



child's name _____

class name _____

Capitol Hill Learning Group

capitolhilllearninggroup.com

CHLG Policy and Procedures Manual 2012-2013

1. **OUR MISSION:** CHLG is committed to serving preschoolers, Kindergartners and First Graders with a developmentally appropriate program that engages their minds, encourages their creativity, guides their choices, nurtures their strengths and graciously addresses their unique challenges. Our program is designed to involve parents/guardians in the learning process and our desire is to nurture a strong community of families who are working together to teach and train the children of CHLG. Our administrative and teaching staff 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.

CHLG is faith-based in the Christian tradition. While we are organized in such a way as to give teachers and parents/guardians freedom to talk about God, Jesus Christ and the Bible we welcome families of other faiths as well as families who do not consider themselves religious. Though our group is not a fit for everyone (and we certainly respect the choice not to participate with us) we are proud of the fact that we have had great support from the community-at-large and continue to be supported by a diverse group of families.

2. **PROGRAM DIRECTOR:**

Martha Herndon (202.316.8990) marthaherndon.chlg@gmail.com

3. **AGES OF CHILDREN SERVED:** CHLG teacher led classes serve children beginning at 2.5 through 7 years old. Our parent/child playgroups serve children from 14 months through 2.5 years.

4. **DAYS/HOURS OF OPERATION:** Teacher led classes begin on 9/4/2012 and are held on Tuesday, Thursday and Friday mornings. First Grade, Kindergarten, Grasshoppers, Crickets and Junebugs meet all three days. Caterpillars meet 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 parent/child playgroups meet on Wednesday mornings from 9:00am-11:00am. The final day of CHLG classes is 6/13/2013.

5. **HOLIDAYS/VACATIONS/CLOSURES:** CHLG will not be in session on the following dates: 10/19/2012 (teacher's meetings), 11/21, 11/22 and 11/23/2012 (Thanksgiving Break), 12/13/2012 (teacher's meetings), 12/24/2012-1/4/2013 (Christmas Break), 2/15/2013 (teacher's meetings), 4/1/2013-4/5/2013 (Spring Break). CHLG will follow DCPS for closures due to inclement weather (*NOTE: if DCPS calls a delayed opening CHLG will NOT meet for the day).

6. **DEPOSITS:**

For the Teacher Led Classes: One fifth of the total tuition payment (two months tuition) is required as a deposit to hold a space for your child at CHLG. This deposit will be applied as the last two months' tuition (May '13 and June '13). If at anytime 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.

For the Playgroups: Deposit for the Rollie Pollies and Doodlebugs playgroups is \$70.

7. **TUITION:** Annual fees for the 2012-2013 school year are as follows: First Grade- \$4000, Kindergarten- \$3500, Grasshoppers, Crickets, Junebugs- \$3200, Caterpillars- \$2250, Honeybees- \$1600, Rollie Pollies and Doodlebugs- \$350. 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.

For the Teacher Led Classes: The remaining 4/5^{ths} of the annual tuition (after the deposit) may be divided in half and paid at the beginning of each semester (September 1st and February 1st) or may be divided into 8 equal payments and paid out over eight months, September through April. Tuition is due on the first of each month. **Checks can be dropped in Carrie Russell's inbox (next to the elevator on the third floor) or mailed to Carrie at 629 7TH ST NE WDC 20002.** Tuition is late after the 8th 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 15th of the month (and who make no effort to contact Carrie Russell, CHLG's Treasurer) will no longer be permitted to attend CHLG.

For the Playgroups: The remaining \$280 (after the deposit) will be paid out as follows: \$140 to be due on September 1st. \$140 to be due on February 1st. **Checks can be dropped in Carrie Russell's inbox (next to the elevator on the third floor) or mailed to Carrie at 629 7TH ST NE WDC 20002.** Tuition is late after the 8th of the month and a \$25 fee will be assessed for each late payment (no exceptions). Children of parents/guardians who do not pay tuition by the 15th of September or the 15th of February (and who make no effort to contact Carrie Russell, CHLG's Treasurer) will no longer be permitted to attend CHLG.

8. **ENROLLMENT FORMS FOR STUDENTS:** Parents/guardians must provide CHLG with all applicable enrollment forms as indicated on the CHLG web-site. Students who have incomplete or expired enrollment forms will not be permitted to attend classes until the enrollment forms are turned in and/or updated.
9. **FORMS REQUIRED FOR PARENTS/GUARDIANS SERVING DUTY DAYS:** Parents/guardians/grandparents or others who will be serving duty days must provide CHLG with two completed forms. 1) A completed, signed and stamped Staff/Volunteer Health Certificate as described and provided on the CHLG web-site. This form must reference a physical within the past 12 months and a Tuberculin skin test (PPD) within the past 24 months. This form must be kept up to date such that at all times during the school year the above parameters are met. 2) A Staff/Volunteer Health Information Form, which provides basic health and insurance information. Students will not be permitted to attend classes if the responsible adult(s) serving duty on their behalf has/have outdated forms on file.
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 to care for and about others and to 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 and social interactions. Whenever possible, we adapt our environment to meet a child's individual needs.

We focus on what is familiar to children and on creative play through which children learn social roles, cooperation and problem solving. Children learn through hearing, observing, experimenting, wondering, exploring and questioning. Our curriculum seeks to provide children with the skills that will help them to learn as well as develop a love for learning. 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. **YOUR CHILD AND CHLG:** 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. **DISCIPLINE:** Our 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 to expect.
<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" 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 issues.

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 other people.
- * 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.
- * No child shall be punished or criticized for soiling, wetting or not using the toilet.

13. **DAILY SCHEDULE:** (an example of what a school day might look like)
- 9:00-9:15 Arrival Activity (watercolors, 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
 - 10:00-10:40 Recess (at the park or on the first floor if inclement weather)
 - 10:40-10:50 Potty break
 - 10:50-11:20 Learning centers or music class
 - 11:20-11:50 Art
 - 11:50-12:00 Music/Movement/Story Time
 - 12:00-12:30 Hand washing and lunch
 - 12:30-12:45 Dismissal Activity (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 and the class scheduler (CHLG also welcomes Grandparents to serve duty days, assuming they are physically able to perform the required tasks and have submitted a Staff/Volunteer Health Certificate (completed by an MD, PA or NP) and Staff/Volunteer Health Information Form). Duty day numbers are as follows: Hybrid Academy (5 per year), Grasshoppers/Crickets (12 per year), Junebugs (14 per year), Caterpillars (16 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 pay a CHLG approved substitute the \$90 rate). 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 1) a Staff/Volunteer Health Certificate (completed by an MD, PA or NP) and 2) a Staff/Volunteer Health Information Form.

15. **COMMUNICATION:** Parents/guardians have a responsibility to sign up for both the main CHLG Yahoo! Group as well as all appropriate individual class Yahoo! Group(s). Administrators and teachers use these Yahoo! Groups to communicate important information. These groups are also used to schedule parent/guardian duty days. Parents are responsible to read and respond (as necessary) to the various e-mails sent out over the groups. If a parent/guardian is found to be consistently negligent in keeping up with the information sent out (or requested) over the Yahoo! groups his/her child will not be allowed to continue attending classes at CHLG.
16. **SNACK DUTY:** Parents/guardians are responsible for providing snack foods for the week they have been assigned according to the individual class Yahoo! group calendars (each family will have one snack duty assignment per year). Instructions for snack duty as well as a grocery list of foods to purchase can be found on the main Yahoo! Group under the "files" section. 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 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). Please do not send in drinkable yogurt.

18. ADDITIONAL PARENTAL RESPONSIBILITIES:

- a. 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 after 12:45pm). Beginning with the 4th late pick up day the family will be charged \$25 per day for every late pick-up thereafter.
- b. A parent/guardian is responsible for signing up for a volunteer position for the 2011-2012 school year. Service positions are posted on the main CHLG Yahoo! Group under the "database" section. There is a wide spectrum from which to choose, so one can incorporate personal interests while working within specific time constraints.
- c. 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 2013-2014.
- d. Anyone who will be serving duty days must attend Parent Orientation (scheduled for Tuesday, August 28th, 2012 at 7:00pm) or must view the Orientation video prior to serving in the classroom. Additionally, those serving duty days must submit a Staff/Volunteer Health Certificate and a Staff/Volunteer Health Information Form as noted under #9. Please note that these are two separate forms.
- e. Any parent/guardian who agrees to transport children for field trips will do so only if he/she carries adequate liability insurance coverage.

19. **ROLLIE POLLIES/DOODLEBUGS PLAYGROUPS:** A parent/guardian or a grandparent must be present with the child for the Wednesday morning playgroups. We recognize that there may be times where a parent/guardian (or a grandparent) is unable to attend with the child and may instead desire to send the child with a nanny or other caregiver. While we prefer that a parent/guardian or grandparent attend with the child we do allow for a substitute caregiver to attend one of every five sessions. Younger siblings are welcome to attend with the enrolled child. Older siblings may attend if the request is made to the group via the director and all group members agree.

20. **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 sick children 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 take your child home. 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.) Diarrhea (runny, watery or bloody stools) Please ensure your child is free of diarrhea for 24 hours before returning to CHLG.
- b.) Vomiting two (2) or more times in a twenty-four (24) hour period
- c.) Body rash with fever (100.5 or above) Please ensure your child is fever free at least 24 hours before returning to CHLG.
- d.) Sore Throat with Fever (100.5 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.) Fever (100.5 or above) accompanied by rash, vomiting, diarrhea, earache, irritability or confusion. 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 that we can notify other parents whose children may have been exposed. Communicable diseases/conditions include, but are not limited to: chicken pox, Coxsackie's virus, German measles, haemophilus influenza, measles, meningococcus, mumps, strep throat, conjunctivitis (pink eye), impetigo, tuberculosis, whooping cough, giardia lambilia, hepatitis A, 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.

- 21. **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, doctor recommended shampoo (as long as the director is convinced that the parent/guardian will be diligent in checking the scalp morning and evening and using a nit comb daily for 10 days). If a parent treats his/her child for 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, and the information will be kept confidential. It's important for the director to know so that other parents in the school can be informed of the slight chance of transmission.
- 22. **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.
- 23. **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 a CHLG staff member).
- 24. **FIRE DRILLS:** Fire drills are scheduled five 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 9th and Maryland Ave. In an actual emergency we will evacuate to the Northeast Neighborhood Library at 7th and Maryland Ave, NE.
- 25. **EMERGENCY CONTINGENCY PLAN:** If the center is evacuated we will follow the same basic procedure as we would for a fire emergency (see above).
- 26. **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 to handle information (both current and past) in accordance with CHLG's privacy policy and state regulations, whichever is the stricter of the two.
- 27. **REPORTING OF UNUSUAL INCIDENTS:** All CHLG staff are mandated reporters who must report to the appropriate state 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).

28. **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 Director to resolve the problem.
29. **WITHDRAWAL FROM CHLG:** If at any time during the year a parent/guardian chooses to remove his/her child from CHLG he/she will 1) forfeit the deposit (see information under #6) and 2) owe \$100 per duty day if an appropriate number of duty days have not been served (prorated for the time the child was involved at CHLG).
30. **TERMINATION FROM CHLG:** Children of parents/guardians who do not pay the monthly tuition by the 15th of the month (and who make no effort to contact Carrie Russell, CHLG's Treasurer) will 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). This will be used only as a last resort (if all other means to help your child control his or her behavior have failed) and after extensive discussion between the director and the parent/guardian. If you are asked to remove your child from our program your 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 Print Name _____

DIRECTOR SIGNATURE _____

DATE _____

Director Print Name _____

PARENTS/GUARDIANS: PLEASE MAKE A COPY FOR YOUR RECORDS