



## Parent Handbook

Brookfield Clubhouse  
13615 Pennsboro Drive  
Chantilly, VA 20151  
(703) 988-1908

<http://pleasantvalleypreschool.com/>

## **PVP Goals & Philosophy**

Pleasant Valley Preschool (PVP), Inc, is a non-profit cooperative preschool founded in 1977. We are licensed by Fairfax County and accredited by the Virginia Co-op Preschool Council. Classes are limited to an enrollment of 16 children. A teacher, assistant teacher, and participating parent are present at each class. All parents have opportunities to participate and engage in their child's preschool experience.

### **PVP's Philosophy:**

We believe in creating a safe learning environment that strongly encourages parent participation and provides a nurturing preschool education. Our educators strive to promote social development through play and use a hands-on approach to meet our children's individual learning styles.

### **PVP's goals are:**

- To encourage social and emotional growth
- To foster cognitive development and enhance fine motor skills
- To establish routines and habits that prepare children for kindergarten
- To make your child's first years of school a joyful and enriching experience

### **Operating Hours**

We are open from 9:00 am to 1:00 pm. Teachers and Parent Helper of the day arrive at 9:00 to help get the classroom ready. Class times are 9:30 am to 12:30 pm unless it is a Lunch Bunch day.

## **PVP Class Info**

### **About the Teachers**

There are two teachers and one parent helper in the classroom daily so our adult to child ratio is 1:5. Our instructors have a combined 30+ years of teaching and working with young children. For more information about our teachers, please see our website.

### **2-Day Class**

Children who are 3 years old by Sept. 30 attend class Tuesdays and Thursdays from 9:30 a.m. to 12:30 p.m. This class promotes social interaction while incorporating concepts such as colors, shapes and numbers centered on a fun theme each week.

### **3-Day Class**

Children who are 4 years old by Sept. 30 attend class Mondays, Wednesdays, and Fridays from 9:30 a.m. to 12:30 p.m. This class promotes Kindergarten preparation using the alphabet while incorporating the weekly theme. Lunch Bunch is offered periodically throughout the year for the 3-day class.

### **Lunch Bunch (3-day Class)**

Lunch Bunch is a continuation of the school day, from 12:30 pm to 2:00 pm periodically throughout the year. Cost is \$15 each Lunch Bunch. This extra time includes lunch (brought from home and peanut free), outside play, storytelling, and more fun with friends! You will receive a schedule with Lunch Bunch dates before the start of school.

## **Kiss n' Ride**

We use a Kiss n' Ride system for daily drop-off and pick-up. A teacher will come out to your vehicle and walk your child from your car into PVP at 9:30 am and from PVP to your car at 12:30 pm. The parking lot can get very busy and this system works best for the safety of our students. This also provides an opportunity for the children to develop a sense of independence and responsibility as they learn to take care of their belongings. Kiss n' Ride is also convenient for the parent/guardian with other children in the car.

## **Daily Schedule**

Below is a sample of the school day routine. Note that this schedule is subject to change based on the needs of the students.

- Arrival Time - Free play and morning activity table
- Clean up
- Music & Movement
- Circle Time (This includes calendar, weather, attendance, counting and helping hands jobs)
- Outdoor play or indoor movement (weather dependent)
- Morning reading and daily lesson
- Bathroom break and wash hands
- Snack time and wash hands
- Free play (some examples include: Playdoh, kitchen play, cars & trains, and blocks.)
- Book nook for independent reading & teacher reading
- Daily craft or activity related to our theme
- Bathroom break and wash hands
- Dismissal and pick-up

## **Parent-Teacher Communication**

Our teachers are always available to talk with parents. Teachers send out newsletters/ e-mails indicating activities, crafts, and lessons that the children have participated in. Twice a year PVP holds parent-teacher conferences (in the fall and spring) where we will discuss your child's progress.

## **School Policies**

### **Parent Responsibilities**

Parents are required to attend all general meetings, orientations, and conferences during the school year, as well as volunteer in the classroom for your Parent Helper Day. Parents have the option to volunteer more or less based on availability, but parent participation is vital to the school's success. We have many opportunities for parents to be more involved: Board of Directors, Room Parent, Art & Craft Preparation, Play Dough parent, Scholastic Book Orders, and Picture Day.

The Parent Helper Day occurs about once every 4-6 weeks. Your child will be the "Star" of the day where he/she will be able to share one item from home with the class and enjoy being the line leader along with other special jobs. On your Parent Helper Day, we also ask that you bring a snack to share with all the students and arrive at 9:00 am to help prepare our classroom for the day. We have a written list of responsibilities in the preschool office for your reference. We ask that no siblings come along because of licensing regulations.

### **Buy-Out Option**

For parents whose schedules do not allow them to volunteer in the PVP classroom on a regular basis, PVP offers a buy-out option. This option exempts you from your parent helper day and from providing a snack for the class. However, your child still gets to be the special helper of the day and can bring one item to share with the class. Payment information for the Buy-Out Option will be distributed prior to the start of the school year.

## **Illness Exclusion Criteria**

Reasons for which a child may be sent home from school or for a parent to keep the child home from school.

1. **Fever of 100 degrees and over** - exclude until student has been fever-free for at least 24 hours.
2. **Conjunctivitis (pink eye), strep infections, ringworm, and impetigo** - are all infections and must be treated with medication for a minimum of 24 hours before returning to school. Please do not allow affected students back before this time so that other students are not infected unnecessarily.
3. **Rash of unknown origin (especially if accompanied by a fever)**
4. **Head injury**
5. **Severe coughing or difficulty breathing**
6. **Diarrhea or vomiting** - exclude until student has been symptom-free for at least 24 hours.

## **Medication**

Our medication policy is that we are unable to administer medicine at school - only in emergency situations. All three teachers are trained in Epi-pens, First Aid, and CPR. If your child requires medication, please administer before he/she comes to school and inform the teacher when dropping your child off so that we may be on the lookout for any adverse reactions. This policy also includes insect repellent and sunscreen.

## **Tuition Responsibilities and Late Fees**

Prior to the start of the school year, your child will receive a Tuition & Fees Schedule detailing the monthly payments as well the annual supply and insurance fee.

## **Transportation**

As of July 1, 2007, car seat rules have been changed to include all children under the age of 8 to be in a car seat or booster. Drop-off is 9:30 am and pick-up is 12:30 pm unless it is a Lunch Bunch day. Some days the center is rented as soon as school is over. Please do not be late in picking up your child as a fine may be assessed. If someone else will be picking up your child, a written note is required from you, and we will check the driver's license.

## **Discipline**

PVP defines discipline as guiding and directing children toward acceptable behavior. The most important goal of discipline is to help children gain self-control. PVP reserves the right to suspend or remove any child from the program with no refund. Reasons for suspension or removal may be, but are not limited to; excessive biting or hitting, or any activity that may endanger other children in the classroom.

### **Student Rules**

1. Listening Ears
2. Walking Feet
3. Use Your Words

## **Snow Policy**

School policy for delayed openings or closings is as follows:

- When Fairfax County Public Schools (FCPS) are closed, PVP is closed.
- When FCPS have a 2-hour delay, PVP will be open from 11:30am -1:30pm.

## What Your Child Should Wear to School

Play clothes are most appropriate for school wear (paint is supposed to be washable but has sometimes proven otherwise). In cold weather, be sure your child is dressed adequately for the playground, because we go out every day unless there is extreme weather; such as strong winds or precipitation. Open-toed sandals are not recommended, even in the warmer weather. Remember to change the clothes in your child's bucket based on the season!

## Snacks

When your child is the special helper of the day, it is the responsibility of the parent to provide snack. Snacks include crackers, juice, fruit, cheese, and on special occasions or birthdays; cookies or cupcakes. Please note we are a **PEANUT FREE** school. In addition, children with serious allergies may be asked to bring their own snacks from home.

### **PEANUT FREE SNACKS\***

Fruit - (bananas, grapes- cut in half, apples, strawberries, etc.)

Fruit cups & Applesauce

Hummus (some have sesame)

Yogurt

Cheese sticks & string cheese

Fresh fruit & Vegetables

Nabisco Honey Maid Graham Crackers

Teddy Grahams

Pepperidge Farm Goldfish

Barnum's Animal Crackers

Pirate's Booty

Cheez-It

Good Health Natural Foods

Most UTZ brand snacks

Annie's Cheddar Bunnies

Annie's Fruit Snacks

**\*These are just some suggestions. You are not limited to just this list.**