

Student's name \_\_\_\_\_

Grade \_\_\_\_\_



## Preschool Policy and Procedure Manual

- OUR MISSION:** At CHLG our goal is to allow children to be children while helping them become individuals who understand that they are made in God's image and are called to worship and obey God, care for others and use their gifts and talents to serve God and others. We seek to provide developmentally appropriate programming that engages children's minds, encourages their creativity, guides their choices, nurtures their strengths and graciously addresses their unique challenges. We desire that God's love be at the forefront of all that we say and do, and with His help we seek to minister emotionally, physically, and spiritually, both to the children in our care and to their families.
- ADMINISTRATIVE STAFF:**  
Program Director: Martha Herndon - [marthaherndon.chlg@gmail.com](mailto:marthaherndon.chlg@gmail.com) 202-999-5590  
Membership Coordinator / Treasurer: Sara Beth Arcara [sarabetharcara.chlg@gmail.com](mailto:sarabetharcara.chlg@gmail.com)  
Curriculum / Classroom Coordinator: Angela Henson [angelahenson.chlg@gmail.com](mailto:angelahenson.chlg@gmail.com)
- AGES OF CHILDREN SERVED:** CHLG teacher led preschool classes serve children beginning at 2.5 through 5 years old.
- DAYS/HOURS OF OPERATION:** Teacher led classes begin on 9/6/2016 and are held on Tuesday, Thursday and Friday mornings. The Fireflies, Grasshoppers, and Junebugs classes meet all three days. The Caterpillars class meets on Tuesdays/Thursdays and Honeybees meet on Fridays. Children may be dropped off with teachers at 9:00am and must be picked up between 12:30-12:45pm. The final day of CHLG classes is 6/15/2017.
- HOLIDAYS/VACATIONS/CLOSURES:** CHLG's preschool program will not be in session on the following dates (if you also have a Hybrid student note that some of the preschool conferencing or teacher meeting dates are different than those for Hybrid students): 10/11/2016 (teacher's meetings- Preschool only), 11/11/2016 (Veteran's Day), 11/23, 11/24 and 11/25/2016 (Thanksgiving Break), 12/6/2016 (teacher's meetings), 12/20/2016-1/2/2017 (Christmas Break), 1/20/2017 (Inauguration Day), 3/21/2017 (teacher's meetings- preschool only), 4/14/2017 (Good Friday), 4/17-4/21/2017 (Spring Break), 5/2/2017 (preschool parent/teacher conferences). CHLG will follow DCPS for closures due to inclement weather (\*NOTE: if DCPS calls a delayed opening CHLG will NOT meet for the day).
- DEPOSITS:**  
One fifth of the annual tuition payment is required as a deposit to hold placement for your child at CHLG. If at any time during the year a parent/guardian should choose to remove his/her child from

CHLG, this deposit will be forfeited. No portion of the deposit will be refunded and there are NO EXCEPTIONS.

7. **TUITION:** Annual tuition for the 2017-2018 school year is as follows: Fireflies, Grasshoppers, Junebugs- \$4700, Caterpillars- \$3500, and Honeybees- \$2000. Tuition refunds are not given for scheduled holidays/days off, days a child misses for illness or vacation, or for closures due to inclement weather.

Tuition Payments: The remaining 4/5<sup>ths</sup> of the annual tuition (after the deposit) is divided into 8 equal payments and paid out over eight months, June through January (or can be paid out in two equal payments- one on June 1<sup>st</sup> and one on October 1<sup>st</sup>). Tuition is due on the first of each month.

**Checks can be dropped in Sara Beth Arcara's inbox (next to the elevator on the third floor) or mailed/dropped to Sara Beth at 645 A ST SE WDC 20003.** Tuition is late after the 8<sup>th</sup> of the month and a \$25 fee will be assessed for each late payment (no exceptions). Children of parents/guardians who do not pay the monthly tuition by the 15<sup>th</sup> of the month (and who make no effort to contact Sara Beth Arcara) will no longer be permitted to attend CHLG and will forfeit their deposit.

8. **ENROLLMENT FORMS FOR STUDENTS:** Parents/guardians must provide CHLG with all applicable enrollment forms as indicated on the CHLG website. Students who have incomplete or expired enrollment forms will not be permitted to attend classes until the enrollment forms are submitted and/or updated. Enrollment forms are due by August 1<sup>st</sup>.

9. **FORMS REQUIRED FOR PARENTS/GUARDIANS SERVING DUTY DAYS:**

Parents/guardians/grandparents or others who will be serving duty days must provide CHLG with the appropriate forms as explained under the "enrollment packet" tab of the CHLG website. All required forms must be complete and up to date in order to work in the classroom. If a person scheduled to serve duty has incomplete or outdated forms, a \$150 fee will be charged (per duty day) to cover the expense and time required to find a substitute caregiver. If incomplete or outdated forms are not completed and/or brought up to date within four weeks time, CHLG retains the right to remove the child from his/her class roster and offer the placement to a child from the waitlist. If a child is removed for this reason the family will forfeit their deposit and any tuition payments made according to the monthly payment schedule.

10. **EDUCATIONAL AND DEVELOPMENTAL PHILOSOPHY:** At CHLG our goal is to allow children to be children while helping them become individuals who understand that they are made in God's image and are called to worship and obey God, care for others and use their gifts and talents to serve God and others. We desire to provide an environment where children can feel confident about their ability, by God's grace, to learn and mature. We strive to meet the emotional, spiritual, physical and intellectual needs of children through play, social interactions and direct instruction. Whenever possible, we adapt our environment to meet a child's individual needs.

In our preschool classes we focus on what is familiar to children and on creative play and instruction, through which children learn social roles, cooperation and problem solving. Children learn through hearing, observing, experimenting, wondering, exploring and questioning. We seek to encourage a child's inner drive and natural curiosity for learning by providing opportunities to use and apply knowledge, process and skills.

11. **SPECIAL LEARNING NEEDS:** CHLG is a loving community of families and staff members who work hard to meet the needs of each family involved in our program. While we are not equipped to provide individualized therapies or services for children with developmental delays or special learning needs, we are proud of the fact that we have had many successes working with children who are receiving these services elsewhere. That being said, it is important to note that we are a cooperative with parents who rotate into the classroom as the teacher's assistant and, as such, CHLG may not be the best fit depending on an individual child's needs. Eligibility to participate with CHLG will be determined by the director based on the ability to provide quality care for each child.

Because CHLG parents are involved in the classroom on a regular basis we ask that CHLG families who have children with behavioral issues, developmental delays or special learning needs (as determined by the director) be willing to inform the teacher and other families involved in their child's class of specific ways to best work with their child. Additionally, there are times when a child's situation necessitates the addition of a shadow. A shadow is an adult who is aware of the child's special circumstances and who attends school with the child in order to facilitate individualized learning. If the director deems that a shadow is necessary in order for a child to continue at CHLG, the facilitation and cost of the shadow will be the sole responsibility of the child's family.

12. **TRAINING/DISCIPLINE:** Our training and discipline philosophy revolves around problem solving and clear definitions of appropriate and inappropriate behavior. By using problem solving and clearly laid out classroom rules (and consequences for misbehavior) we are teaching children how to resolve conflicts, learn self-discipline, develop positive relationships and show proper respect both to those in authority as well as to their peers. Teachers facilitate problem solving and an understanding of classroom rules and consequences through the following steps:

<u>Praise</u>	Providing encouragement when good behavior choices are observed.
<u>Consistency</u>	Providing clear limits and consistent consequences so children know exactly what is expected.
<u>Active Listening</u>	Interpreting and reflecting a child's feelings in order to understand the issue and find a solution.
<u>Instruction</u>	Helping the child to understand the issue in an appropriate way.
<u>Direction</u>	Helping children to talk through and resolve conflicts helpfully.
<u>Appropriate Consequences</u>	Using "time outs" or removal of privileges as needed to help a child understand the importance of obedience as well as to provide an avenue for the child to gain control of his emotions and behavior.
<u>Follow-up with parents</u>	Bringing parents/guardians into the process by discussing behavioral issues and building connections between home and school to provide greater consistency in addressing the child's behavioral challenges.

**In addition to the above, the following discipline guidelines are in place:**

- \* No child shall be ridiculed or verbally abused or subject to cruel discipline.
- \* Physical restraint is prohibited, unless necessary to protect the health and safety of the child or others.
- \* No child shall be hit, spanked, or subject to any corporal punishment.
- \* No child shall be denied food as a consequence of poor behavior, nor will food be given as a reward for good behavior (with the exception of a class party to reward positive behavior).
- \* No child shall be punished or criticized for soiling, wetting or not using the toilet.

13. **DAILY SCHEDULE FOR PRESCHOOL CLASSES:** (an example of what a school day might look like)
- 9:00-9:15 Arrival Activity (puzzles, building toys, coloring, alphabet worksheets, etc.)
  - 9:15-9:45 Circle Time (direct teaching & discussion around the calendar/weather, themes, holidays, etc.)
  - 9:45-10:00 Hand washing and snack
  - 10:00-10:10 Potty break
  - 10:10-10:40 Recess
  - 10:40-11:20 Learning centers
  - 11:20-11:50 Art Activity or Music Class
  - 11:50-12:00 Devotional or story time
  - 12:00-12:30 Potty Break/Hand washing and lunch
  - 12:30-12:45 Dismissal Activity (devotional, story time, show and tell, circle games, finger plays, etc.)

14. **DUTY DAYS:** A parent/guardian is responsible for signing up to assist in the classroom for the appropriate number of duty days as determined by the director (CHLG also welcomes grandparents to serve duty days, assuming they are physically able to perform the required tasks). Duty day numbers are as follows: Fireflies/Grasshoppers (12 per year), Junebugs (14 per year), Caterpillars (10 per year), Honeybees (5 per year). Please note that the cooperative nature of our program sometimes necessitates that families perform one duty day per year in a classroom other than their child's classroom (or by helping out with administrative or organizational/cleaning tasks). This would not be an additional day from the numbers quoted above, but would be included in the numbers given.

If a parent/guardian cannot participate on a scheduled day he/she must make arrangements for an approved replacement (parents may arrange to trade with another parent, guardian, grandparent, etc. or arrange for and pay a CHLG approved substitute- the sub rate is \$90/day). If a parent/guardian does not make arrangements for an approved replacement he/she will be charged \$150 per incident for the expense and time involved in finding a replacement.

We recognize that there may be times where a parent/guardian is unable to fulfill a duty day and may desire to use a nanny as a substitute. While our desire is that a parent/guardian (or a grandparent) be on duty in the classroom we do allow nannies to serve one duty day for every five duty days required, as long as the nanny speaks fluent English and has submitted the appropriate paperwork.

15. **COMMUNICATION:** Parents/guardians have a responsibility to join both the main CHLG Google Group as well as all appropriate individual class Google Group(s) and Calendars. Administrators and teachers use these Google Groups to communicate important information, and the Google Calendars are used to schedule parent/guardian duty days. Parents/guardians are responsible to read and respond (as necessary) to the various e-mails sent out via the Google Groups. If a parent/guardian is found to be consistently negligent in keeping up with the information sent out (or requested) via the Google Groups his/her child will no longer be allowed to attend CHLG and the deposit will be forfeited.
16. **SNACK DUTY:** Parents/guardians are responsible for providing snack foods for the week they have been assigned according to the individual class calendars (each family will have one snack duty assignment per year). Snack duty assignment dates, instructions and a grocery list of foods to purchase will be provided to you by CHLG's Membership Coordinator, Sara Beth Arcara. Snack foods must be delivered at 12:30pm on the date assigned.
17. **LUNCH:** Parents/guardians are responsible for sending their child with a healthy lunch each day. CHLG is nut and sesame free (this means no nuts or items containing nuts (ie: granola bars) and no nut butters or sesame butters- sunflower seed butter or soybean butter are good alternatives). We also request that you do not send candy or overly sugary desserts in your child's lunch. Additionally, in order to assist in keeping our carpet clean, we ask that you send yogurt in a form that can be eaten with a spoon (yogurts made for children are greatly preferred as they are typically thicker and therefore less messy). Due to the children's tendency to spill, please do not send in drinkable yogurt or squirt yogurt.
18. **ADDITIONAL PARENTAL RESPONSIBILITIES:**
- a. A parent (or an individual designated by the parent) is expected to arrive for his/her scheduled duty days by 8:30am. This allows ample time to prepare the snack and still join the teacher in the classroom by 9:00am. DC licensing regulations require that we have two adults in the classroom with children at all times, so it is of utmost importance that duty parents arrive by 8:30 so that they can help receive children in the classroom promptly at 9:00. Duty parents who arrive after 8:40am will be charged \$25 and those who arrive after 8:50am will be charged \$50.

- b. Parents may bring their child to his/her classroom door beginning at 9:00am (please do not put your child's teacher in the awkward position of asking you to wait until 9:00am). Parents must check in with the teacher at the door of the classroom before leaving their child.
  - c. A parent (or an individual designated by the parent) is expected to arrive for pick-up in a timely manner. Each family is allowed three late pick up days without penalty (you are considered late if you arrive at the classroom door after 12:45pm). Beginning with the 4<sup>th</sup> late pick up day the family will be charged \$25 per 15 minute interval, for every late pick-up thereafter.
  - d. A parent/guardian is responsible for signing up for a volunteer position for the 2016-17 school year. A link to a spreadsheet document containing service positions/sign up options will be provided in the main CHLG Google Drive. There is a wide spectrum from which to choose, so one can incorporate personal interests while working within specific time constraints. A \$300 fee is assessed to any family who does not sign up for (or who does not complete) a volunteer duty.
  - e. A parent/guardian has the responsibility to participate in at least one of the four scheduled Saturday workdays for a minimum of three hours. If a parent/guardian does not meet the workday requirement he/she will be charged \$150 and may forfeit the right for their child to attend CHLG in 2017-18.
  - f. Anyone who will be serving duty days must attend Parent Orientation or must sign off that they have read the Orientation packet or watched the Orientation video prior to serving in the classroom.
  - g. Any parent/guardian who agrees to transport children for field trips will do so only if he/she carries personal injury protection liability coverage.
19. **EXCLUDING AND READMITTING CHILDREN WHO ARE ILL:** The health and safety of each child is of paramount importance to us. In consideration of other families, we do not permit children who are ill to attend classes at CHLG. We will contact you if your child becomes ill and will keep your child comfortable in a quiet area until you can arrive to pick up your child. Children may occasionally seem ill without any clear cause. Please do not bring your child to CHLG if your child seems "under the weather."

Children with the following symptoms may not attend CHLG:

- a.) Fever of 101 or higher. Please ensure that your child is fever free for 24 hours before returning to school.
- b.) Diarrhea (runny, watery or bloody stools). Please ensure your child is free of diarrhea for 24 hours before returning to CHLG.
- c.) Vomiting two (2) or more times in a twenty-four (24) hour period. Please ensure your child has not vomited for at least 24 hours before returning to CHLG.
- d.) Sore Throat with Fever (101 or above). Ensure that your child is fever free at least 24 hours before returning to CHLG.
- e.) Eye drainage with thick mucus or pus draining from the eye
- f.) Conjunctivitis (pink eye), i.e. colored drainage, eye pain and/or redness of the eye
- g.) Yellowish skin or eyes
- h.) Rash, when accompanied by a fever of 101 or higher. Please ensure that your child is fever free at least 24 hours before returning to CHLG.
- i.) Continuous irritable crying that requires more attention than CHLG can provide without compromising the health and safety of other children

If your child has recently attended CHLG and becomes ill with a contagious disease, please inform the director as soon as possible so other parents can be notified. Communicable diseases/conditions include, but are not limited to: chicken pox, Cocksackie's virus, German measles, haemophilus influenza, measles, meningococcus, mumps, strep throat, conjunctivitis (pink eye), impetigo, tuberculosis, whooping cough, giardia lambilia, hepatitis A, hepatitis B, salmonella, shigella, lice, scabies and H1N1. The director will provide information to the entire group regarding the type of communicable disease, symptoms, and precautionary measures that may be taken, in addition to

information about when an infected child may return to CHLG. Upon returning to CHLG your child must be symptom free or have verification from a health care provider that he or she is no longer contagious. CHLG reserves the right to require verification from a doctor that your child is not contagious before allowing him/her to return to CHLG.

20. **HEAD LICE:** CHLG has a “no live lice” policy, meaning that a child will be sent home if he/she is observed to have live head lice. Children may return to school once their scalp has been treated with an appropriate shampoo (as long as the director is convinced that the parent/guardian will be diligent in reapplying the shampoo a second time and in checking the scalp morning and evening and using a nit comb daily for 10 days). If a parent discovers that his/her child has head lice he/she should contact the program director. There is no need for embarrassment as head lice is not an indication of a lack of cleanliness. It’s important for the director to know so that other parents in the school can be informed of the slight chance of transmission. Additionally, the director can provide you with clear and thorough directions, as well as supply you with the best product on the market (yes, we keep our own stash ☺), for eliminating head lice.
21. **MEDICATION AUTHORIZATION:** Parents/guardians are responsible for administering any medication. CHLG staff does not administer medication with the exception of an emergency situation when Benadryl or use of an Epi Pen may become necessary.
22. **PETS:** CHLG does not allow pets on the premises unless the pet is making a special visit to the classroom (and has been approved by the director).
23. **FIRE DRILLS:** Fire drills are scheduled several times during the course of the school year and are documented on a fire drill report form. Teachers are responsible for taking the emergency backpack and their sign-in sheet (which is the roster for their class for the day). The director (or lead teacher in the director’s absence) is responsible for a final sweep of the building. We have a designated meeting point at the SW corner of 9<sup>th</sup> and Maryland Ave. In an actual emergency we will evacuate to the Sherwood Recreation Center at 6410 10<sup>th</sup> Street, NE.
24. **EMERGENCY CONTINGENCY PLAN:** If the center is evacuated we will follow the same basic procedure as we would for a fire emergency (see above).
25. **DISCLOSURE OF INFORMATION:** CHLG obtains information on its employees, job applicants and families that is protected by our privacy policy, contractual obligations and federal/state laws. It is the responsibility of all employees and school volunteers to handle information (both current and past) in accordance with CHLG’s privacy policy and state regulations, whichever is the stricter of the two.
26. **REPORTING OF UNUSUAL INCIDENTS:** All CHLG staff are mandated reporters who must report to the appropriate local child protective services agency whenever there is reasonable cause to believe or suspect a child is suffering from abuse or neglect from any cause (parent, family member, friend or staff member).
27. **GRIEVANCE PROCEDURE:** CHLG encourages parents/guardians who have concerns or complaints to discuss those feelings with their child’s teacher. When there is a disagreement between a parent/guardian and the child’s teacher, either one may request assistance from the program director to resolve the problem.
28. **WITHDRAWAL:** As stated in the Membership Agreement signed upon application, there are monetary penalties for withdrawal, and there are NO EXCEPTIONS to the withdrawal policy listed below. If a parent withdraws his/her child for any reason other than 1) an out of area move (greater than 20 miles from the school), 2) a medical hardship on the part of the parent or the student (as confirmed by an M.D. and approved by the director), or 3) a disciplinary dismissal by CHLG, the family is responsible for paying the entire annual tuition

according to the monthly schedule until such a time as CHLG is able to enroll a new student into the same classroom that the child vacated. A parent who withdraws his/her child must submit a written notice of intent to withdraw, and must plan to make all tuition payments and complete all previously scheduled duty days for 30 days forward from the date of notification of withdrawal. Additionally, if a parent withdraws his/her child before completing an appropriate number of duty days (prorated for the time the child was involved at the preschool) the parent will owe CHLG \$100 per prorated duty day.

**If the withdrawal of the child falls into one of the three scenarios listed in bold above**, the following policies are in place:

**If the withdrawal occurs:**

- a. On or before May 31<sup>st</sup> – The deposit will be forfeited
- b. After the June 1<sup>st</sup> payment- The deposit and the June payment will be forfeited
- c. After the July 1<sup>st</sup> payment- The deposit plus the monthly payments made in June and July will be forfeited.
- d. After the August 1<sup>st</sup> payment- The deposit plus the monthly payments made in June, July, and August will be forfeited.
- e. Anytime after the September 1<sup>st</sup> payment- The deposit and the payments made in June, July, August, September, and any payments made after September will be forfeited.

29. **PLACEMENT REFERENCES:** If a family requires a placement reference from their child’s teacher or the Program Director due to a move to a different school situation there is a per reference charge ranging from \$20 to \$50, depending on the extent of the reference requested.

30. **TERMINATION FROM CHLG:** Children of parents/guardians who do not pay the monthly tuition by the 15<sup>th</sup> of the month (and who make no effort to contact Sara Beth Arcara, CHLG’s Membership Coordinator and Treasurer) will forfeit their deposit and no longer be permitted to attend CHLG. Additionally, a child will no longer be permitted to attend CHLG if he/she has shown over time to be a clear danger or distraction for other children due to poor, unregulated behavior or continuous irritable crying (that which requires more attention than can be provided without compromising the health and safety of other children). A dismissal of this nature will only be used as a last resort (if all other means to help the child control his or her behavior have failed) and after extensive discussion between the program director and the parent/guardian. If a parent is asked to remove his/her child from CHLG for the reasons mentioned above the deposit will be refunded.

THIS DOCUMENT ONLY INTENDS TO DEFINE THE AGREEMENT BETWEEN THE SIGNING PARENT AND CAPITOL HILL LEARNING GROUP. CAPITOL HILL LEARNING GROUP AND ITS MEMBERS ARE NOT LIABLE FOR ACCIDENTAL INJURIES OR INCIDENTS OCCURRING AT CHLG OR DURING EXCURSIONS.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Parent/Guardian Print Name \_\_\_\_\_

*\*Parents/Guardians: In addition to your signature, please initial the preceding pages in the lower right corner.*

DIRECTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Director Print Name \_\_\_\_\_

**PARENTS/GUARDIANS: PLEASE MAKE A COPY FOR YOUR RECORDS**