

**Lake Ridge  
Creative  
Preschool  
703-491-1593**



**Parent Handbook**

## Purpose



For over 20 years the Lake Ridge Association has sponsored the Creative Preschool. We believe that every child is an individual and the emphasis is on his or her physical, social and intellectual development. We provide a quality-learning environment that will help your child begin to realize his or her own potential. Our instructor to student ratio is 1 to 8. It is our goal that through the daily activities your children are involved in, they will grow and have a positive attitude about themselves and their relationships with others.

## Lake Ridge Association / School Relationship



The Lake Ridge Creative Preschool is one of the programs sponsored by the Lake Ridge Association through the Recreation Department. Registration, tuition payments and file updates are processed through this department. The Creative Preschool makes use of the Association's pools, playgrounds and community centers as a result of this relationship. The preschool classes are held at the Ridgewood Center.

## Eligibility, Program and Curriculum



Enrollment is open to all Lake Ridge Association families. Your child must reach the appropriate age by September 30<sup>th</sup> of the school year. All children must be toilet trained. We offer this program without regard to race, gender, creed, or national origin. The program is open to families outside the association when spaces are available.

The 3-4 Year Old Explorers class is designed for children, who are at least 3 years old by September 30, completely toilet trained, and ready to explore a classroom environment. Students are introduced to activities including counting and learning the alphabet, cutting and gluing, circle time, organized play, and identifying their names.

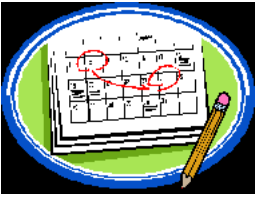
We offer two Explorers classes. The early class meets from 9:15am to 1:30pm. The later class begins at 9:45am and ends at 2pm.

The Pre-K class is appropriate for children who will be 4 years of age by September 30, and will be attending kindergarten the following year. As part of the early literacy program students concentrate on writing their first and last names, identifying and begin writing letters of the alphabet and counting during every day activities. Each day includes creative activities that emphasize fine and gross motor skills. Conferences are scheduled in April where there will be an assessment of child's progress and recommendation for kindergarten readiness.

We offer two Pre-K classes. The early class meets from 9:15am to 1:30pm. The later class begins at 9:45am and ends at 2pm.

Each class follows a general daily schedule that includes: circle times, center play, and project time, outside or active play, lunch, music, learning activities and dismissal.

## Monthly Calendar



Our instructors work hard to keep parents informed on what their child is learning and working on in the classroom. A monthly calendar is issued for each specific class. Highlights include the letter/number of the week, projects for the day, show and tell, field trips, and parties.

## Snacks and Lunches



The day is longer allowing us to share snack and lunch time together. Children are required to bring their own snack and lunch each day to class. All food must be non-perishable and labeled properly as to identify the child it belongs to. All unused portions will be placed back in the original container and sent home with the child. If a child is sent to school without a proper snack or lunch, the parents will be called and asked to make arrangements to provide food as soon as possible.

## Clothing

Children are encouraged to wear comfortable and casual clothing to class each day. Clothing should be easy to take off and put on for bathroom breaks. Tights, belts, and suspenders are cumbersome to the task at hand. Soft sole shoes are necessary to prevent slips and trips in the classroom. Children have outside play scheduled daily if temperatures are above 40 degrees. Children do not go outside in inclement weather. Clothing should be weather appropriate. Coats, hats, mittens, boots, and umbrellas need to be labeled with your child's name.



## Discipline



The structure of the program helps minimize discipline problems. We encourage using appropriate manners in each aspect of the day. Children come to the classroom with different degrees of adaptability to situations. We help the children develop the right attitude with practice and guidance. If problems persist, the teachers and director will confer with the parents to determine the best course of action. Options include behavior modification, brief time-out to find appropriate manners, or referral to Preschool Child Find to arrange observation or a developmental screening.

## Illnesses & Medication



An ill child will be identified by two or more of the following symptoms: fever, runny nose, watery, red, or inflamed eyes; cough, vomiting, sore throat, skin eruptions or rash; diarrhea, or any other actions that are uncharacteristic for the child. In the event a child arrives to class ill, or becomes ill during the duration of class, the parent or a designated emergency contact will be notified, so the child can be taken home.

Prescription medication shall only be given to a child with written authorization from a parent AND doctor. Non-prescription medications shall only be given to a child with written authorization from a parent. All medication must be labeled with the child's name, name of the medication, dosage amount, times to be given, and adverse reactions. All medication must be in the original container from the pharmacy. Medication shall be kept in a locked container kept out of children's reach.

## Field Trips



Field Trips enable students to observe and learn about local businesses and how they operate. All Field Trips are confined to the local Prince William County area. The Explorers Class begins taking field trips in early January and go on visits to the pet store, grocery store and post office. The Pre-K Class starts taking field trips in September. Monthly field trips include the police station, library and kindergarten.

Parents are required to assist in transportation to and from field trip locations. Drivers must provide documentation of current vehicle insurance and current driver's license. Virginia law requires all children four years of age and/or under forty pounds be properly restrained in a car seat. Children over forty pounds under the age of seven must be properly restrained in a booster seat to ride in a motor vehicle.

## Teaching Staff

Good teachers make a difference in a child's life. We strive to make a positive difference. Jean Hoge is the Director of the Creative Preschool. There is a lead teacher in each class as well as teacher assistant and aides. Lead teachers commonly have a bachelor or masters degree in early childhood education, child development, or in elementary education with emphasis in early childhood education. Lead teachers must have had experience working with young children in developmentally appropriate school setting. A degree in education or related field is preferred for assistant teachers, as is experience with young children in a classroom setting.



All teachers undergo criminal background checks upon hiring. Staff is also required to provide result of tuberculosis testing every two years. All staff is trained in CPR and First Aid. Instructors are required to attend sixteen hours of related education classes on a yearly basis.

## Registration

Families with a child currently in attendance may register for the coming school year, beginning the first week in February. Registration is open to Lake Ridge Homeowner's Association members the last week of February and then the community at large the first week in March. When available spaces are filled, children's names are entered on a waiting list. Children on the waiting list are admitted as openings become available throughout the year.



Forms necessary to the registration process include the registration form, a health form, verification of immunization, and proof of child's identity. The registration form and health form may be obtained from the Lake Ridge Parks and Recreation Association. The registration form requires name, address and phone numbers of two local emergency contacts. The health form needs to be dated within the current year and signed by a doctor. The State Board of Health requires that each child have a certificate of immunization on file. A doctor must also sign verification of child's immunization. The Virginia Department of Social Services requests parents or guardians show proof of the child's identity. This documentation may be a birth certificate or passport. A non-refundable registration fee will accompany the registration paperwork. (See pre-school tuition fees.)

## Supply Fee



There is a one-time supply fee per student. (See preschool tuition fees). This fee will take care of your child's glue, construction paper, scissors, crayons, etc., to help make his/her year creative and fun. If there is something specific needed in the classroom your teacher will advise you on the calendar for the month.

## Tuition

Monthly tuition is due on the first day of each month after which, a \$15.00 late fee will be processed. If payment is not received by the first of the next month, the child will be dis-enrolled from the program. There is a payment box outside the upstairs classroom for your convenience. Checks are made payable to LRPA. Checks may be mailed to LRPA, 12350 Oakwood Drive, Lake Ridge, VA 22192.



If a child is absent from class for an extended period but expects to return to school, tuition must be paid during the period of absence.

## **Withdrawal from the program**

In the event a withdrawal from the program is necessary, a written letter listing your child's name and the effective date of withdrawal must be given to the Administrative Office. Adequate notice is necessary to permit openings to be filled. If your child is absent from class and payment is not received within 30 days of the due date, your child may be removed from the program.

## **Transportation**

To facilitate the formation of carpools, the school will provide families with a directory of the names and addresses of all children enrolled in their class. Written permission will be obtained from families before including them in the directory. Parents initiate the formation of their carpools.



If a child is to go home with anyone other than their parent, sitter, or authorized person from their registration form, the school must be notified in writing.

Vehicles must be parked in the parking lot in designated parking spaces and children must be accompanied to and from the classroom. There is **NO PARKING** on Oakwood Drive directly in front of the building. Any child arriving late to class will be greeted and assisted in putting belongings away and getting involved in the group. If your child is not picked up after 15 minutes of the end of the program, the child will be escorted to the Administrative Office and a parent will be notified. If you cannot pick up your child promptly at dismissal time, please make arrangements for someone else to do so.

## **Sign In/Sign Out**



Each child must be signed in and out every day they attend the program. The Creative Preschool is responsible for your child after they are signed in at the classroom. This responsibility is relinquished when your child is signed out at the end of the school day.

## School Holiday and Planned Closures

The Creative Preschool follows Prince William County School schedule as well as the Lake Ridge Association office's schedule.



**September**  
September 6  
School begins

January 16  
Martin Luther King Day  
January 30  
Teacher In-service

**October**  
October 10  
Columbus Day



**February**  
February 20  
Presidents' Day

**November**  
November 7-8  
Teacher In-service  
November 11  
Veteran's Day  
November 24-25  
Thanksgiving Break

**April**  
April 2-6  
Spring Break  
April 9  
Teacher In-service

 **December**  
December 23-30  
Winter Break

**May**  
May 28  
Memorial Day

**January**  
January 3  
School Reopens

**June**  
June 12, Explorers  
June 13, Pre K  
Last Day of School

## Weather Policy



Creative Preschool follows the delayed opening and school closing procedures set forth by the Prince William County Schools. Depending on the severity of the weather and possibility of hazardous road conditions the Preschool may open late, close early or not open at all.

## Where to Find Closing Announcements:

### On the PWCS Home Page:

- School closings, delayed openings, or early closing information will be **announced on the PWCS home page** as soon as decisions are made ([Go to www.pwcs.edu](http://www.pwcs.edu), see the top of the "Announcements" section).
- When viewing the PWCS Web Site be sure to "Refresh" your web browser or in some cases you may need to **CLOSE AND REOPEN YOUR BROWSER** window if the refresh does not show the closing announcement.

### On Television and Radio Stations:

- PWCS-TV, Comcast cable channel 18; Verizon cable channel 36
- Local TV and radio stations.
- By Calling the School Closings Hot Line: **703.791.2776 (select #3)**.

### Closing Details:

- Note that sometimes a 2 hour delay is later changed to a full day school closing; **so check for announcements frequently when there is a delayed opening.**
- **Code Red:** Schools are closed and **employees shall not report for work.**
- **Code Green:** Schools are closed and all **12-month employees and all administrators shall report for work.** Annual leave may be requested by those employees unable to report for work (liberal leave).

### Two Hour Delayed Opening

- All students, teachers, teacher's aides shall report on a two-hour delay.
- Note that sometimes a 2 hour delay is later changed to a full day school closing; **so check for announcements frequently when there is a delayed opening.**

### REMEMBER

- When all Prince William County Public Schools open two hours late the Preschool will open two hours late.
- When all Prince William County Public Schools are closed the Preschool will be closed.
- When all Prince William County Public Schools close one hour early the Preschool will close one hour early.
- When all Prince William County Public Schools close two hours early the Preschool will close two hours early.

Please take an opportunity to review all emergency contact information. It is possible childcare providers and even parents may be unaware of an early school closure. We will attempt to contact parents and emergency contacts in the event a child is not picked up when there is an early dismissal. All emergency contacts should be accurate and reside within a one-half hour distance of the Creative Preschool.

### **Accidents**

Accidents do happen. A duplicate copy of the accident report will be filled out and a copy given to parent and one kept in child's file. The report will detail the accident and measures taken.

### **Point of Contact**

Immediately discuss any issue concerning your child with his or her teacher. If your concern persists, or more guidelines are needed, a meeting will be held between you, the teacher and the preschool director. When necessary the Recreation Department Director will clarify the Lake Ridge Association's policy and position in order to resolve the issue.

