

Student's name _____

Grade _____



Preschool Policy and Procedure Manual 2018-19

- OUR MISSION:** The goal of CHLG's Preschool Program 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 and Biblical truth be at the forefront of all that we say and do, and with His help we seek to minister to our students and their families.
- ADMINISTRATIVE STAFF:**
 - Head of School:
Martha Herndon marthaherndon.chlg@gmail.com 202-999-5590
 - Director of Admissions & Membership, Treasurer:
Sara Beth Arcara sarabetharcara.chlg@gmail.com 202-309-0990
 - Director of Curriculum and Instruction:
Angela Henson angelahenson.chlg@gmail.com 678-473-0101
- AGES OF CHILDREN SERVED:** CHLG preschool classes serve children beginning at 2.5 through 5 years of age.
- DAYS/HOURS OF OPERATION:** Teacher led classes begin on 9/4/2018 and are held on Tuesday, Thursday and Friday mornings. The Firefly, Grasshopper, and Junebug classes meet all three days. The Caterpillar class meets on Tuesdays/Thursdays and the Honeybee class meets on Fridays. Children may be dropped off with teachers at 9:00am and should be picked up between 12:30-12:45pm. The final day of CHLG classes is 6/11/2019.
- 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): 10/9/2018 (teacher's meetings-Preschool only), 11/21-11/23/2018 (Thanksgiving Break), 12/4/2018 (teacher's meetings), 12/20/2018-1/2/2019 (Christmas Break), 1/22/2019 (Preschool Parent-Teacher conferences), 4/15-4/19/2019 (Spring Break), 4/23/2019 (teacher's meetings- preschool and hybrid). **CHLG will follow DCPS for decisions regarding inclement weather (*NOTE: if DCPS calls for a closure OR a delayed opening CHLG will NOT meet for the day).**

6. **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 2018-2019 school year is as follows: Fireflies, Grasshoppers, Junebugs- \$4820, Caterpillars- \$3600, and Honeybees- \$2050. 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^{ths} 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 1st and one on October 1st). 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 8th of the month and a \$25 fee will be assessed for each late payment (no exceptions). Parents/guardians who do not pay the monthly tuition by the 15th of the month (and who make no effort to contact Sara Beth Arcara, CHLG's Director of Membership and Treasurer) will forfeit their child's placement at CHLG as well as forfeit their deposit and any subsequent tuition payments that have been made.

8. **ENROLLMENT FORMS FOR STUDENTS:** Parents/guardians must provide CHLG with all required enrollment forms. Parents must also provide all relevant registration information for each student using the Guidestar Forms web portal. 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 1st.

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:** Our educational philosophy first and foremost stems from our understanding of God's overall authority. We view the Bible as God's infallible word and believe that learning should always be informed by scripture. We also hold to the importance of a strong connection between home and school, and maintain that parents are a child's first and most influential teacher, and as such retain the primary responsibility for their child's education.

We are convinced that children have an innate, God given ability and desire to acquire new information, and we seek to instill a love for the learning process. We desire to provide an environment where children can feel confident about their ability, by God's grace, to learn and mature. We focus on what is already familiar as well as on creative play and instruction, through which children learn social roles, cooperation and problem solving. Our students learn through hearing, observing, experimenting, wondering, exploring and questioning. Whenever possible, we adapt our environment to meet a child's individual needs.

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 a

good fit depending on an individual child's needs. Eligibility to participate with CHLG will be determined by the Head of School based on the ability to provide quality care for each child.

Because CHLG parents are involved as assistants in the classroom on a rotating basis we ask that CHLG families who have children with behavioral issues, developmental delays or special learning needs (as determined by the Head of School) be willing to inform the teacher and other families involved in their child's class of specific ways to best work with their child.

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 (CHLG also welcomes grandparents to serve duty days, assuming they are physically able to perform the required tasks and have submitted the appropriate paperwork). Duty

day numbers are as follows: Fireflies/Grasshoppers/Junebugs (12 per year), Caterpillars (10 per year), Honeybees (5 per year). If a parent/guardian fails to sign up for duty days by the stated deadline duty days will be randomly assigned. 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 health related emergency arises for a parent who has a scheduled duty day (ie: an illness or injury in the family) and a trade with another parent isn't possible, CHLG will arrange for an approved substitute (compensated by the original duty parent at \$90/day). If a parent cannot serve on a scheduled duty day for some reason other than a health related emergency (such as a conflicting work commitment or appointment or unexpected out of town travel, etc.) there will be an additional cost if a trade or a substitute is not available (substitutes are placed for emergency situations first, so if a sub is scheduled for a non-emergency situation, but is then needed on the same day for an emergency situation, the emergency situation will take precedence). In such cases (or in the case that a parent would fail to show up for a duty day), the parent must pay \$180 per incident due to the burden placed on administrative staff to cover the vacancy.

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 it may affect his/her child's placement (ie: the family may be asked to leave CHLG). In such a case the deposit and any tuition paid to cover months during which the student was attending CHLG 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 via email. 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 not send candy or other high sugar items in your child's lunch. Additionally, in order to assist in keeping our carpet clean, we ask that you send milk or water to drink (rather than juice) and that if you send yogurt for lunch, that you send a thicker form that can be eaten with a spoon (rather than drinkable yogurts which tend to spill).
18. **ADDITIONAL PARENTAL RESPONSIBILITIES:**
 - a. **Classroom Duty Arrival Time:** Parents who are scheduled for duty in the classroom are expected to arrive 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 assist with preparing snack and then help receive children into 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. **Drop Off:** Parents may bring their child to his/her classroom door beginning at 9:00am (this is school policy, so please do not put your child's teacher in an awkward position by asking her to

take your child prior to 9:00 – if you arrive early you may wait with your child(ren) on the first floor). Parents must check in with the teacher at the door of the classroom and ensure that the duty parent is also present in the classroom before leaving their child.

- c. **Pick Up:** A parent (or an adult designated by the parent) is expected to arrive for pick-up in a timely manner. Pick up for preschool classes is between 12:30-12:45pm.
 - d. **Late Fees:** 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 4th late pick up the family will be charged \$25 per 15 minute interval, for every late pick-up thereafter.
 - e. **Volunteer Position:** A parent/guardian is responsible for signing up for a volunteer position for the 2018-19 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. If a parent/guardian does not sign up for or complete a required Volunteer Position he/she will be charged \$300 and may forfeit the right for his/her child to attend CHLG in 2018-19.
 - f. **Saturday Work Days:** 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 2019-20.
 - g. **Required Meetings:** Anyone who will be serving duty days must attend Parent Orientation, scheduled for Tuesday, August 28th, at 7:00pm.
 - h. **Field Trip Transportation:** 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. Preschool aged children occasionally show indications of illness without the more obvious symptoms. Please do not bring your child for class if he/she seems “under the weather” (ie: he/she is not eating as is typical, he/she is overly tired or uncharacteristically emotional, etc.)

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 Head of School as soon as possible so other parents can be notified. 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, hepatitis B, salmonella, shigella, lice, scabies, pinworm and H1N1. The Head of School 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 student will be sent home if he/she is observed to have live head lice. Additionally, if a parent discovers that his/her child has head lice he/she should contact the Head of School. There is no need for embarrassment, as head lice is not an indication of a lack of cleanliness. It’s important for the Head of School to know about any incident of lice so that other parents in the school can be informed of the slight chance of transmission. Students who have contracted lice may return to school once CHLG’s protocol for lice has been completed, and the Head of School has completed a head check to ensure the student is clear of lice and nits.
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 the use of an Epi Pen (if prescribed by the child’s doctor) may become necessary.
22. **ANIMALS:** CHLG does not allow animals on the premises unless the animal is a registered service animal or is making a special visit to a classroom. Animal visits to a classroom must be approved in advance by the Head of School. 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 Head of School).
23. **FIRE DRILLS:** Fire drills are scheduled several times during the course of the school year. We have a designated meeting point at the SE corner of 9th Street and D Streets, NE. In the event of an actual fire emergency we will subsequently evacuate to the Sherwood Recreation Center at 6410 10th Street, NE.
24. **EMERGENCY CONTINGENCY PLAN:** If the building is evacuated for some reason other than a fire emergency we will follow the same basic procedure as we would for a fire emergency (see above). If there is a need to shelter in place we are equipped to do that, and will inform parents via email and/or by posting on the homepage of our website (if we have internet capability). In the case of an emergency where we are sheltering in place and there is no internet or cellular capability, parents can reach the school by calling our land line (202)316-8990. This line is reserved for emergencies (specifically when there is no internet or cellular capability). Please note that we do not answer this line on a day to day basis.
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 Head of School 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 following withdrawal policy. If a family withdraws their 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 Head of School)

3) an academic or 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 (and potentially a student of the same gender if the class has fewer than two students of that gender remaining) into the classroom the child vacated. Parents who withdraw their child must submit a written notice of intent to withdraw, and must plan to make all tuition payments and complete all scheduled duty days and volunteer tasks for 30 days forward from the date of notification of withdrawal. Additionally, if a family withdraws their child before completing an appropriate number of duty days (prorated for the time the student was involved in The Preschool at CHLG) the family will owe CHLG \$100/ per duty day.

If the withdrawal of the child falls into one of the three scenarios listed above, the parent must inform CHLG of the withdrawal in writing via email (sent to both Martha Herndon, Head of School, and Sara Beth Arcara, Director of Admissions and Membership, Treasurer), and make any tuition payments due for 30 days forward from the date of the written notification. Additionally, the following policies are in place:

If the withdrawal occurs:

- a. On or before May 31st – The deposit will be forfeited
- b. After the June 1st payment- The deposit and the June payment will be forfeited
- c. After the July 1st payment- The deposit plus the monthly payments made in June and July will be forfeited.
- d. After the August 1st payment- The deposit plus the monthly payments made in June, July, and August will be forfeited.
- e. Anytime after the September 1st 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 the classroom teacher, the Head of School or the Director of Curriculum and Instruction due to an application or a move to a different school there is a per reference charge ranging from \$20 to \$50, depending on the extent of the reference requested.
- 30. **TERMINATION FROM CHLG:** Parents/guardians who do not pay the monthly tuition by the 15th of the month (and who make no effort to contact Sara Beth Arcara, CHLG’s Director of Membership and Treasurer) will forfeit their child’s placement at CHLG as well as forfeit their deposit and any subsequent tuition payments that have been made. 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 Head of School and the parent/guardian. If a parent is asked to remove his/her child from CHLG for the reasons mentioned above the deposit and any prepaid tuition 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.*

HEAD OF SCHOOL SIGNATURE _____ DATE _____

Head of School Print Name _____

PARENTS/GUARDIANS: PLEASE MAKE A COPY FOR YOUR RECORDS