



Winfree Memorial Preschool
A Nationally Accredited Weekday Preschool Program

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Program

Parent Handbook

794-1388

www.winfreepreschool.org

School Year 2023-2024

Winfree Preschool Handbook

Winfree Memorial Baptist Church Winfree Memorial Preschool



*13617 Midlothian Turnpike
Midlothian, VA 23113*



(804)794-1388



Winfree Memorial Preschool

Director

Jessica Morrissette

Assistant Director

Linda Hatcher

School Website

www.winfreepreschool.org

School Email

winfreepreschool@comcast.net

Winfree Memorial Preschool

A Nationally Accredited Preschool

Mission Statement

In the Winfree Baptist Church Covenant, we acknowledge our membership in God's church and in this fellowship. We state our intention to live lives committed to Christ. Through the ministry of the weekday preschool, we extend the nurturing ministry of Christ and this Church to children and their families in the community.

We believe that each child is a child of God and should have every opportunity to develop spiritually, physically, mentally, emotionally, and socially in a Christian environment which exhibits love and concern.

Our Purpose/Philosophy

- To support children through the best in early childhood education so that they may develop to their highest potential in physical, mental, emotional, social, and spiritual growth.
- To support the family and to help parents in the crucial years of child rearing.
- To provide an outreach and witness to the community of the highest qualities of Christian faith, love, and social justice.

Dear Parents,

Welcome to Winfree Memorial Preschool, where each child is given every opportunity to develop spiritually, physically, mentally, emotionally, and socially in a Christian environment that exhibits love and concern. We are happy you are here! Our goal is to give your child the loving care and guidance children need in their formative years.

We welcome your child to our center, and we hope his/her learning experiences here will be happy, wholesome ones. As parents, you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experiences is the close cooperation and understanding of parents and teachers.

This handbook has been prepared in order that you may know the policies and better understand the program as we work together to help your child through a successful year. It is designed to explain the preschool program and show you how you can help your child make their first adjustments to school. If you find that Winfree Preschool is the place for you and your family, the application and fee will be required. Once the application is submitted, your child will be assigned a classroom and notification will be issued in the mail.

Winfree Memorial Preschool provides planned experiences for a continual educational program for the early years. In an atmosphere of love and acceptance, a child is encouraged to grow and develop a positive self-image. The children will experience a growing awareness of God's love and care revealed in the world around them.

The curriculum at Winfree Preschool is suited to the maturity of the young child. Emphasis is put on the developmental level at which each child is functioning. This enables every child to be treated according to their developmental age rather than their chronological age.

Play is the basic and most effective way for children to learn. Play is the complete curriculum; it is science, mathematics, language arts, and social sciences. The child's school day will include many of the following experiences:

- Building with blocks
- Listening to stories
- Working with sand and water
- Singing songs
- Gardening
- Playing with tabletop toys
- Observing and caring for plants and pets
- Working with tools
- Mixing, cooking, and tasting foods.
- Enjoying puppets
- Classifying and manipulating objects
- Taking field trips
- Exploring and using a variety of creative materials
- Dictating experience stories
- Enjoying music, poetry, and games
- Using props for dramatic play

We provide a happy and safe atmosphere in which your child's life is enriched with added joy, opportunities to succeed, and a sense of fulfillment.

This school has been inspected and accredited by the National Accreditation Commission and approved by the Chesterfield County Health Department and the Chesterfield County Fire Department.

If you ever have any questions at all, please do not hesitate to reach out to me. I am looking forward to our new school year and I believe together we are going to make some wonderful memories.

Jessica Morrissette

Preschool Director

Dear Parents,

We are delighted that you have chosen to enroll your child in the Winfree Preschool!

Our staff is caring, highly qualified, and committed to your child. Our school continues to maintain national accreditation. We continue to make improvements to the facility, following the renovation of 2022, to ensure that your child's experience here will significantly advance their learning readiness, socialization skills, and the emerging spiritual dimension of their lives.

As conscientious parents, we know you will partner with us in reinforcing what they are learning here. We encourage you to ask them about their daily activities and to allow them to demonstrate their newfound skills in drawing, painting, and coloring. You will want to let them tell you stories, help around the house, sing, care for pets, and pray before meals and before going to bed. We can recommend books that are age-appropriate for you to consider using in that valuable shared reading time. We are certain that we can be great partners in the education and development of your child.

Winfree Church has such a strong belief in Winfree Preschool and the service it provides that the congregation supports the operating expenses of the school, assisting with scholarships, and the ongoing maintenance and improvement of the facilities. Winfree Church places a high priority on helping families become all that they are intended to become.

I hope you are a regular part of an active, vibrant Christian community. If you are not, then please accept my sincere invitation to explore Winfree Church.

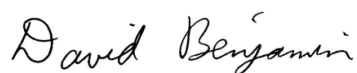
9:40 a.m. Traditional style worship

11:00 a.m. Contemporary style worship

Childcare is always available. A variety of Bible study classes are offered on Sunday mornings also, along with Wednesday nights and at other times during the week. More information is available at www.winfreechurch.org.

May God enrich your family this year!

Grace,



David Benjamin, Ph.D.

Senior Pastor

Dear Families,

This is your school year handbook. Please review it, sign the back page, and return the signed page to the Preschool office. Please keep the handbook for your reference, turning in only the signature page.

As we prepare for the upcoming school year, it is imperative that your child's enrollment papers be completed and turned in to the school office along with the school year supply and registration fees. These fees must be paid in advance, prior to enrollment. In addition, we will need to see an original birth certificate for your child.

The School Entrance Physical Examination and Immunization Certificate required by the State of Virginia for enrollment in school shall be completed for each child and returned by August 30th of the school year. *If your insurance requires you to extend this deadline, please call the preschool office and give us your appointment date for your child's exam.*

What is Preschool?

"Play is often talked about as if it were a relief from serious learning. But for children, playing is serious learning. At various times, play is a way to cope with life and to prepare for adulthood. Playing is a way to solve problems and to express feelings. In fact, play is the work of childhood." – Fred Rogers

Preschool is not "playing school" or day care. The child is always learning and developing. Each day brings opportunities to play, investigate, and to express ideas through:

- **Group Living** – Planning, working, and playing in an organized experience so that desirable habits and attitudes, independence, and responsibility are established.
- **Creative Activities** – Self-expression by using paints, clay, crayons, manual tools, and other materials.
- **Language Experiences** – Enjoying stories, verse, conversation, and dramatization.
- **Science and Math Experiences** – Opportunities for scientific discovery by observation, exploration, and experimentation will be found in each day of living and learning together.
- **Music Experiences** – Responding rhythmically to songs, singing, and listening to music.
- **Health and Safety** – Learning good health habits, acquiring an intelligent understanding of safety rules.
- **Relaxation** – Indoor and outdoor play, and rest.

Winfree operates:

Monday – Friday from 7:30 a.m. until 5:00 p.m. for Preschool students three years and up. For Toddler's 9-12noon

Twos early and extended care is from 7:30 a.m. until 3:30 p.m.

Winfree Preschool begins our school calendar year September 5th, 2023, and ends May 24th, 2024.

Summer Fun camps will be offered in the summer for children. More information will come out regarding summer fun later in the school year.

The school day starts at 9:15 a.m. and ends at 12:15 p.m./1:30/2:00p.m. for some classes/ and unless early and extended care are being used. School day starts at 9:00 a.m. and ends at 12:00 for Toddler and Two's. Unless early and extended care are being used.

Winfree Memorial Preschool has specific school closure days listed below: Please note that at times we do not have advanced notice on closures.

Families whose children are still at our school after the program closes will be assessed a late fee of \$10 per 10 minutes, and **your child will be taken to the Extended Care program, until arrangements can be made for pick up. Extended Care concludes at 5:00 P.M. If your child is still here after the extended day program is closed, a fee of \$10 per 10 minutes will be added to your fees.**

Winfree Preschool will be closed on the following days:

October 13th, 2023, Teacher Training Winfree Closed

November 6-7, 2023, Parent Teacher Conferences (be sure to sign up for a conference and come in to meet with your child's teacher)

November 22-24, 2023, Thanksgiving break.

December 22,2023-January 8th, 2024, Winter Break Winfree Closed

January 15, 2024, National Holiday

February 2 Teacher Training Day

February 19, 2024, National Holiday

March 29, 2024- April 5th, 2024, Spring Break

May 6-7, 2024, Parent Teacher Conferences (be sure to sign up for a conference and come in to meet with your child's teacher)

Programs Offered/Details

Winfree Memorial Preschool is a church weekday preschool, with eight classrooms, holding up to 108 students at one time, with a maximum of 233 students enrolled. The preschool has a kitchen (to prepare afternoon snacks for extended care students) and a play yard, along with a gymnasium

located in the MAC church building. The preschool has many new features this year including a new music wall, garden boxes, and new play equipment in the classrooms.

Each teaching team member is required to be certified annually by a practicing physician to be free from any disability.

Winfree Memorial Preschool is covered by public liability insurance which provides coverage in the event of emergencies.

Early Care and Extended Care

This program is a Monday – Friday program for all children currently enrolled. The program runs from 7:30 a.m. – 5:00 p.m. ending at 3:30 for children 2 years old. During Extended Care, your child will be participating in different center time activities as well as developing social skills with other students. Extended Care classes run smoothly throughout the day with teacher and child-directed activities. Each teacher will provide lesson plans weekly. Extended Care will begin on the first day of school in September.

Lucky Lunch

Lucky Lunch is a program in place where your child can bring his/her lunch to school and dine with his/her classmates and teachers. Lucky Lunch is in place to provide an easy transition for your child to attend enrichment programs if you choose. If you are interested in extending your child's day just a little bit longer before kindergarten, this is the perfect way to do it. The cost for Lucky Lunch is \$15 a day, per child. All age groups **three years and older** are invited to participate in Lucky Lunch.

Enrichment

We are offering new and exciting enrichment programs that will take place right here at Winfree, so you do not need to travel or leave for the day! We bring the programs straight to you. You have the flexibility to sign up for as many or as little as you like. Some of the programs we are offering are **Soccer Shots, and Katie's Little Dancers.**

Education

The Preschool Education Program uses the Wee Learn Education Curriculum Guide and the Virginia's Foundation Blocks for Early Learning, along with currently accepted early childhood practices, in developing the curriculum. Guided by Christian teachings, the program includes many activities and learning experiences, such as:

- **Working and playing together** – Each child chooses from a variety of interest centers, looking at books, listening to music, building with blocks, playing at the easel, molding clay, using finger paint, freehand cutting, pasting, caring for growing things and pets, and working with puzzles and manipulative projects. Also included are cooking experiences, working with hammers, nails, and wood.
- **Cleaning up** – There is a specific place for all materials and equipment in the Preschool. After use, they are returned to the proper place. Each child assumes responsibility for putting away materials used, and for cleaning up the room.
- **Developing physically** – Running, climbing, jumping, riding wheel toys, throwing and catching balls, balancing, and sand play are essential to good large and small muscle coordination. Using playground equipment and playing games aids in physical development.
- **Quiet time** – There is a specified time for rest and reflection, as well as a balance between active play and quiet activities. The children relax for ten to fifteen minutes each day.
- **Eating together** – Eating together gives each child an opportunity to learn desirable table manners, good food habits, and the give and take of conversation.
- **Sharing group experiences** – Singing songs, listening to music, responding to rhythms, taking nature walks, going on excursions, listening to stories or poems, talking together, and playing out stories all contribute to making school a happy place.

Approach to Learning

Our approach to learning is based on well-documented research in the field of Early Childhood Development that indicates that learning happens best for children when they are given the opportunity to actively explore their environment through learning centers, where there is a balance between teacher-directed and child-directed activities, and when instructional strategies are used that meet each individual child's stage of development.

Our Developmental Objectives and Philosophy

- To prepare children for the next stage in life by providing experiences that develop them educationally, socially, emotionally, physically, and spiritually.
- To provide the highest quality of care in a loving, supportive, safe environment.
- To support the families of children through support, education, and resources.
- We offer weekday preschool for families with children ages 16 months to 6 years.
- The curriculum is appropriate for each stage of development with careful attention to achieving developmental standards in multiple areas of your child's life.
- Every member of the outstanding faculty of Winfree Preschool is highly committed to the success of each child.

At Winfree Preschool, we foster opportunities for each child to enrich their understanding of the world in which they live.

- To help the children socially by learning, working, playing, and eating together happily.
- To help the children grow in their ability to express themselves through language, art, music, and creative expression.
- To provide opportunities to develop cognitive development as well as literacy and language development.
- To develop good, healthy habits such as safety skills, proper eating, cleanliness, and large motor skills development.
- Daily small and whole group activities.
- Observation-based assessments that track your child's progress toward developmental milestones and school readiness skills.
- Regular teacher family communication and parent/teacher conferences.
- An education appropriate to their stage of development.

Enrollment

Winfree Preschool admits children of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. A multicultural, Christian faith-based curriculum is offered throughout our program. We meet with each family and admission is conducted on a case-by-case basis. If at any time you wish to meet with your child's teacher, please do not hesitate to reach out to us.

Flexible Scheduling

Enjoy the freedom of custom scheduling! We offer two-, three-, and five-day programs. Winfree Preschool offers full time programs, with early and extended day options, and half day programs for children 16 months to Junior Kindergarten. Some exceptions apply to our toddler and two-year-old programs.

Beautiful Facility

Our Preschool had a new and exciting renovation in the Summer of 2022. Winfree Preschool has beautiful, spacious classrooms with natural, inviting color schemes. Each room has multiple windows

providing natural lighting and a view of the playground or the wooded area surrounding our building. Sometimes the children can see various birds, turtles, or groundhogs and other wildlife from the windows in their classrooms! In addition, we built a brand-new, age-appropriate playground to also include an outdoor field for sports, garden boxes for planting veggies and plants, and a large play sand box.

Large Indoor Discovery Play Area

The role of play is essential in children's learning and development. Play is how children learn to socialize, to think, to solve problems, to mature, and more importantly, to have fun. Play connects children with their imagination, their environment, their parents and family, and the world. As a result, Winfree Preschool has embodied an Indoor Discovery Play Area and indoor gymnasium. We created this indoor play area as we understand and recognize play is an essential element of children's development and it has an overwhelming number of benefits that include children gaining knowledge through their play. They learn to think, remember, and solve problems. Children increase their problem-solving abilities through games and puzzles. Children involved in imaginary/dramatic play can strengthen their language skills by modeling other children and adults. Play with other children helps a child to learn their skills of negotiation, problem-solving, sharing, and working within groups. Children practice decision-making skills, move at their own pace, and discover their own interests during play.

Experienced Teaching Team

Winfree Preschool is operated under the supervision of the Winfree Preschool Committee. The Committee is a group of responsible church members and serves as the weekday school board.

The Director, Jessica Morrissette, is responsible for the overall management of the Preschool. She holds a BS Degree in Family and Community Studies from Liberty University. She has over 35 years of experience in Early Childhood Care and Management.

The teaching team employed are experienced, committed, and dedicated to their profession. Each teacher holds a current certification in Pediatric First Aid and CPR. Our teachers also hold qualifications in specialized training in Medication Administration for use of an Epi-pen for children experiencing any allergic reaction, also safe food handling, hygiene asthma management and child protection, as well as daily health screenings.

Each member of our teaching team holds their degree/associate degree in the education field or has a plan in place to achieve certification in education. Every teacher will complete the Virginia State background check as well as a Virginia Child Abuse background check, and State Police fingerprint search.

Teacher's Education

All teachers are certified or in the process of certification in Early Childhood Education and are highly qualified individuals. They are required to be certified in CPR and First Aid. There is always someone present in our building certified in CPR and First Aid while the children are present. In addition, the teaching team will receive training in Child Abuse/Neglect. Each teaching team member has a Virginia State Police fingerprint background clearance on file. In addition, Teachers are also required to obtain 20 hours annually of continuing education through classes, seminars, workshops, conferences, and other related early childhood events. Monthly staff meetings are mandatory. The teachers strive to create a warm, fun-loving atmosphere for each child enrolled at Winfree Preschool.

Nutrition

We know that good nutrition contributes to effective learning in children. Numerous studies have demonstrated that eating healthy snacks regularly will boost your child's ability to learn, to think quickly, to pay attention, and even to get along with others. With that in mind, we offer a snack time together. Eating together gives each child an opportunity to learn manners, good food habits, and conversation. Acceptable snacks to share include whole fresh fruits, prepackaged cheese, and whole vegetables.

Packed Lunches and Lucky Lunch Guidelines/Allergy Information

If your child participates in either Extended Care or Lucky Lunch, or a late class, you will be asked to pack a lunch. USDA recommendations for healthy lunches for preschoolers are listed below. **Please do not send peanuts, peanut products, or tree nuts so we may protect the health of children with**

life-threatening allergies to nuts. Please notify the school if your child has an allergy that we should accommodate.

Please remember to **pack lunches that are entirely nut free.** Read product labels carefully as you shop for your child's school lunch products. We are seriously monitoring lunches to keep children with life-threatening allergies safe while at preschool. If we find a product including nut products in your child's lunch, we will remove it and notify you immediately. All lunches should be sent in lunch containers which include a refrigerant. Lunches will be collected and held until lunchtime.

USDA Lunch Recommendations for Preschoolers

- Milk – $\frac{3}{4}$ to 1 cup of milk or 1 oz. of cheese or $\frac{3}{4}$ cup of yogurt
- Meat – 1-1 $\frac{1}{2}$ oz. of meat, fish, or poultry or $\frac{1}{2}$ cup of peas, beans, or tofu, or 1 egg.
- Fruits/vegetables – $\frac{1}{4}$ cup of 1 small piece of each
- Breads/cereals – 1 slice of bread, $\frac{1}{4}$ cup rice, macaroni, or dry cereal
- Water – 2-4 oz. at least 4 times a day

Winfree Allergy Policy

To protect the safety of our nut-allergic children, we will require that the following NOT be sent to school:

- Peanuts or tree nuts of any kind
- Nut products (including nut butter)
- Food items containing nuts/foods cooked in peanut oils (be careful this includes fast food items, that are cooked in peanut oils)

- Food items with nuts in the label or that state CONTAINS: NUTS/PEANUTS

When checking lunches, the following items will be removed:

- Anything suspected of likely containing nuts or nut butter (peanut butter sandwiches, crackers, etc.)
- Anything in a plastic bag with visible nuts (e.g., trail mix with nuts, mixed nuts, etc.)

- Labeled items with nuts in the ingredients OR that say CONTAINS NUTS/PEANUTS

The following items **will not** be removed:

- Labeled items that say, “may contain trace amounts of nuts” or similar warning label.
- Labeled items that state that they were made in a facility that handles nuts or a similar warning label.
- Anything in a clear plastic bag that does not appear to likely contain nuts or nut products.

On a side note, if you wish to bring in treats or different food items for the teaching team to enjoy, please refer to the food allergy policy to keep our children safe as well.

Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. Winfree Preschool teaching team takes confidentiality very seriously and makes every effort to protect each family’s privacy. Communications among staff and parents about children will always be kept confidential. Our teachers recommend that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the Winfree community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss the matter further.

Please note that our Teaching Team will not be allowed to friend families on social media while children are attending Winfree Memorial Preschool.

Birthdays

Your child’s birthday is incredibly special to us. We celebrate it in many ways; a special book about him/her, individual recognition, calendar activities, or special privileges for the day. Our policy is that NO food or gifts will be brought from home. We will share birthday invitations with all the children in the class if you so choose.

Immunization

To protect the public, we will ensure that each child receives age-appropriate immunizations. Winfree Memorial Preschool will require each child to be immunized in accordance with the Immunization Schedule developed and published at the Center of Disease Control and Prevention and the American Academy of Pediatrics.

Carpool

The use of a carpool is required for three, four, and five-year-old children. Using the carpool line, will cut down on the traffic in and out of the building, and is the safest way to enter and exit the school. If your child's class is younger, please park in the East parking lot and carefully monitor your child as you bring him/her to the front door. When each car arrives in line, we have teachers watching to read the numbers from the windows (this process is explained further below). Carpool numbers will be assigned when you meet with your child's teacher, or you may arrange to obtain it in the Preschool office after September 1st.

There are two ways to enter the carpool line:

1. Carpool will enter from the Coalfield Road entrance. Follow the road around the church, looping the Preschool building, then exiting onto Coalfield Road.
2. Enter through Midlothian Turnpike, then approach the preschool building, filing into the line, and exit onto Coalfield Road.

For unloading and departure of the vehicle please **ONLY USE THE RIGHT SIDE FOR EXIT AND ENTRY**. If you have a younger child on the right side in a car seat already, your older child is welcome to slide across to the right side and exit. **It is not safe to exit on the left side of the vehicle.**

Once your child has entered the vehicle, **please pull up to the side in the East parking lot** and secure your child in his/her car seat. It is against our policy for us to load a child into his/her car seat. In addition, cars that do not have an appropriate car seat for the child will not be loaded. Your family will be assigned a number to be placed in your vehicle. Please place this number on the passenger side window **far away from the side view mirror** as soon as you arrive in line, as we are watching to read these numbers from the windows. Please **do not place** this number on the dashboard, as we cannot read it. You may duplicate your number if necessary. Failure to place the number in the window early will result in delay. We read the numbers from a designated person who is texting the numbers to us inside and will need to see them prior to your approach in the front of the carpool line.

Please refrain from using your cell phone during carpool. Carpool will begin at 9:10 a.m. and will end at various times depending on your child's classroom. Tuesday/Thursday four-year-old group dismisses for carpool at 2:00pm. JK classes, Lucky Lunch, dismiss at 1:30 Soccer and Dance dismiss at 2:15 ALL DISMISS WITH CARPOOL LINE.

Our **toddlers and two** classes **do not** participate in carpool. Instead, please walk to the front door of the school, to be greeted by your child's teacher. For departure, please walk to the front door of the school and wait for us to dismiss your child. At this time, the teacher will speak about the daily events and departure. Student arrival time in the classroom is **9:00 a.m. and departure will be 12:00 p.m.** **Please try to arrive and depart on time for safety reasons, as the other classes dismiss at 12:10.** **For early care arrival, please bring your child to the front door, ring the bell and we will approach the door and welcome your child into the school. For Extended care departure, please come to the front door, ring the bell and we will call for your child to be dismissed. You may also call the office and we will call down for your child for dismissal. Please bring your child's assigned carpool number with you to the door for departure.**

Please make all responsible pick-up and drop-off people aware of our carpool rules and arrival/departure rules to avoid delays and confusion.

Tuition Policy

Winfree Preschool tuition is a yearly fee, broken into nine months for your convenience. **Tuition is due at the beginning of each month on the first day.** Payments may be made in advance if desired. Payment may be made by check, money order, cash or online bank draft, or credit card. Please note that we **do not** send out bills. Checks should be **made payable to Winfree Preschool.** Please put the month you are paying for on your check.

Winfree Preschool is a non-profit organization which depends upon tuition to operate and minister to our families; therefore, accounts must be current and in good standing. To secure your child's enrollment, we would appreciate timely payment. If your child's account becomes delinquent by more than one month, **your child may not attend until a payment plan has been arranged by the Preschool Director.** If your tuition payment is past the **10th of the month, a \$25 late fee** will be charged to your account. If a check is returned due to insufficient funding, a **returned check fee of \$25.00** will be assessed on your account.

Registration fees are paid in advance to secure a space for enrollment. If you decide to not enroll your child here at Winfree Preschool, **the registration fee is non-refundable.** In addition, your child is enrolled for the entire year and the tuition and annual registration fees are non-refundable. If your family moves out of the Richmond area, **a 30-day withdrawal notice is required,** after which the balance of the payments will be waived.

To apply to Winfree Preschool is \$50.00 per child. Registration and supply fees are \$200.00 per child. These funds will be used to pay for guests that come to engage the children and visit us during this school year.

Families whose children are still at our school after the program closes will be assessed a late fee of **\$25.00; your child will be taken to the Extended Care program, until arrangements can be made for pick up. Extended Care concludes at 5:00 P.M. If your child is still here after the extended day program is closed, a fee of \$25 per half hour will be charged to your account.**

Child Development and Assessments

Did you know that 80% of your child's brain is developed at 3 years old, and 90% at 5 years old? Children develop more rapidly in early childhood than at any other time in life. While your family is enrolled at Winfree, our teachers will complete developmental assessments based on key milestones appropriate for your child's age in a variety of areas: physical, social, emotional, intellectual, and literacy. These assessments will be discussed in private conferences with families and will guide teachers as they plan for your child's education and care.

Conferences

Parents are asked to participate in at least two parent/teacher conferences with the teachers during the school year. The first conference will take place in November and the second in May. Winfree Preschool will be closed these days so parents and teachers can meet. In addition, we coordinate a **"Meet the Teacher Week"** in August of each new school year. Each child is welcome to come into the school to meet his/her teacher during the **"Meet the Teacher Week."** **Teachers will send out email letter invitations or email sign up genius for this event.** This will be a special time for you to visit with your child's new teachers and will allow both you and your child some extended time in the classroom to become comfortable in the new surroundings. Together, you can explore the classroom and discover what fun lies ahead.

Playground days

During the months of July and August, Winfree Preschool opens the playground on Mondays from 10-12 noon, for visits. Feel free to bring a friend and join us for these fun days. The church building will be open for restroom use during playground day times. We will have signs marking where to go.

Parent Communication

The Winfree teaching team will be using communication folders, emails, calendars, and newsletters to communicate with you during the upcoming school year. Be sure to give your correct email address and check to make sure you are receiving school emails so we can get the proper information for you. Winfree Preschool also has a Facebook page for social events and day-to-day happenings. All alerts or updates will be posted via the school's Facebook page, please check it daily for updates.

Curriculum

Winfree Preschool is committed to helping each child attain their developmental and educational objectives.

Our educational goals are based on the Virginia Department of Education's publication, **Virginia's Foundation Blocks for Early Learning: Comprehensive Standards for Four-Year Old's** and **The Virginia Smart Beginnings/Milestones of Child Development: A Guide to Young Children's Learning and Development from Birth to Kindergarten**. Both publications provide learning standards for children which prepare them for kindergarten. The goals and objectives cited throughout Winfree Preschool lesson plans are derived from these sources, which are the most credible and highly respected curriculum tools developed specifically to align preschool work and play with kindergarten requirements and standards of learning (SOL) in Virginia.

Our Spiritual Emphasis Curriculum comes from the WEE curriculum published by Lifeway. We use this curriculum to help children develop as Jesus did; physically and mentally, spiritually, and socially. (Luke 2:52) The curriculum is divided into units, with each unit providing guidance and activities appropriate to the child's awareness. In addition, the curriculum is developed around themes which provide opportunities for each child to learn about God's world and how to live in it. The themes are designed to help lay a foundation for understanding God, Jesus, the Bible, the Church, self, community and world, and creation.

In addition to our daily curriculum, we offer enrichment programs for our children:

- Soccer Shots
- Katie's Little Dancers
- Monthly Chapel with our Children's Minister, Cynthia Collins and Matt Knesal, Worship Leader
- Flat Creek Farm Animal Petting Zoo
- Skinquarter Pumpkin Patch
- Jessie the Juggler
- Chesterfield County Parks
- Chesterfield Police and Fire Department

- Teddy Bear Clinic
- Stuffy Pets

Winfree Memorial Preschool is a Nationally Accredited School through the National Accreditation Commission for Early Care and Education Programs.

What does accreditation mean? This achievement acknowledges that Winfree Preschool has met exemplary standards for a program providing early care and education for young children. It is one of the many steps towards excellence. NAC accredited programs demonstrate a “NAC” for excellence in everything we do from building partnerships between teachers and families to planning engaging curriculum activities that nurture, support, and encourage children’s healthy growth and development. We believe that the family unit is the most important factor in a child’s life. Therefore, building strong relationships with parents is especially important to us and we take a partnership approach to teaching. You are always welcome at any time to participate in your child’s learning experience here at Winfree Preschool.

Resource Library

The preschool program resource library is located near the preschool front office and in the Director’s office. The resource library contains information on the following:

- Childcare licensing guides for establishing and operating a childcare center.
- Curriculum guides and activity books for preschoolers
- Child development texts
- Multicultural and multi-language book and DVDs
- Holiday theme-related curriculum books
- Child behavior and positive discipline books and DVDs
- Nutrition and child health resources
- Mainstreaming preschoolers with special needs
- National and local childcare publications and newsletters
- Childcare policy
- Information on childcare surveys and studies
- Work and family economic information, diversity

- Childcare advocacy directory
- Infectious Disease Prevention for Covid-19

Social Media

Join us on Facebook to hear about our upcoming events and articles. (Winfree Memorial Preschool) and our website: www.winfreepreschool.org If you are a returning family and you have time, go ahead, and give us a review on FACEBOOK or GOOGLE. This will help get the word out about Winfree Preschool and all the wonderful ministries that we have here for your friends and colleagues right here in your neighborhood.

Please note that our current teaching team may not invite, or friend currently enrolled families on social media.

We are excited to share upcoming events on our Facebook page (Winfree Memorial Preschool) and on our website (winfreepreschool.org). Please feel free to visit these pages frequently for event postings and schedule updates. We would also love to have your positive review of our school to assist and encourage families in the community. Please visit our Facebook page or google and write a review for us! We would love to hear from you.

School Scholarships

Winfree Memorial Preschool offers families scholarships based on financial need. To apply for a scholarship, please obtain an application from the preschool office. In addition to the application, other forms of documentation are necessary. Specific criteria must be met for scholarship approval.

Developmental Concerns

Children develop so fast, so it is important to seek assistance quickly, and from the appropriate place, if the need arises. If we have identified a concern, and the child is under three years old, we recommend contacting the *Infant Toddler Connection of Virginia*. We will assist in contacting that organization and help families schedule an intake/screening. If a need is identified, you may be

scheduled for an assessment. Depending on the needs of your child, that assessment may result in recommendations for services like speech therapy or physical therapy. These assessment results and recommendations are all included in a document called an Individual Family Service Plan (IFSP).

If your child is over three years old, we will supply referrals and contact information for the appropriate person in your local school system. If eligible, they will conduct a comprehensive assessment and make recommendations for any services. If services are recommended, they will develop an Individualized Education Plan (IEP) for your child.

Both plans provide families, specialists, and programs like ours, recommendations, and strategies to support goals that help your child reach his fullest potential. We will sit down with you and use the IFSP or IEP to complete a *Child Classroom Success Plan* to ensure that we are consistent in our care, education, and support for your child. If the plan includes providing parts of the intervention services here, the *Child Classroom Success Plan* will be designed to have our teachers partner with the specialist(s) to find ways to adapt the classroom environment and instruction to support your child's goals. With your permission, we will work with therapists and share information to meet your child's needs. Although this process can make any family a bit anxious, getting support early gives your child the time and support they need.

Inclusion of Children with Special Needs

Here at Winfree Memorial Preschool, all children are considered for enrollment on a trial basis. We desire to meet the emotional, social, and academic needs of each child. However, there may be times where the teaching team will need to adjust the classroom and teaching techniques to assist the children enrolled. We will set times for teachers, parents, and a therapist to meet periodically for a review of the progress made in the classroom and to decide whether the program is a good fit for the family. If your child currently has an IEP (Individual Education Plan) or is about to receive a plan, or has a letter from an educational therapist, please turn these forms in to the Preschool Director at the time of enrollment or as soon as possible. This will allow the teaching team the opportunity to gather information and to help your child and family. The preschool teaching team will regularly seek assistance and guidance from specialists and parents to ensure a positive classroom experience for each child.

Winfree Preschool Emergency Plans

Winfree Preschool has a complete emergency plan which is posted in each classroom and in the office. These detailed plans are reviewed twice annually and updated as needed. Each classroom will practice fire safety drills monthly and shelter in place drills quarterly. Families that wish to know the

specific details of the emergency plan may request a copy from the preschool office. Please rest assured in knowing that your child is protected and safe in our care.

When we will call 911:

1. When the child is in respiratory distress from choking, asthma, allergic reaction, etc. If your child has been diagnosed with asthma or severe allergies, we will follow the action plan that has been provided.
2. When the child has a visibly broken bone.
3. When the child has sustained a head or neck trauma that has caused loss of consciousness, an altered mental state, or vomiting.
4. When the child is vomiting that is accompanied by severe abdominal pain.
5. When the child appears to have a seizure that has not been previously diagnosed as epilepsy. If there has been a diagnosis of epilepsy, we will follow the action plan that has been provided.
6. When the child sustains a cut and we are unable to stop the bleeding, or your child has a known bleeding disorder.
7. Please know that we will use our discretion to call emergency services. When we feel that the situation warrants a call for professional emergency care, we will call.

Safety and Security

To ensure the safety of our children, Winfree Preschool always keeps the doors to our school locked. We direct our parents to inform us when another individual will be picking up their child from school and we necessitate proper identification for unusual pick-ups. Winfree Preschool has viewing cameras on-site and one-way door viewing for observation of children during play. When you arrive at the school, please ring the bell and face forward so we may identify you via the camera placed at the front door.

Weather Guidelines

When outdoor temperatures fall below 35 degrees, and or the heat index is high, above 90, classes of preschoolers will visit the playground for outdoor classrooms for no longer than 10-minute intervals. Fresh air is important to children, and we want to ensure that they have a small opportunity to run and play. Teachers will use caution when the weather has the potential to have adverse reactions on the children. When the weather is poor, each class can play in our Discovery Room or church gymnasium, which will provide gross motor play.

School Closing

In case of emergency closing for inclement weather or acts of God not under our control, Winfree Preschool may close the school for child and teaching team safety. Please watch for updates on our Facebook page, and from your child's teacher' email.

School Makeup Days

In the case of school closure due to acts of God, The Winfree Weekday Preschool Committee will determine makeup school days/times after 5+ acts of God school closings. Makeup time may include various state holidays or added school days during the month of May or June. The Preschool Committee retains the right to modify any given year's school calendar.

Field Trips/Walks and Street Safety

Our teachers will be informed of procedures for taking walks with the children. If there are areas or certain streets that are "off limits", staff should be told about these before they are permitted to go on walks with the children. If your child's classroom is on a walking trip (nature walk), or uses parts of the campus for play, the teacher has a radio, and the leadership team is always aware of their location.

The children should be constantly educated about street safety by the staff members. The best form of education for small children is modeling. The staff is encouraged to use safe street crossing methods all the time so that the children will learn from their example.

Children should be taught:

- To look both ways before crossing
- To stand on the curb rather than in the street while waiting to cross
- To obey traffic signals
- To always wait until the teacher says it is safe to cross the street.

The teachers should incorporate traffic signs and signals in the children's playground and block or dramatic play to familiarize children with these important signs. Emergency bags with emergency contact information and first aid supplies should be taken on all field trips.

Teaching Careers

Winfree Preschool is continuously searching for the best qualified and most caring individuals, who find joy in working with children each day. Winfree Preschool believes in professional and personal growth for its employees and caregivers and seeks to provide all teaching staff with the relevant training and tools to succeed and grow with the school. To be considered you must submit your resume and cover letter. Only those with relevant experience and education will be considered.

What Does My Child Need Each Day?

- A tote bag large enough to accommodate both the communication folder and artwork. Please **refrain from bringing a backpack as this makes entering and exiting the carpool more difficult.**
- If your child is participating in Extended Care, please provide a rest towel for them, and a healthy lunch.
- Complete change of clothes to be kept at school. These items should be returned if sent home.
- Shoes appropriate for play.

Suggested Dress/Attire

Children should dress comfortably, simply, and suitably for the weather. We do engage in several "messy" activities that, despite smocks, can get clothes dirty. We do not inhibit the children unnecessarily, so we ask you to send them in comfortable old clothes that they can play in without hesitation. Remember also that children will be playing outdoors, so be sure their clothing is sturdy and durable. Also, please consider dressing them in layers on cold days! An extra set of clothing (well labeled) including underwear, socks, pants, and a shirt must be left in the classroom permanently in case of accidents. An extra sweater or jacket at school is also recommended since the temperature often changes noticeably. Proper shoes are comprised of closed-toe, clean, and in good repair that are appropriate for walking and running. **Please label all clothes clearly with your child's name.**

Visitor Policy

All visitors are to report to the Office. All visitors must have written authorization from a parent/guardian prior to a scheduled visit. Unscheduled visitors will be detained in the office area while a parent/guardian is contacted. If no contact can be made, the visitor will be asked to leave. Proper identification must be presented upon request.

Child-specific Information/Miscellaneous

- Children are to be kept at home when they are sick. If, during the day, a child begins to feel ill, the parent will be contacted to pick him/her up immediately. Please refer to our illness policy for more details.
- Please **do not** allow your child to bring toys to school. We have ample toys and equipment in the school for your child. Check with your child's teacher before letting him/her bring anything not requested by the teacher.
- Parents are asked to either write a note or tell the teacher of any daily situations that might affect the child's behavior. Please use the communication folder provided by your child's teachers.
- Authorization for picking up children will be kept in each child's file. A child will not be released to an unauthorized person without a written release absolving the school of responsibility. If a custody suit or court order prohibits anyone from taking a child, the school will require a copy of the court order to be kept in the child's file.
- Winfree Preschool reserves the privilege of dismissing any child if, after entering, he/she seems unable to participate in group experiences.
- A child must be three years old by September 30th to attend our three-year-old classes, four years old by September 30th to attend our four-year-old classes, and five by December 30th to attend our JK classes.
- During arrival and dismissal times, teachers must devote full attention to all the children. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.
- Parent-teacher conferences are held twice per school year (fall and spring). The fall conference is an informal meeting for parents and teachers to have an opportunity to discuss expectations during the upcoming school year. For the spring conferences, the teacher will prepare an evaluation for the purpose of sharing observations and documenting the development of each child. At the conference, teachers and parents will discuss the evaluation and your child's developmental progress.
- If, at any time, you have special concerns, please feel free to contact your child's teacher – use email, send a note, or call the office to leave a message. During school hours, teachers cannot

accept phone calls. If you have a message for a teacher during school hours, please call or email the office, and we will relay the message. The teacher will respond as soon as possible.

- o If you wish to talk to the teacher at length, you can email the teacher and, if needed, arrange a time to meet in person or over the phone.
- Please only discuss concerns outside of the presence of your child or other parents.
- Please communicate with the teacher about any changes at home or within the family (i.e., parents on a trip, family members in the hospital, sick grandparents). These changes can affect your child's behavior, and it is useful for the teachers to be aware of these developments. Winfree Preschool will always respect your privacy.
- If your child is going to be out of school for any reason, please let the office know. For illnesses, this is especially important so that we can inform families of any communicable disease.
- Winfree Preschool does not participate in food service.
- Winfree Preschool has limited insurance for the preschool attendees and surrounding campus.

Parent Meetings

Parent meetings may be called at any time by the teacher, Preschool Director, or parent(s). However, formal parent teacher conferences will be offered twice per year for all parents who wish to discuss their child's development.

Field Trips

Parents are encouraged to attend field trips with their children. The children love having their parent(s) come along on trips. (When participating in the field trips organized by Winfree Preschool, children must be accompanied by an adult.)

Communication

We take pride in our communication with our parents and our commitment to children. Your input and feedback are what will constantly help us grow and become the best we can for your child(ren). Throughout the school year, we will provide surveys for families to share input. In addition, there is a suggestion box available in the Preschool front office. Suggestions are always welcome!

Ways Parents Can Help

- If, for some reason, you should bring your child late to school, please park your car and accompany him/her to his/her to the front door, making sure that his/her teacher knows he/she has arrived. **Do not** drop any child off in the parking lot, or at the front door, and leave.
- Please do not send candy or sweet treats to school for holidays since we are trying to teach an appreciation of nutritious foods.
- Please ensure your child's safety on the playground by wearing closed toe shoes.
- Family counseling by the pastor is available upon request on an appointment basis. Referral to other helping agencies is possible through our office.

Where to Find Information

You can obtain information at the main entrance of the school in the office. A copy of the parent handbook and the licensing regulations are available to parents within each room and in the school office. You will also be informed of field trips, upcoming events, parent resources, child illnesses, and other important news via your child's communication folder. The communication folder will be kept in our child's tote bag and serve as a daily communication tool for you and your child's teachers.

Parents are responsible for updating their emergency numbers, addresses, phone numbers etc. This is one of the most important documents we have about your child. Be sure to review the information periodically. You are required to update information annually by reviewing all forms and making all necessary changes.

Complaint Procedure

In addition to those constitutional rights offered to all citizens of the United States, children and families of Winfree Preschool are contractually entitled to additional rights and services. If, for any reason, a child or family feels he/she/they are not receiving the considerations due them or are treated in such a way that is abusive in nature, such circumstances should be immediately brought to the attention of the Preschool Director. After these routes have been taken, if you do not feel an adequate resolution has been found, you may address the Preschool Committee in writing. Please address your letters to:

Attention: The Preschool Committee
PO Box 244
Midlothian, VA 23113

Accidents/Safety

As parents, we know that you want assurance that no harm will befall your child when they attend preschool. Minor bumps and scratches are inevitable; however, we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital via ambulance if you have previously given consent, where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Behavior Guidance for Older Children

We are so pleased to have your child in Winfree Preschool this year. We are all looking forward to a fun and happy early school experience for each child.

Your child's school success, now and in the future, depends on his/her self-esteem and ability to know, internalize, and follow certain rules of behavior. Together we will be working to help your child learn pro-social skills and to increase his/her ability to move beyond egocentrism, to be a friend and to make good independent choices. The school has developed a plan to help guide each child toward appropriate school behaviors. When consistently implemented by teachers and parents, your child will have a positive school environment and maximum support for his/her developing social skills.

Rules:

1. Use walking feet. (Be safe.)
2. Use inside voices. (Be considerate and kind.)
3. Use gentle hands and words with friends.
4. Take care of our toys and school. (Be careful.)

Rewards

To encourage appropriate behavior, we will be continually noticing and complimenting your child's positive choices, efforts, and pleasant social experiences. Notes and phone calls for special progress will come home to you.

Consequences

Failure to follow clearly established and understood rules will result in:

- First time, rule is restated, or assist is made for conflict resolution.
- Second time repeat above steps and consequence mentioned (removal from activity).
- Third time follow through with stated consequence.
- Fourth time, quiet time away from the group.
- Repeated incidents will result in a call to parents along with an "incident report" which will be sent home for the parent's review.

Winfree Preschool is committed to your child, and we look forward to working with you in the important task of guiding your child's social development. Please feel free to call the preschool office or your child's teacher if you have any questions, concerns, or suggestions.

Behavior Guidance for Young Children

We are pleased to have your child in Winfree Preschool this year. We are looking forward to a fun and fulfilling first school experience for each child.

Your child's school success, now and in the future, depends on his/her self-esteem and ability to know, internalize, and follow certain rules of behavior. Together, we will be working to help your child learn pro-social skills and increase his/her ability to move beyond egocentricity and to make good, independent choices.

"Discipline" is derived from the Latin word meaning "to learn" and it is precisely the way we implement discipline with our youngest children at Winfree Preschool. Punishment is inappropriate until rules are clearly established and understood. During this year, we will be establishing basic rules of social conduct:

1. Respect others – you may not harm anyone.
2. Respect yourself – you may not do anything harmful to yourself.
3. Respect property – you may not destroy or misuse things.

Consistency is the key to establishing rules. Learning theory indicates being consistent nine times out of ten is a condition that fosters confusion and testing to define limits! We try very hard to be consistent ten times out of ten.

We communicate rules verbally and concisely to children, sometimes guiding them with gentle hands. Laws of natural consequences are allowed: i.e., we expect hands to be washed before eating snacks (take care of yourself by developing healthy habits). If a child refuses to wash or allow a teacher to help, we simply state that he/she is not yet ready for a snack. Any time before snack is over when his/her hands are washed, the child may join his friends at the table. Children quickly learn what behaviors teachers expect to reach their goals. Praise and recognition are lavished, and a sense of accomplishment is fostered when guidelines are followed. Winfree Preschool is committed to your child, and we look forward to working with you in the important task of guiding your child's social development.

Medication Policy

At Winfree Preschool we will safeguard and maintain the well-being of all children within the school. Winfree Preschool works in partnership with parents and children's health care professionals to ensure that the appropriate procedure is followed to administer medication safely to a child at the school. Only certain medication will be administered by authorized staff members and all medication will be recorded according to the Virginia Department of Education standards.

Medication procedures include parents completing and signing a medication form before prescribed medication is administered. Prescribed medication must clearly state the child's name, dosage, date, and expiration date.

If a child has a prescribed medication for ***a life-threatening medical need***, the Preschool Director will develop a health care plan in partnership with the parents and the health professionals involved with the care of the child. Health care plans will be developed prior to the child starting school. If necessary, the teaching team and management will attend training prior to the child starting the service to ensure that the teaching team meets the needs of the child's health care appropriately and provide the level of support that is required. ***Every individual health care plan will be jointly reviewed with staff, parents and, when needed, the health care professionals involved with the child every six months.***

Prior to a child starting school the parent must complete a child's profile form. Parents must detail if their child has a medical condition, emergency contact numbers, child's doctor's details, information on allergies and special dietary needs. Parents must keep the service up to date on their child's medical needs.

Medication Administration Policy

Medications that are allowed to be administered at WMP, are specific inhalers or EpiPens, where it is deemed necessary by the physician that the medication be given during school hours. The parent is urged, with the help of your child's physician, to work out a schedule of giving medication at home, outside school hours whenever possible. If medication is to be administered at school all the following conditions must be met. Please read carefully.

1. A signed request from a licensed physician specifying the condition for which the medication is to be given. The name, dosage, route, side effect, and specific instructions for emergency treatment must be on file at school. School staff is not authorized to determine when an "as needed" medication is to be given.
2. Medication will only be administered by designated staff trained in administration of medication.
3. Parents must provide written instructions that include the medication name, dosage, time, and date medicine is to be given.
4. Parental instructions must be consistent with labeling on the medication or doctor's note, to include the name of the medication, the amount, time given, and the name of the person administering it.
5. A signed request from the parent/guardian must be on file at school. All requests must be updated every ***six months for long-term medication. This includes medication for life threatening conditions.***
6. Medication must be in your child's original, labeled pharmacy container, written in English.
7. All liquid medication must be accompanied by an appropriate measuring device.
8. A separate form is required for each medication.
9. Winfree Preschool will not be authorized to administer the first initial dosage of medication.
10. All medications will be kept in a locked refrigerator, cabinet, or container and are inaccessible to children.
11. Expired medication will be returned to the parent.

For medication administered by device

12. Parents or a health care professional must provide written instructions or indications for the use that include signs and symptoms that the medication is needed.
13. Parents or a health care professional must demonstrate use of the device and any special care after use to all staff that will be administering the medication.
14. Documentation of the demonstration for use and care is made on the medication form including date and staff in attendance.
15. The medication is only given by staff trained in the use of the device.

16. Training on use and care of the device is provided annually or as needed with staffing or device changes.

Illness/Accident Policy

Winfree Preschool reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the day. Any child who seems unable to participate in our program for any reason will be sent home. This is to ensure the continued good health of everyone at the school. We realize that most of you are working parents and we do try to accommodate you as much as possible. However, for the health and well-being of the children in our care and our staff we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping ill children at home.

We do take into consideration your physician's recommendations. Nevertheless, it is up to our discretion when your child may return to school. A child may return when he or she is free from symptoms and no longer infectious. The child should also be well enough to actively participate throughout the day. In the case of serious or unexplainable illness, a physician's medical clearance may be required prior to admission back into the school.

Children that become ill at school will be excluded from the classroom until the parent has arrived for pickup.

If your child becomes ill while here at Preschool, we will attempt to contact you, a guardian, the child's physician, or the person listed on the emergency information form. If we cannot contact you or your child's physician, we will do one or all the following: contact another physician or paramedics; have the child taken to the emergency hospital in the company of a staff member via ambulance.

Any expenses incurred because of injuries or damages that a child may suffer in connection with participation in school activities will be borne by the child's family. The school will not be responsible for anything that may happen because of false information given at the time of enrollment.

Winfree Preschool Standard Operating Procedures for Covid 19.

Below are the procedures the management team at Winfree Preschool has established using the Virginia Department of Health and the Department of Social Services as guidelines.

1. Winfree child teacher ratio will be double that of standards from the Virginia Department of Education guidelines. For example, all classes will have two teachers.

2. Our teacher ratios will remain the same with two teachers per classroom. In addition, our management team will oversee the health and safety procedures of the school as we move forward.
3. The classroom equipment will be sanitized after each play time. Sanitizer and equipment spray are readily available here at the school.
4. Hand washing is mandatory and will fall into the same routine we had before, as we had a very rigorous hand washing routine here at Winfree Preschool already in place. We will wipe down all surfaces with disinfectant that is being used frequently, using gloves. All students, teachers and limited visitors will use hand sanitizer prior to entrance into the school.
5. Staff and children will be sent home at the first signs of illness or exposure has occurred. If staff or children develop Covid symptoms, we will follow the guidance of the VDH. Fever of 100.4 or higher, cough or shortness of breath will need to be excluded until cleared. Children or teachers with household members that have Covid will be excluded until tested. (24 hours symptom free)
6. If there is a confirmed case of Covid the school may close temporarily. This will be determined by the VDH.
7. Any closures of Winfree Preschool less than 30 days will not be refunded.
8. Closures longer than 30 days will result in a parent tuition refund. Winfree's tuition is from September -May due at the beginning of each month.
9. Our teaching team has attended specialized training in Covid19 precautions prior to each new school year and receives training updates as sent out by each state agency.
10. The entire teaching team is continually updated with VDH, updates.
11. Winfree Preschool has worked closely with the VDH to recreate a school wide Infectious Disease (Covid19) Preparedness and Response Plan.
12. Please ensure you are receiving our emails and updates. Please inform the Preschool office if you are not receiving our emails.
13. Classrooms will be re-arranged to provide larger space and create natural social distancing.
14. Teachers will provide as much time as possible out in the open air. Additional outdoor play space will be developed, as well as more instructional space indoors for the individual groups.
15. Children will bring their own snacks and water bottle labeled to school every day.
16. Sharing of items in the classrooms will be limited as much as possible. We will use our sanitizer and wipe down items prior to other children engaging in the same items.
17. Toys will be sanitized daily; no soft or plush toys or dress up clothes will be allowed.
18. Upon arrival, all teaching staff will go through a health check daily. In addition, all children, teachers, and visitors will sanitize their hands.
19. There will be carpool drop off and pick up for children in classes three and up. Class times for preschool students are 910 (start carpool) pick up varies for the class your

child, they will walk into the building to be guided to his or her classroom. Your child's teacher will be available to greet your child at the classroom door.

20. For carpool pick up, you will place your number in your car, and we will get your child for you. More info on carpooling can be found in your child's parent handbook.

21. Toddler and Twos parents will walk their child to the front door for a health check in the mornings, then a teacher will accompany your child to his or her classroom.

22. For toddler and two-year-old pick up, please come to the front door, and we will get your child for you from his or her classroom. Times for Toddler and Two-year-old class are: 9:00 -12pm

When a Child May Not Attend School

- **Fever:** Children will be sent home if their temperature is 100.4 or higher and must stay home the next day for observation. Children must be free of fever (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication. The same policy applies if your child develops a fever at home. They must be fever free for at least 24 hours without the use of fever reducing medication.
- **Rash:** Any rash other than a common diaper rash or skin irritation will require that the child is sent home for an evaluation and diagnosis from their doctor in writing of exactly what it is. They may return to school based on that written doctor's evaluation, and clearance that it is not contagious.
- **Conjunctivitis (pink eye):** Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school, they will need an evaluation and diagnosis from their doctor in writing.
- **Thick White, Green, or Yellow Discharge:** Children will be sent home if they appear to have any thick white, green, or yellow discharge. This is often indicative of an infection, and they must stay home the next day for observation. Before returning to school, they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not have an infection, we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is nothing contagious. The Department of Health and most doctors believe that once on antibiotics for 24 hours, the discharge is no longer contagious even though it may persist for up to two weeks.
- **Diarrhea:** Children will be sent home if they have three or more loose bowel movements in one day and must stay home the next day for observation. Before returning to school (after the day of observation) children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back, they will again be sent home.

- **Vomiting:** Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must be symptom-free with no vomiting for at least 24 hours.
- **Persistent Hacking Cough:** Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation. Before returning to school, they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not require any treatment, we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is not contagious.
- **Lice:** Children will not be readmitted until 24 hours after treatment and must be nit free. The Director or a Lead Teacher will make an evaluation and determine if the child can be readmitted.

What are we doing to maintain a clean and sanitized Preschool?

Since opening our Preschool, the health and safety of our children and teaching team has always been a top priority. We hold our Nationally Accredited Preschool to high standards of safety and cleanliness while maintaining a caring and nurturing environment where children can thrive. During this time of enhanced concern, our school is continuing to stay up to date with the latest state and local guidelines, licensing requirements, and VDH guidelines regarding the safety and wellbeing of your child. We are committed to following health and safety requirements as well as to meeting or exceed the guidelines from local and state officials.

Winfree Preschool will continue to follow the existing stringent health and safety protocols including:

- Frequent handwashing by children and teachers, which is embedded in our curriculum and daily accreditation protocols.
- Lower teacher-child ratios than what is required by the state, providing more one on one care for your child.
- A two-teacher per classroom mandatory requirement
- Frequent disinfecting and sanitizing of high-touch toys and surfaces.
- Removal of dress up clothes and items that cannot be laundered.
- Requiring any children with a fever to return home and stay home until fever free for at least 24- hours.
- Training our teachers on common signs of illness in children and placing signage in every classroom to keep signs of illness at the forefront.
- Continuous health and safety training, including first aid and CPR certification for all teachers.
- Maintaining an up-to-date and customized Safe School Plan posted in all classrooms (Emergency Plan)

Our Preschool has implemented enhanced procedures to limit the spread of Covid-19 and are frequently communicating with families and our teaching team to convey the enhanced measures at

our school. Depending on the guidance by local and state officials, enhanced procedures and above normal health and safety protocols may include:

- Limiting the number of people who enter our building to our current teaching team and the currently enrolled children.
- Further reducing child to teacher ratios and eliminating combining children from different classrooms
- Visual health checks for each child entering school.
- External drop off and pick up of children.
- Increased frequency of hand washing
- Increased sanitation of frequently touched surfaces and toys
- Limiting use of playground equipment to one classroom at a time
- Carpet areas and flooring cleaned and sanitized daily.
- Fans that provide air circulation throughout the classroom and hallway have been placed throughout the school.
- Filters throughout the school have been replaced more often to provide better air quality.
- Air purifiers and fans were placed in each classroom for quality air purposes.

For more information and resources on coronavirus, please visit the Virginia Department of Health, and the Virginia Department of Education.

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Parents,

Please sign this page and return it to the Preschool office by July 1st, 2023.
along with your enrollment packet.

If, at any time, you have questions regarding your child's enrollment here at Winfree Preschool, please do not hesitate to reach out to us. The number is (804)794-1388 or our email address is winfreepreschool@comcast.net.

I have read this handbook and agree to uphold the policies as stated in this Handbook. No reply received will be regarded as full acceptance to all terms herein stated. Please sign and return this portion to your child’s teacher or the Preschool office. Please keep the manual for future reference.

Child’s Name _____

Parent’s Printed Name _____

Parent/Guardian Signature _____

Date _____

Thank you for choosing Winfree Memorial Preschool. Please contact the school office if you have any questions about the parent handbook or the policies.