



# Parent Handbook

## 2017-2018

updated June 2017

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# Welcome to Kiddie College of Fairfax

Dear Parents,

Welcome to Kiddie College of Fairfax!

We are excited to have your family join our preschool community! Our goal is to develop a strong relationship with you so that we can work together to provide your child with the best possible preschool experience. We are passionate about teaching and nurturing young children and giving them the opportunity to grow in a loving, warm, and creative learning environment.

This parent handbook is designed to help you get acquainted with our school's policies and regulations. Please review each page thoroughly and let us know if you have any further questions or concerns.

We welcome you again and look forward to working with you!

Blessings,

Jie Chang  
*Director of Kiddie College of Fairfax*

## **Mission & Purpose**

Kiddie College of Fairfax is a Christian daycare and preschool providing education and care for children ages 6 weeks to 5 years. Our program focuses on achieving the following objectives for our children:

- To instill the truth that they were beautifully created by God
- To nurture their physical, intellectual, social, emotional, and spiritual well-being
- To spark curiosity as learners
- To help them become independent, responsible, and honest individuals
- To help them build healthy relationships with peers and adults
- To provide a loving, age-appropriate, and safe learning environment
- To implement a curriculum that balances both hands on-activities and pencil to paper learning
- To promote self-discovery and exploration of the world around them

As a faith-based school, we incorporate various aspects of Christianity into the daily schedule and curriculum. In class, children participate in morning prayers and blessings before meals, reciting Bible verses, singing praise songs, and engaging in Bible-themed lessons and activities.

## **Religious Affiliation**

We are affiliated with the Northstar Church Network which is a part of the Southern Baptist Convention through its membership of the Virginia Baptist Mission Board.

## Hours of Operation / Time Schedules / Holidays

KCF is year-round school. Our academic year is approximately 10 months and our summer program is approximately 2 months. We are open Monday through Friday from 7:00am to 6:30pm. The available time schedules are:

- Half Day (9am to 1pm)
- Extended Day (9am to 3pm)
- Full Day (9am to 5:30pm)
- All Day (7am to 6:30pm)

KCF is CLOSED on the following holidays:

- Labor Day
- Thanksgiving (Thursday & Friday)
- Christmas Day
- New Year's Day
- President's Day (Teacher Work Day)
- Easter (Friday before Easter Sunday)
- Memorial Day
- Independence Day
- Fall Teacher Work Day (Friday before 1<sup>st</sup> Day of School)

Refer to the current KCF Calendar of Events for specific dates.

## Staff & Teachers

Kiddie College of Fairfax is licensed by the Commonwealth of Virginia.

We employ qualified and experienced staff and teachers who are knowledgeable in early childhood development. All KCF staff members share in the same Christian faith and work to instill Biblical teachings in our children.

Most of our staff members are trained and certified in First Aid and CPR and will be present at the school whenever children are present. Several of our staff members are trained and certified to administer medication and will be present at the school whenever children are present.

## Facility

KCF is located in the heart of Fairfax accessible by all major highways. Our spacious and bright facility offers large classrooms, 2 outdoor playgrounds, an indoor multipurpose room, and a sizable parking lot for outdoor events and activities.

## Classes

Daycare	Age	Ratio
Koala Bears	6 wks – 17 mos	3:1
Panda Bears	18 mos – 24 mos	5:1
Grizzly Bears	25 mos – 30 mos	8:1

Preschool*	Age	Ratio
Monkey / Kangaroo	2 – 3 yrs (3 yrs old after Sept 30, 2017)	8:1
Elephant / Zebra / Giraffe	3 – 4 yrs (3 yrs old by Sept 30, 2017)	10:1
Lion / Tiger / Cheetah	4 – 5 yrs (4 yrs old by Sept 30, 2017)	10:1

\*Enrollment in preschool classes is determined by the child's age as of September 30<sup>th</sup>. Child's placement in a preschool class will remain year round and promotion to the next age level will occur for the new academic year.

KCF Administration will use its discretion to adjust classes, teachers, and student placement as needed throughout the year.

## Enrollment

### Enrollment Packet

Parents/Guardians must submit a completed Registration Form along with the following fees and documents:

- Registration Fee: \$120 (non-refundable)\*
- Security Deposit: 2-week tuition (non-refundable if you withdraw before the end of the academic year)
- Child's Photo ID: Birth certificate or passport

\* *The Enrollment Fee + Materials Fee (\$120) will be refunded if there is no availability after 6 months on the waiting list*

### Immunization and Medical Records

State Law (Code of Virginia 22.1-270) requires that all children are immunized and receive a comprehensive physical examination before entering a public elementary school and/or daycare. The medical provider's signature is required on the MCH-213F (Commonwealth of Virginia School Entrance Health Form).

For religious exemption from immunization, a parent must submit a completed Commonwealth of Virginia Certification of Religious Exemption Form.

## Annual Re-Enrollment

All families who are continuing onto a new academic year are required to complete and submit the following in order to ensure your child's placement in the next class:

- Updated Registration Form
- \$45 Materials Fee (non-refundable after enrollment)
- Returning families must have a security deposit that equals the current year's 2-week tuition rate. The previous year's security deposit will roll over to the next academic year.
- Updated Parent Handbook Acknowledgement Form (signed and dated)
- No Registration Fee is required.

## Tuition & Fees

### Tuition

The following are the tuition payment options for the academic year:

- Monthly (payment due by the first of each month)
- Weekly (payment due by Monday of each week)
- Bi-Weekly (payment due by Monday of the bi-weekly schedule)

Grace period:

- Monthly Tuition Payments: 5<sup>th</sup> of each month
- Weekly and Bi-Weekly Tuition Payments: Wednesdays

Tuition rates are subject to change with reasonable notice as conditions require. At least one month notice will be given for any changes.

### Security Deposit

Your security deposit will be refunded at the end of the academic year when all outstanding tuition and fees are paid. If your child is withdrawn for any reason before the end of the academic year, you will forfeit your security deposit (please see "Withdrawal & Termination of Enrollment" on page 16).

## Miscellaneous Fees

### LATE TUITION

Late tuition payment will incur a fee of \$5 per day after the grace period. Accounts with at least a two week balance may result in the termination of enrollment until the account is made current. The school cannot guarantee that the child's spot will be available if enrollment is terminated due to non-payment of tuition.

### LATE PICK UP

Late pick up will incur a fee of \$1 per minute after your child's scheduled pick up time. Parent/Guardian must contact the school in advance for late pick up. A late fee will still apply. Late drop off does not permit late pick up.

### EARLY ARRIVAL

Drop off is no earlier than 5 minutes before your child's scheduled start time. If you must drop off earlier, please notify the school in advance. Early arrival will incur a fee of \$5 per 5 minute early arrival (per child).

### RETURNED CHECK

A processing fee of \$35 will be charged for all checks returned for any reason.

## Schedule Change

Each child is allowed one free schedule change for the academic year and one free schedule change for the summer. Additional schedule changes will incur a fee of \$15 per change. This fee is to eliminate frequent changes to a schedule, which adversely affects the child's progress and the class dynamics.

Schedule changes will not be allowed without timely notice, and no additional changes will be allowed within three months of the last change. All schedule requests are subject to approval based on availability.

### DECREASE IN HOURS AND/OR DAYS

You are required to give the school a **full two-week advance written notice** of any decrease in hours and/or days in your child's schedule.

### INCREASE IN HOURS AND/OR DAYS

You are required to give the school a **48 hour advance written notice** of any increase in hours and/or days in your child's schedule.

## Vacation

During the academic year, each family is entitled to **one week of tuition-free vacation** with a full two-week advance written notice. Last minute vacation requests will incur a fee of \$15.

If you pay tuition weekly or biweekly, one week's tuition will be waived for the vacation week. If you pay tuition monthly, the equivalent of one week's tuition (your child's monthly tuition divided by 4.3 weeks) will be credited to your account upon your vacation week.

The scheduled vacation days have to be taken successively in one single week, and any extra vacation week(s) that are added at the end of the scheduled vacation week will be subject to 50% of weekly charges. Any other vacation days that are taken separately thereafter will incur full tuition charges.

## KCF Summer Scouts

Our KCF Summer Scouts program is approximately 8-9 weeks following the academic year. During that time, we offer our families the option of taking the entire summer off without tuition payment or disenrollment. **Your child's spot will be reserved for the next academic year as long as the \$45 materials fee is paid before your child leaves for the summer.**

If you choose to send your child during the summer:

- Tuition will be charged only for the week(s) your child is in attendance
- Tuition payments will be required WEEKLY (payment in total for the summer is acceptable)
- Class assignment, time schedule, and corresponding tuition will remain the same as the current academic year
- Additional vacation weeks (not indicated on the KCF Summer Scouts Attendance form) will be free of tuition charges only when the office is given a full two-week advance written notice prior to the start of the vacation week.
- Each family is allowed one free schedule change during the summer program, and any changes thereafter will incur a fee of \$15 per change. Schedule changes require a full two-week advance written notice and will be approved based on availability.

## Non-Negotiable Tuition Policy

Tuition adjustments (reduction of fees, credits, allowances, or make up days) are **non-negotiable for any reason** including, but not limited to, inclement weather closings, holiday closings, or student absences due to illness, hospitalization, or death in the family.

**Considering our lenient summer vacation policy, we are unable to accommodate tuition adjustments during the academic year.**

## Arrival & Dismissal

### Arrival/Drop Off

Please arrive no earlier than 5 minutes prior to your child's scheduled drop off time. (Refer to "Miscellaneous Charges" for details on early arrival fees)

Parents/Guardians must escort their child to the classroom where a teacher is present to receive your child.

Your child will receive the maximum benefit of our program when they arrive no later than 9:30am. Dropping off a child late interferes with his/her daily routine and also disrupts the learning environment.

### Dismissal/Pick Up

**Please pick up your child on time.** If you pick up your child at 1:00pm or 3:00pm, we kindly ask that you leave promptly with your child so that the teachers may continue with the afternoon schedule. We also ask that you keep the hallway noise to a minimum (please refrain from mobile phone use) and remind your child(ren) to remain with you until you leave school grounds.

There are no credits or allowances for dropping off a child late or picking up a child early. Late drop off does NOT permit late pick up.

### Sign-in/Sign-out

Parents are required to sign in and out daily at drop off and pick up times.

## Authorized/Emergency Release Persons

Authorized/Emergency Release Persons must be 18 years of age or older.

Parents must notify the school if one of the Authorized/Emergency Release Persons (listed on the Registration Form) will pick up a child on a given day. For the safety of the child, we will request all authorized/emergency release persons to provide Government-issued photo identification at the time of pick up.

In the event of a sole-custody case, the custodial parent must provide the school with the court order barring the other parent from picking up their child.

## **Inclement Weather**

Kiddie College of Fairfax makes every effort to remain open, however, our status may change due to unsafe weather conditions. If the Federal Government is closed, KCF will most likely close. Please refer to the school's website ([www.kiddiecollegeoffairfax.com](http://www.kiddiecollegeoffairfax.com)) and our Facebook page for information regarding delays or closings. Information is generally posted by 6:00am.

**Make-up days are not permitted for days the school is closed for inclement weather.**

## **Meals**

Kiddie College of Fairfax strives to be a **nut-free school**. Our school caters nutritious, hot meals for lunch and provides healthy mid-morning and mid-afternoon snacks every day. We accommodate dietary, religious, and allergy restrictions.

Parents are welcome to send snacks and/or lunches from home that are **nut-free**. Food from home must be ready to eat. We will gladly refrigerate food or beverages, but we will not heat/microwave food for safety reasons.

If parents wish to bring special snacks for the class (birthdays, holidays, etc.), please consult your child's teachers about any food restrictions in the classroom. Please refrain from sending in sweets such as candy and/or gum.

Parents/Guardians of children under the age of one must provide all necessary food, beverages, utensils, and containers for your child. All personal items must be labeled with the child's name and date.

## Indoor & Outdoor Attire

All attire and personal belongings must be labeled with the child's first and last names. Children should wear age-appropriate, safe, and comfortable clothing to school every day. A full change of extra clothes (top, bottom, undergarment, socks, shoes, etc.) should be kept in the school tote bag for potty or activity related accidents. These clothes should be switched out seasonally to accommodate weather changes and your child's physical growth.

**Children are required to wear secure velcro/strap sneakers with rubber soles to school every day. NO SHOELACES unless the child can tie them independently.**

Socks are also required for outdoor play. Children wearing "jelly" type plastic shoes, shoes with no back, or flip flops/crocs will not be permitted to play in the playground for safety reasons. If your child wears sandals to school, a back-up pair of sneakers should be kept in their school tote bag.

In cold weather, children should wear appropriate outerwear along with winter accessories such as hats, scarves, mittens, boots, etc. to enjoy outdoor activities. Kiddie College of Fairfax is not responsible for personal belongings that are broken, lost, or stolen.

## Nap / Quiet Time

Your child's daily schedule includes nap/quiet time. We provide a cot for each child on which to rest or take a nap. Physical rest is critical for children during these formative years. Children are not required to sleep, but must rest and remain quiet throughout the duration of this time. Parents may send in a standard crib sheet and blanket or a light sleeping bag to make the cot more cozy and conducive to rest.

## Personal Toys

Our school has a wide range of age-appropriate toys in each classroom for children to enjoy. We request that children leave their personal toys at home, unless asked to bring them for a special event like Show & Tell. The school is not responsible for any personal toys that are lost, stolen, or broken. Toys brought to school for special events should be clearly marked with the child's name.

## **Discipline Policy**

The purpose of discipline is to help children develop a sense of acceptable behavior especially in a school environment with teachers and fellow classmates. Such awareness ultimately gives children security within boundaries, contributes to higher self-esteem, and instills life skills that are crucial for future success.

Examples of desirable behavior and characteristics are:

- Courtesy and respect for others
- Sharing and cooperation
- Truthfulness and honesty
- Gratitude
- Adherence to rules and routines
- Self-control

Our teachers implement constructive means of discipline by enforcing positive and age-appropriate rules and routines in the classroom. The following are various methods used to help our children develop desirable behaviors:

- Lessons and activities on good manners / etiquette / behaviors
- Positive reinforcement
- Redirection
- Rewards / Behavior charts
- Firm verbal warnings
- Brief time out / cool down / “thinking chair”

The teachers regularly communicate with parents regarding child behavior. These conversations are crucial in reinforcing consistent means of discipline both at home and at school so that the child may learn and grow to his/her full potential. Challenging and disruptive behaviors such as hitting, biting, kicking, etc. may be part of a developmental phase and will look different for every child. We make every effort to work with parents to support their child, however, if we feel that at any point we are unable to meet the specific needs of the child, we reserve the right to terminate enrollment.

## **Child Safety Policy**

Virginia state law requires that all educators report suspected child abuse or neglect to the proper authorities to protect children and support their families. Our staff and teachers will carefully evaluate detected signs of abuse/neglect and take proper measures to ensure the child’s safety.

# Health Policy

## Sick Child Policy

KCF strives to ensure a healthy and safe environment for all children. If your child develops symptoms of illness or displays irregular or abnormal behavior that poses an increased risk to the child, other children, and adults in the school, the administrative staff will contact the parents/guardians for immediate pick up.

To prevent the spread of illness or disease, a child will not be able to return to the school until re-admission criteria are met.

- **Fever** – A forehead/armpit temperature of 100 degrees or greater requires the child to be picked up. The child may return to school after he/she has been fever-free for **24 hours** without the use of medication.
- **Vomiting** – Vomiting 2 or more times during the day requires the child to be picked up. The child may return to school after vomiting has ceased for **24 hours** or more.
- **Diarrhea** – Diarrhea 2 or more times during the day requires the child to be picked up. The child may return to school after diarrhea has ceased for **24 hours** or more.
- **Conjunctivitis (Pink Eye)** – A child with pink/red eyes or eyes with mucous requires pick up. The child should see a doctor for diagnosis and treatment for **24 hours** before returning to school. A doctor's note must be submitted to the office.
- **Streptococcal Disease (Strep Throat)** – A child with strep throat requires immediate pick up and must see a doctor for diagnosis and treatment for **24 hours** or more before returning to school. A doctor's note must be submitted to the office.
- **Rash** – A child with a rash that is unidentifiable and continues to spread throughout the body requires immediate pick up. We highly recommend the child see a doctor for diagnosis and treatment of **24 hours** or more if the rash is deemed contagious before returning to school. A doctor's note must be submitted to the office.
- **Pediculosis (Head Lice)** – A child with head lice requires immediate pick up. The child may return to school after appropriate treatment confirms that the child is nit-free.

We understand that picking up your child early and keeping them home may be inconvenient, however, your cooperation in minimizing the spread of any illness or disease will help ensure the health of your child and all individuals in our school.

**Parents/Guardians are required to notify the school if your child is diagnosed with any communicable disease or infection.**

## First Aid & Emergency Care

The administrative staff will apply first aid for minor cuts and injuries.

We will obtain immediate medical care for any serious injuries or emergency situations and contact the parents/guardians thereafter. KCF and its staff will not be held liable for any claim, demand, debt, obligation, cost, expense, right of action, or cause of action based on or arising out of such emergencies.

## Medication Policy

Student medication will be administered by trained administrative staff in accordance with the following policies:

- Parents/Guardians must complete a medication authorization form **FOR ANY TYPE OF MEDICATION** (including over-the counter or prescription topical, oral, nasal, eye, ear, nebulizer, epi-pens, etc.) giving the school permission to administer the medication to their child.
- Medication must be submitted to the **OFFICE ONLY** in its original container labeled with the child's name, dosage, and time to be administered. The medication must also come with necessary equipment to properly administer the medication (dosage cup, spoon, syringe, etc.)
- A doctor's signature is required for any prescription medication.
- A doctor's note is required for any over-the-counter medication that must be administered for more than 10 days.
- A new medication authorization form must be completed every 6 months.

## **Photographs of Children**

Teachers and staff regularly take photographs to document student activities for educational, promotional, and/or communication purposes. These photographs may be used on the KCF website, Facebook page, and/or marketing brochures.

## Parent Communication

We make every effort to have open and ongoing communication with parents to ensure that you are updated about your child's progress, school events and activities, and any updates pertaining to our policies and regulations. The following are methods of communication we use:

- Daily reports
- Injury reports
- Phone calls & emails
- Monthly newsletters
- Monthly lunch menus
- Back to School Night (September)
- Curriculum Orientation
- Parent Board near the main entrance
- KCF website
- KCF Facebook page

If you have any questions or concerns, please contact the school by phone, email, or stop by the office at any time.

## Withdrawal & Termination of Enrollment

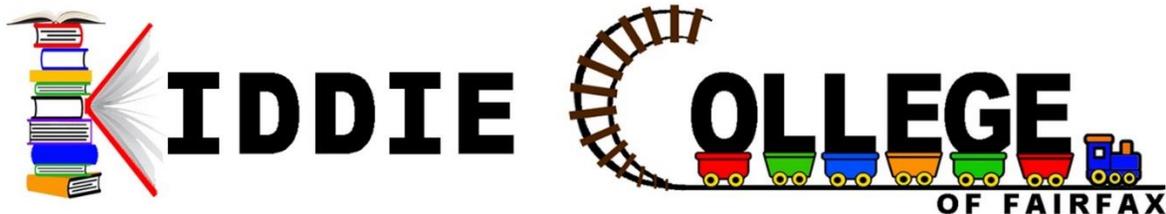
### Withdrawal

Parents/Guardians must provide a **full two-week written advance notice of withdrawal**. Withdrawal before the end of the academic year (for any reason) will result in the forfeiture of your security deposit. In cases of any non-payment of tuition balance, legal actions may be taken to collect the remaining tuition balance, and the parents/guardians will be responsible for all legal expenses incurred.

Once a child is withdrawn, he or she will only be eligible for re-admission based upon space availability and all other registration criteria. Once a decision for re-enrollment is made, the parent/guardian will be required to pay a new non-refundable registration fee and a security deposit at the current rate.

### Termination of Enrollment

- Child exhibits violent and harmful behavior that puts children and staff at risk
- Child exhibits physical, emotional, psychological developmental needs that the school is unable to accommodate
- Parent/Guardian refuses to comply with the school's policies and regulations as stated in the Parent Handbook
- Parent/Guardian exhibits violent or harmful behavior that puts children and staff at risk



## PARENT HANDBOOK ACKNOWLEDGMENT FORM 2017-2018

I have read the 2017-2018 Parent Handbook and agree to adhere to the school policies and regulations as stated in the Handbook, **effective August 28, 2017**. I understand that by signing below I am responsible for the information provided in the **newest version** of the Parent Handbook and that previously signed documents regarding Kiddie College of Fairfax policies and procedures will be replaced with this updated copy.

\_\_\_\_\_  
Child's Name (Print)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\*Please sign and return this form to the main office. Thank you.