this door. There is a sign-out sheet inside the building to initial to pick up your child. Go to your child's classroom and meet the teacher at the door. This is an opportunity to chat briefly about your child's day.

SAFETY CONCERNS

Please keep in mind our drop off and pick up rules:

All students, all ages, are to use the morning car line daily.

Please be on time at drop-off and pick-up, as lateness can cause a lot of anxiety for your child.

If you need to pick up your child early, please let your child's teacher/ director know in advance.

If your child is going home with someone other than a member of your carpool, please notify the teacher via email the night before or by written note in your child's folder. Please provide the name of the person picking up your child. Any changes to the normal pickup routine should be made prior to noon to ensure a smooth transition.

While in the morning car line:

Please unload your child and walk your child to the check in area.

Please do not pass the car in front of you. You will simply pull forward after the one in front of you is safely unloaded.

Safety first. Please do not allow your child to stick his/her head out of a car sunroof or window while in line. Children should remain in the proper safety restraint until it is time to exit the car.

Please never open your door and allow your child to exit the vehicle without a parent or guardian to walk them to the check-in area.

SPECIAL NEEDS INCLUSION

We follow a full inclusion model for teaching students identified with special needs.

Family consultation is important to us. We will make every effort to work with families to ensure students' special needs are addressed.

Accommodations and adaptations for special needs students will be made to the best of our ability. If we need further assistance, we are sure to consult the Community Resource System (211). www.211virginia.org

Assistance and services are made available in areas such as: speech/hearing screenings, play-based activities to help develop fine and gross motor skills, and a variety of coping resources for social/emotional development.

The facility is handicapped accessible, as are the classrooms. Rooms are arranged and modified to provide easy access for special needs students. Student materials are placed within reach of all children, and teachers are sure to position children for engagement.

Basic sign language is taught and used.

Coordination with other institutions regarding a child's special needs may be required. At times, Covenant will need to share data about a child with other institutions (doctors' offices, occupational therapists, nurses, future schools, etc.).

If such institutions contact us, we will be sure to get your permission before sharing any information. If you contact us about working with another institution to share information about your child, we are happy to do so. We will still need written permission from you before we move forward with such a process.

Once again, please know that we will never share personal information about your child without your prior written consent.

HEALTH and SAFETY

Injury

Any time there is a serious accident or injury at Covenant Preschool, parents will be notified immediately. If the injury is minor, parents will be notified at the end of the day. Minor injuries include small scratches, cuts, scrapes, or bruises.

Illness

Children who have experienced any of the following symptoms within 24 hours preceding the school day are not to attend Preschool:

- Fever of 100 degrees or higher
- Vomiting
- Diarrhea
- Unexplained rash
- Contagious illness (unless you have a doctor's note stating the child may return to school)
- Pink eye
- Lice (a doctor's note will be required stating the child is nit-free before they can return to school)
- Severe coughing
- Croupy or whooping sounds after coughing
- Sore throat or trouble swallowing

**If your child is on medication (i.e., acetaminophen, ibuprofen) to treat any of the above symptoms, he/she may not attend

If your child has exposed others to a contagious illness, please notify the Director as soon as possible. The Director has final authority regarding the wellness of a child to stay at school. Please understand that if your child shows any of these symptoms while at Preschool, they will be sent home.

The Director may require a doctor's note when a child has been sick before they can return to school. These precautions are taken to prevent the spread of germs and promote good health among our students. If you have any questions, please call the Director. We do not administer any medications to children while they are in our care. Please contact the Director if your child will be absent from school.

COVID-19 Symptom Checks and Protocol:

Additional information may be found in the COVID addendum at the end of this document.

Health Screening Check list for parents to screen at home

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and put them at risk for spreading illness to others. Please check your child for these symptoms:

- 100 degrees Fahrenheit or higher
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Nasal drainage and congestion
- New loss of taste and smell

SECTION 2: Close Contact/Potential Exposure

- Had exposure to someone with Covid-19. If a sibling or family member has been exposed to Covid-19 the student must stay out of preschool for 14 days. Please advise the preschool director if any exposure to student and family members.
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Traveled to or lived in an area where the local, tribal, territorial, or state health department is reporting large numbers of COVID-19 cases.

Guidelines for returning to school:

Staff and students with fever or symptoms that MAY be associated with COVID-19 and have no known direct exposure to a person with COVID-19 (and no check marks in section 2) may return to school when they are asymptomatic and have been fever free for at least 48 hours or have an alternative diagnosis from a health care provider that explains the COVID-19-like symptom(s), (allergies, etc.).

SNACK & LUNCH

Families are asked to send in snacks and lunch for your child. Thank you so much for all your help!

In our toddler class we ask that the parents send a separate sippy cup for snack time. This cup should be clearly labeled, be packed separately from the child's lunch, and brought to be kept in the classroom. Water is all that we give the children to drink.

Each child will need to bring his or her own lunch, including drink in a well-marked lunchbox. All containers should be clearly marked with your child's name. We ask that you do not include food items that need to be heated and please make sure your toddler's food is cut into bite size pieces. All food should be ready-to-eat. All food needs to be age appropriate and not a choking hazard. Please inform us of any food allergies your child may have. Do not send any carbonated beverages or candy with your child. In following state licensing standards, we will throw away any perishable food that is not consumed during lunch time.

SPECIAL OCCASIONS, PARTIES AND FIELD TRIPS

Details are pending COVID protocol at the time of these events.

- If your child is celebrating a birthday while we are in school, you may bring a special treat to share with all his/her classmates. (Birthdays that fall during the summer months may be celebrated at the end of the school year in May). Please notify your child's teacher or director when you are planning to bring the items in (we will provide you with a list of food allergies in classroom). We do not allow full "parties" in our classes, as all parents are not able to do this. We ask that you send the special treat with your child in the morning and allow us to share at an appropriate time during the day.
- We do celebrate special holidays at our Preschool by having class/school parties. We will have sign-up sheets outside the classroom for party items to be brought by parents. Another time this might happen is when we have cooking experiences in the classroom. We appreciate your willingness to help with these special occasions.
- Field trips have been planned periodically throughout the year. These outings enhance many study units and are a great way to build foundations for learning. There are many great places for us to see! For safety reasons, field trips are for ages 3 and above only and some field trips will only be for our older classes. We welcome parent chaperones on our field trips. If you do not want your child to go on the field trip, please notify the Director as soon as possible so alternative arrangements can be made.

MISCELLANEOUS INFORMATION

- Please send a complete change of clothes with each child, including socks and underwear. You never know when accidents will happen. We ask that you leave the extra set of clothes in your child's classroom.
- Your child will need a backpack they can carry to transport items to and from school. At the beginning of the year, your child will receive a folder. Papers, including daily reports, memos, newsletters and more will be sent home in this folder daily. Please check/empty your child's folder and return to school each day.
- Except for "show & tell" days, we request that toys not be brought to school. We cannot be held responsible for lost or broken toys.
- Please dress your child in "wash and wear" clothing as we will be cooking, eating, painting, exploring nature, etc.
- Children should come to school in appropriate footwear for running outside on the mulch filled playground. Children will not be allowed to play on the playground in flip flops or inappropriate sandals.
- If your child wears a skirt, we suggest shorts be worn underneath.
- If needed, sunscreen should be applied to your child prior to coming to school; by law we cannot apply sunscreen to any child. The Director will have a bottle of sunscreen at her desk in case you forget yours.

TUITION and FEES

Registration fee (non-refundable): **\$85**

- Any child's tuition that is more than 30 days past due will be dropped from the program until the balance is paid in full. There is a \$20.00 charge for any returned checks. Two or more returned checks will result in the tuition being paid in cash or money order only.
- As a parent, you agree to pay for services on a monthly basis. **All tuition is due by the 3rd of the month.** If payment is not received by the 5th of the month, a \$5 late fee will be charged. Tuition received after the 10th will incur a \$20.00 late fee and/or suspension of services until current. Please use our EFT automatic withdrawal to make payments or make checks payable to Covenant Presbyterian Preschool.
- If you find it necessary to permanently withdraw your child from school, a thirty-day notice must be given to the Director. Unless this notice is given, the entire monthly payment is expected by the school. Allowances for non-payment due to absences of any kind cannot be made. Tuition costs are figured by the number of days in a school year. Monthly tuition does not change based on holidays, snow days, COVID closures, or sick days.
- **Supply Fees will be \$65 this year.** Please send diapers, lunch, and a snack for your child. We will supply wipes, school supplies, and cleaning supplies.

Nursery (3 months – 18 months)

2 days/week = \$185 per month

3 days/week = \$220 per month

5 days/week = \$370 per month

Toddlers (18 months – 30 months)

2 days/week = \$170 per month

3 days/week = \$220 per month

5 days/week = \$360 per month

Two 1/2 – 3 Year Old's

3 days/week = \$210 per month

5 days/week = \$255 per month

Three Year Old's

3 days/week \$190 month

5 days/week \$235 month

Pre-K (Four/Five Year Old's)

5 days/week = \$255 per month

Payment Cycle 2021-22

Tuition is due/will be collected on the following dates:

September 3rd

October 3rd

November 3rd

December 3rd

January 3rd

February 3rd

March 3rd

April 3rd

May 3rd

EARLY DROP

Early Drop-Off

Staff will be available Monday through Friday for Early Morning Drop off if a minimum number of students are registered.

- The service begins at 8:00 AM.
- Please walk your child to the playground door, where the health check will be administered.
- All ages are welcome.
- The fee is **\$8.00/day** and is due at the time of service. Checks will be the form of payment.
- Drop-in (unscheduled) fee is **\$10/day** and is due at the time of service. Please be sure to call ahead (within 24 hours) to be sure we have enough staff available to allow your child to participate.

Pre-registration is required, and the number of children is limited.

A spot may be reserved on a monthly basis. Payment is due on the first of the month. The spot will be held for you whether you use it or not, and money paid ahead will not be refunded.

COMMUNICATION

Email

Please be sure we have at least one current email address.

Please note that only Covenant Presbyterian Preschool staff may generate group emails (those sent to all families at once). Mass emails sent out to the families of Covenants' students reflect the professional opinion of the preschool. Please do not "respond all" to emails unless asked to do so. If you have a question or concern regarding an email communication you receive, please contact the director on your own. Failure to comply with the preschool communication guidelines or misuse of email for one's own personal gain will result in being removed from the group.

Questions and Concerns

Please be sure to contact us with any concerns or questions you may have! Please contact your child's teacher first. If she is unable to address your concerns/questions, please contact the preschool director next. We appreciate your help in keeping the lines of communication open!

Covenant Preschool Director:

Mrs. Anne Craig

Email: Preschool.Admin@covroanoke.org

Mobile: 540-580-2317

Preschool Office Phone: 540-772-5222

Covenant Presbyterian Church Preschool
COVID-19 Addendum for the 2021-2022 Preschool Year
Updated: September 20, 2021

Covenant Presbyterian Church Preschool is providing this update for parents regarding the COVID policy. This plan is constantly evolving as we learn more information.

Car line will be used for morning drop off. Parents may enter the building to pick up children at the end of the day. **Masks must be worn by all adults and children ages 3 and above while in the Preschool building.**

Frequent hand washing is encouraged. Children will sanitize their hands upon entering the classroom, after using the bathroom or a diaper change, before and after snack, before and after lunch, after being on the playground, and as many other times as the teachers see the need.

Communal snacks will not be provided by the Preschool and student families. Please send your child's individual snack to school daily.

Our regular class size is determined by safe COVID practices. Outdoor spaces will be utilized as much as possible throughout the school day.

Plastic and rubber toys will be cleaned daily in a bleach solution and allowed to air dry for the coming day. Teachers will be cleaning their classrooms with a bleach solution daily. Daily custodial services will be used to keep the Preschool sanitized.

If a student or teacher has a fever when temperature is taken before school or begins to have symptoms during the day, the individual will be sent home immediately.

If a student or staff member tests positive for COVID, the Virginia Department of Health guidelines will be followed.

<https://www.vdh.virginia.gov/coronavirus/schools-workplaces-community-locations/child-care/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-care-guidance.html>

Students or staff members who become sick while at school will be immediately sent home. They may return after a doctor has cleared them to return to school, they have been symptom-free for a full 24 hours, or they have a negative COVID test result. These safety protocols will likely evolve as recommendations change. If a teacher, assistant teacher, or student tests positive for COVID, that entire class will likely quarantine for 14 days. If multiple classes have a positive case, we will likely close the school for 14 days and send everyone home to quarantine. If a family member tests positive, we ask that parents keep their child home for 14 days.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

https://www.vdh.virginia.gov/content/uploads/sites/182/2020/10/Child-School_COVID-19_Booklet.pdf

Masks will be worn by staff, volunteers, and parents while in the Preschool building. Children, age 3 and up, will wear masks while inside the Preschool building. Classes will go outside for mask breaks.

Please know this will likely be an evolving plan, and we ask for your patience as we do all we can do to keep everyone involved with the Preschool as safe as possible.

The Covenant Presbyterian Church Preschool Team in consultation with the Preschool Director will keep abreast of updated COVID 19 safety protocols and inform parents of changes.

Thank you for your continued support,

Mrs. Anne Craig, Director

Covenant Presbyterian Church Preschool