



Springer Preschool Academy

PARENT HANDBOOK

2017-18

The Advanced Career Education (ACE) Center @ Highland Springs
100 Tech Drive
Highland Springs, VA 23075
(804) 328-6254



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**Springer Preschool Academy Parent Handbook
Table of Contents**

Welcome to our Preschool Lab School2

Address & Phone Number2

Hours of Operation2

Preschool Daily (Sample) Schedule.....3

Preschool Calendar4

Closings Due to Inclement Weather.....4

Tuition4

What Children Will Need to Bring & Leave at School.....5

What Children Will Need to Wear5

Arrival and Departure5

Late Pick-up Charges 6

Parking Lot Safety6

Food.....6

Celebrations7

Rest Time.....7

Illness.....7

If Your Child Becomes Ill at Preschool.....7

Medication Policy.....8

Accidents/Injuries8

Behavior Policy.....8

Toileting9

Access to the Building9

Emergency Drills10

Building Evacuation10

Reporting Suspected Child Abuse10

Communication10

Field Trip Policy.....10

Termination Policy11

Welcome to the Springer Preschool Academy program. Springer Preschool Academy is a lab school. Your child is being taught by Early Childhood Education students from The Advanced Career Education Center at Highland Springs with the assistance of a certified teacher. Successful early childhood programs actively involve parents and others from the community. Our staff develops partnerships with parents because parents have both a right and a responsibility to participate in decisions about their child's care and education. Parents know their children best and can share valuable information about their development. If you have an idea about how you would like to participate in the classroom, please speak with the teacher to see how your ideas might be worked into the lesson plan.

Teachers work in partnership with parents, communicating regularly to build mutual understanding and greater consistency for children. Parents are invited to participate in the classroom, as well as in activities or special events. They are encouraged to talk about the program and their child's progress. Children benefit when parents and staff share their knowledge and experiences.

Parents are invited to attend a parent orientation prior to their child entering the Springer Preschool Academy program. Visits to the Preschool provide additional opportunities for parents and staff to share their ideas and concerns.

The Springer Preschool Academy program is governed by the Henrico County Public Schools (HCPS) School Board and, therefore, is not required to have a Preschool license. The Preschool is required to meet minimum standard of child care for the State of Virginia.

Address & Phone Number

Springer Preschool Academy
1003 E. Nine Mile Road
Highland Springs, Virginia 23075
Phone: (804) 328-6254 Fax: (804) 328-3635

Hours of Operation

The Preschool is open 5 days a week during the days Henrico County Public Schools are in session for students. **Monday – Friday 7:00 A.M. – 4:25 P.M.**

Springer Preschool Academy will be closed on student holidays including teacher planning and development as well as quarter close-out days.

The program is in operation for Preschool children who are two years old to school eligibility. All children must be able to feed themselves and be bathroom independent. A completed registration form, an updated immunization record, a physical examination, child's birth certificate, signed handbook acknowledgement and parent's proof of identity are required.

Preschool Daily Schedule*

2/3 Schedule

7:00 a.m. – 8:00 a.m.	Opening, Table Top, Centers
8:00 a.m. – 8:30 a.m.	Breakfast/Bathroom
8:30 a.m. – 8:45 a.m.	Story Time/Nursery Rhyme
8:45 a.m. – 9:00 a.m.	Bathroom
9:00 a.m. – 9:30 a.m.	Playground
9:30 a.m. – 9:45 a.m.	Bathroom
9:45 a.m. – 10:00 a.m.	Circle time (Literacy)
10:00 a.m. – 10:45 a.m.	Work time (Centers)
10:45 a.m. – 11:30 a.m.	Lunch/Bathroom
11:30 a.m. – 1:30 p.m.	Naptime
1:30 p.m. – 2:00 p.m.	Bathroom/snack
2:00 p.m. – 2:15 p.m.	Circle time (Math skills)
2:15 p.m. – 3:00 p.m.	Work time (Centers)
3:00 p.m. – 3:30 p.m.	Playground
3:30 p.m. – 4:00 p.m.	Bathroom (Music and movement)
4:00 p.m. – 4:25 p.m.	Large Group activities/Dismissal

4/5 Schedule

7:00 a.m. – 8:00 a.m.	Opening, Table top, Morning story
8:00 a.m. – 8:30 a.m.	Hand washing, Breakfast, Bathroom
8:30 a.m. – 9:00 a.m.	Music/Movement
9:00 a.m. – 9:30 a.m.	Outside play
9:30 a.m. – 9:45 a.m.	Meeting time (Literacy – AM)
9:45 a.m. – 10:20 a.m.	Learning Stations
10:20 a.m. – 10:50 a.m.	Transition/Story time
10:50 a.m. – 11:30 a.m.	Hand washing, Lunch
11:30 a.m. – 1:00 p.m.	Bathroom/ Naptime
1:00 p.m. – 1:30 p.m.	Open your eyes transition time
1:30 p.m. – 2:00 p.m.	Bathroom/Snack
2:00 p.m. – 2:30 p.m.	Meeting Time (Math/Science- PM)
2:30 p.m. – 3:00 p.m.	Work Stations (Math/Science)
3:00 p.m. – 3:30 p.m.	Outside play
3:30 p.m. – 4:00 p.m.	Music/Movement
4:00 p.m. – 4:25 p.m.	Departure/Afternoon activities

**All scheduled activities are subject to change.*

Springer Preschool Academy Calendar for 2017-2018

September 5	Springer Preschool Academy Opens for First Day of School
September 21	Student half day/Staff Development (SPA closes at 1:30 p.m.)
October 9	Student half day/ Planning & Development (SPA closes at 1:30 p.m.)
November 7	Student holiday (SPA Closed)
November 22,23,24	Thanksgiving Holiday (SPA Closed)
Dec. 18-Jan. 1	Winter Break (SPA Closed)
January 2	Preschool Re-opens
January 15	Dr. Martin Luther King Jr. Holiday (SPA Closed)
January 29	Student Holiday/Staff Development (SPA Closed)
February 19	Planning & Development (SPA Closed)
March 1	Student half day/Staff development (Closes at 1:30 p.m.)
April 2-April 6	Spring Break (SPA Closed)
April 16	Student half day/Staff development (Closes at 1:30 p.m.)
May 28	Memorial Day Holiday (SPA Closed)
June TBD	Graduation/End of Year Program Rehearsal
June TBD	Springer Preschool Graduation/End of Year Program
June 15	Final Half Day for students (Closes at 1:30 p.m.)

Closings Due to Inclement Weather

The Preschool will follow the decision of Henrico County Public Schools. If schools operate on a delayed schedule or early release for students, the Preschool will follow that schedule and will close thirty minutes after the last school dismissal to allow parents time to pick up children. In the event of a severe weather threat such as severe thunderstorm or tornado warning. The Preschool may be required to evacuate to the ACE center at HS library where they will be waiting for you to pick up.

Tuition

Springer Preschool Academy is a lab school. Your child is being taught by Early Childhood Education students from The Advanced Career Education Center at Highland Springs with the assistance of a certified teacher. Our Preschool is being offered to you as a Henrico County Public Schools employee benefit. The charge for the Preschool is \$32.90 a week to defray the cost of food and supplies. Rates are not prorated for an absent child. The monthly rate is \$125.00 starting in September with last payment in June. Excessive late payments will result in a conference with the program director.

Tuition for each student enrolled at Springer Preschool Academy is due on or before the first Friday of each month. If payment is not received on time, a \$5.00 late fee will be assessed each day that the payment is not received. The following are the due dates for tuition for the 2016-17 school year.

Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
8	6	3	8	5	2	2	13	4	8

What Children Will Need to Bring and Leave at School

Please label all personal belongings with the child's name using a permanent or laundry marker.

- A complete change of clothes appropriate for the season, including socks.
- Blanket, small stuff toy and small pillow (to be taken home weekly and washed)

Stuffed toys and pillow should be small enough to fit into the cubbies. No pillow pets or standard size bed pillows allowed. We provide a wide variety of toys at Springer Preschool Academy. We request that personal toys, other than the small sleep toy, remain at home with the exception of those brought in on Show & Tell days for participating classes.

What Children Will Need to Wear

Preschool learning can be a messy business. Please dress your child accordingly. Pajamas and swim wear are not allowable preschool attire, unless requested by the teacher for a special activity day. **For safety, we require closed-toed shoes.**

Arrival and Departure

Please use only the main entrance and exit when picking up or dropping off a child.

Arrival:

- The parent must accompany the child into the building, directly to a staff member, and sign the child in on the Sign-In Log provided.
- The parent and the teacher will assist the child in adjusting to the morning routine. We suggest that the parent and child have a morning ritual that will promote confidence and begin the structured routine of that child's day! Should the parent need any assistance with that routine, they should not hesitate to ask.

Departure:

- A parent, guardian or other authorized adult must sign the child out daily on the Sign-Out Log provided. This log will be located in the hallway.
- Phone call, email or written notice must be provided by the parent or guardian for a child to be released to another adult. This adult will then need to provide a picture ID before our staff will release the child to him/her. Please inform the designated pick-up person of this requirement in advance.
- Should an emergency occur during the day, the parent/guardian must call the Preschool to provide new pick up information.
- Please provide the Preschool with any court documents to verify custody and visitation arrangements. This information will be kept in confidence in the child's record. It will be shared with the staff members only as required to meet the needs of the child.
- Parents/guardians will be notified should an unauthorized adult arrive to pick up their child. Unless proper authorization is given, the child will not be released.

- The Preschool reserves the right to call the authorities should any unauthorized adult become uncooperative about the release of the child or if they appear to be under the influence of alcohol or drugs and will compromise the safety of that child.
- The Preschool staff will attempt to reach the alternative contacts provided after the first 15 minutes. After 5:00 pm we are required to contact Youth and Family Services and the local authorities.

Late Pick-Up Charges

Late departure charges apply after 4:30 p.m. or after 1:30 p.m. on a half-day. If you become aware that it will be past our closing time when you pick up your child, please attempt to make alternative arrangements. Late charges occur on a graduated scale which is outlined below. Charges will be assessed at:

- \$1.00 per minute/per child after closing time for the 1st late pick-up.
- \$2.00 per minute/per child after closing time for the 2nd late pick-up.
- \$3.00 per minute/per child after closing time for the 3rd late pick-up.
- An additional dollar per minute will be added for each additional late pick-up. Excessive late pick-ups may be grounds for dismissal.

Parking Lot Safety

We ask that you use appropriate and posted speeds around the Preschool. Please hold your child's hand for safety and direction in our parking lot. We will not allow your child to leave the Preschool through our front doors without an authorized adult. All play will occur in our fenced-in play area. No children should be left unattended in a car.

Food

The Springer Preschool Academy supports healthy eating. The Preschool will provide a breakfast/snack in the morning, lunch and an afternoon snack. The morning snack and lunch will be prepared by the cafeteria staff at Highland Springs High School based on a USDA Type A breakfast and lunch. The food will be delivered to the Preschool and served family style. These meals will consist of a meat, bread, vegetable, fruit and milk. The snacks will be served by the Early Childhood Education students based on the USDA guidelines.

Children must wash their hands before and after eating. Children with food allergies that do not allow them to eat the food served must bring their own lunch and snack.

Celebrations

Children look forward to classroom parties and projects that involve food. If you, as a parent, would like your child's birthday celebrated at Springer Preschool please contact your child's classroom teacher. Celebrations should be kept simple in nature. In an effort to provide the healthiest eating environment possible, please select healthy snacks for the celebrations. "If your child has food allergies; you can elect to bring alternative store brought snacks that your child can eat on celebration days."

Rest Time

A daily rest time is required for all children who attend the Preschool. Quiet music is played and children are encouraged to rest quietly if they do not sleep. Children who are awake after 30 minutes will be encouraged to look at a book while others are resting.

Your child will be provided with a rest cot that only he/she will use throughout the year. If you wish to send a small stuffed animal to help your child feel comfortable, it would be welcomed. Your child's items should be labeled to ensure their safe return.

Illness

Certain diseases must be reported to the Department of Health due to the possibility of posing a public health hazard. Please inform us within 24 hours if your child or any immediate family member has contracted any of the following: Chicken Pox, German Measles, Mumps, Hepatitis A, Tuberculosis, Measles, Whooping Cough, Spinal Meningitis, Salmonella, Rubella, Giardiasis, Shigellosis, Lyme Disease.

Should we experience an outbreak; any child who is not fully immunized against the disease will be excluded from the program for the duration of the outbreak as directed by the Department of Health.

If your child is sick, do not bring them to the Preschool. If your child has an oral temperature that exceeds 100.4 degrees Fahrenheit, has diarrhea, or is vomiting, your child may not attend Preschool until the symptoms have abated for 24 hours without the assistance of medication.

If Your Child Becomes Ill at Preschool

If your child becomes ill at Preschool, we will contact you immediately at the phone numbers you have provided on the Child Information Card. We ask that you pick up your child or arrange to have your child picked up within one hour of being contacted. If we cannot reach you within a reasonable amount of time, we will attempt to contact someone from your list of emergency contacts. If the illness is thought to be life threatening, we will immediately call 911.

By law, children must be symptom free for at least 24 hours before they are allowed to return to school.

Medication Policy

- No medicine, whether over-the-counter or prescription, can be given without a completed Medication Consent Form. In addition, an over-the-counter medication record form or prescription medication record form must be filled out before medication will be administered to the child.
- Once above forms have been completed, all medicine and forms must be given to the **child's teacher** by the parent/guardian. Do not send medicine in by your child or in your child's backpack.
- A medication log will be maintained when giving any medicine.
- Medication will only be given by trained and authorized staff.
- All medicine must be clearly labeled and in the original container/packaging.
- Medicine will only be given according to the directions on the package or insert, unless written directions are given by the child's physician.
- Nonprescription medication that is to be given for more than three consecutive school days must be authorized by a physician in writing.
- Expired medications will not be given.

Accidents/Injuries

If your child has a minor accident resulting in injury, our teachers will administer the necessary first aid care such as Band-Aids and ice packs and will complete an Incident Report Form detailing the event. This form will be given to you at the end of the day. Please sign it and return a copy to the teacher for our records. If an accident occurs that results in a more serious injury, we will call you to discuss the nature of the accident. In the event of an emergency, we will contact you immediately and an ambulance will transport your child to the nearest hospital or emergency room. It is very important that your emergency contact information be up to date, in the unlikely event that something should occur.

Behavior Policy

Student teachers are to follow the guidelines listed below for managing children's behavior, which comply with those stated in *Minimum Standard for Licensed Child Care Centers Serving Children of Preschool Age or Younger.*

- Establish clear rules and limits for behavior, and be consistent and calm in applying them.
- Encourage and model appropriate behaviors.
- Talk directly to each child at his/her level.
- Respond to children's needs and questions quickly and positively.
- Demonstrate respect for children's feelings.
- Help children resolve conflicts through problem solving.
- Give children choices, but make sure they are choices that staff can follow through with.

- Use redirection to change unacceptable behavior.
- Give gentle reminders.
- Give hugs and demonstrate care/understanding.
- Use “the thinking chair” wisely.
- Solicit assistance when needed from the Early Childhood Education Teacher.
- **NO PHYSICAL PUNISHMENT IS ALLOWED.**

If there are repeated occurrences of disruptive behavior which interrupt or interfere with teaching, orderly conduct in the classroom, or the safety of others and these issues cannot be resolved, the child will be removed from the Preschool.

Toileting

Children enrolled in Springer Preschool Academy must be fully toilet independent. Children are provided regular opportunities for scheduled bathroom breaks. In addition, a child will have access to the restroom at any time upon request. Springer Preschool Academy will use the following guidelines to determine preschool readiness in regards to toilet independence.

- **Wetting.** Children who exceed four wetting accidents, while awake even during naptime, during any given 30 day period will be considered “still in the toilet training process” and are not eligible for the program. Wetting while sleep during naptime is considered normal as many preschoolers have not yet developed continence while sleeping.
- **Defecating.** Children who exceed three normal bowel accidents, including while awake during naptime are considered “still in the toilet training process” and are not eligible for the program. Bowel accidents due to illness are handled accordingly (see Illness section).
- **Hygiene.** Preschoolers usually do not master the skill of toileting hygiene (i.e. wiping thoroughly) until they are five or older. These skills must be taught by parents and preschool caregivers. From time to time, a preschooler will need assistance with wiping. Our caregivers will assist preschoolers with toileting hygiene as outlined in the VA Standards for Licensed Preschool Practices with your child’s dignity in mind.

Access to the Building

In order to maintain a safe environment, access to the Preschool will be restricted and limited to Preschool parents or authorized pick-up designee, ACE Center at HS Early Childhood Education students and invited students, and school administration, as well as HCPS Central Office administration. All others will be accompanied while on the premises. Exterior and interior doors will be locked at all times.

Emergency Drills

The Preschool will conduct weekly emergency drills through the month of September and monthly thereafter. These drills are designed to prepare children and teachers in the event of a real emergency.

Building Evacuation

If public officials (fire, police, etc.) determine that the children should be relocated to another site for safety reasons. The principal of The Advanced Career Education Center at Highland Springs will notify the preschool of the action to take. The secretary of the preschool will send an email to the parents Henrico County email address. Should you have questions or concerns regarding the exact location of your child, you may call ACE Center at HS at (804) 328-4075.

Building Access will be restricted during emergency lock down or evacuation procedures. An ORANGE card will be displayed in the front door. When this is present, no one will be permitted to enter or leave the building during this time. Please make preparations for your child as necessary.

Reporting Suspected Child Abuse

Our dedication to the well-being of children and the laws of the State of Virginia require that we report all suspected cases of child abuse to the Department of Social Services. They will determine what action, if any, is taken.

Communication

Parents who are concerned about their child or the Preschool program are encouraged to communicate their concerns with the appropriate personnel. When making contact, please follow the order below.

1. Early Childhood Education Classroom Teachers
2. Family and Consumer Sciences Specialist & SPA Program Director, Mrs. LaRhonda Mason
3. Principal of The Advanced Career Education Center at Highland Springs, Dr. BJ Crowder
4. Director of Career and Technical Education, Mr. Mac Beaton

Field Trips

Springer Preschool Academy has a small school activity bus. Preschoolers will have the opportunity to participate in occasional local field trips which are age appropriate and meaningful for child development. Blanket parental permission slips are included in the application packet which covers all field trips. Each field trip will be announced at least one week prior to the event and parents will be

able to “opt out”, if desired. Cost of field trips will vary and whenever possible will be absorbed by the Preschool. Springer Preschool Academy will follow all transportation and field trip policies as outline in the VA Standards for Licensed Preschool Practices as well as recommendations by the American Association of Pediatrics. Children will be transported in appropriate child safety restraints as required by law.

Termination Policy

We understand that families’ needs may change. If you discover our services are not needed, please notify us two weeks prior to your termination date.

If we feel our program does not meet the child’s needs, or the child/family is not adhering to the policies, we reserve the right to terminate the child care arrangement. We strive to partner with parents to solve any concerns. However, any situation that may arise and is determined by the staff and director to be excessive or repetitious may be grounds for dismissal.