



1831 Deyerle Road SW, Roanoke, VA 24018 · 540-772-5222  
[covenantroanoke.org/preschool](http://covenantroanoke.org/preschool)

## Covenant Presbyterian Preschool Family Handbook 2024-25

### SCHOOL INFORMATION

#### Philosophy

Our philosophy of education is based on the belief that children learn and grow best through hands-on experiences. We wish to be a joyful and satisfying beginning for each child's school life. Our curriculum is designed to give children developmentally appropriate activities which allow them to grow socially, intellectually, physically, and emotionally. Our goal is for each child to develop in all these areas to be ready and excited about school. 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 regardless of religion, race, or ethnic background. 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 & MDO 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 Handbook covers school information, rules, and procedures. The rules and procedures apply to all Covenant 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 at [Preschool.Admin@covroanoke.org](mailto:Preschool.Admin@covroanoke.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 expect 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 WSLC 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 Carline**

We find carline is the best way to earn the trust of your little one, while helping him/her cope with separation anxiety. The morning car line will start at 8:50 AM and run until 9:10 AM (after 9:10, all doors are locked except for the main church entrance). If you are late, please ring the Preschool doorbell and we will escort your child to their class.

### **Afternoon Pickup**

Please park your car and enter through the side door opposite the playground. There is a sign out sheet 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.

The parking spots closest to the school need to remain open for carline. Please don't park there – this way we can prevent cars backing up towards each other. Additionally, those spaces are rather narrow, making it difficult to load children.

## **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 a 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 who will be picking up your child. Any changes to the normal pick-up should be made prior to noon to ensure a smooth transition.

### **While in the morning car line:**

- Always remain in your car during the car line procedure please.
- 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 a staff member opens the car door.

## **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).

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.

Coordination with other institutions regarding a child's special needs. At times, Covenant will need to share data about a child with other institutions (doctors' offices, OTs, 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 go ahead 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, parents will be notified immediately. If the injury is minor, an incident report will be prepared, and 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 Preschool.**

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:**

### **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 as described in the CDC Community Mitigation Framework.
- Live in areas of high community transmission (as described in the CDC Community Mitigation Framework) while the school remains open.

#### **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**

Each child will need to bring his or her own lunch, including a 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**

- 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 only 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 are not 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.

## PROGRAM OPTIONS, FEES and DISCOUNTS

### Nursery (6 months – 18 months)

3 days/week

5 days/week

### Toddlers (18 months – 30 months)

3 days/week

5 days/week

### Two 1/2 – 3 Year Old's

3 days/week

5 days/week

### Three Year Old's

3 days/week

5 days/week

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

5 days/week

**Please see most recent registration form for current tuition rates**

- **We offer a 10% sibling discount on tuition**

### Payment Cycle 2024-25

August 28th	September tuition due
September 28th	October tuition due
October 28th	November tuition due
November 28th	December tuition due
December 28th	January tuition due
January 28th	February tuition due
February 28th	March tuition due
March 28th	April tuition due
April 28th	May tuition due

- 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 unless payment arrangements are made with the Director. **Tuition is due by the 28th of the month.** Tuition received after the 28th will incur a \$20.00 late fee and possible 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.

**Registration Fee: \$100 (non-refundable)**

**Supply Fee: \$125 per student**

Please send diapers, lunch, and a snack for your child. We will supply wipes, school supplies, and cleaning supplies.

## **EARLY DROP-OFF**

Staff will be available Monday through Friday for Early Morning Drop-Off, provided a minimum number of students are registered.

- The service begins at 8:00 AM.
- Please walk your child to the playground door.
- All ages are welcome.
- The fee is \$10.00 /per day per student and is due at the time of service.

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

A spot can be reserved on a monthly basis. Payment is due by 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 provide us with at least one current email address.

Please note that only Covenant Presbyterian Preschool staff may generate group emails (emails sent to all families at once). Emails sent to the families of Covenant's students reflect the professional opinion of the Preschool. Please do not "reply 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 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. Contact your child's teacher first. If she is unable to address your concerns/questions, 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](mailto:Preschool.Admin@covroanoke.org)

Preschool Office Phone: 540-772-5222