



**Parent Handbook**

**2021-2022**

## **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**

Class times are 9:30 am to 12:30 pm unless it is a Special Event or a Lunch Bunch day.

### **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 has a 2-hour delay, PVP will be open from 11:30am -1:30pm.

## **PVP Class Info**



### **3-Year Old Class (Caterpillar 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.



### **Pre-K Class (Butterfly 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 before the start of school.

### **Kiss n' Ride**

We use a Kiss n' Ride system for daily drop-off and pick-up. We encourage every student to take advantage of this convenient service that helps with morning and afternoon transitions and fosters independence. Please do not be late in picking up your child as a fine may be assessed. If someone else is picking up your child, a written note is required from the parent, and we will check the driver's license. 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.

## **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). Please be sure your child is dressed adequately for outside play, because we try to 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.

### **Buckets:**

Each child will be given a bucket at the beginning of the year. Please include in your child's bucket; a change of clothes in a Ziploc bag and a water bottle. All clearly labeled with your child's name. Please no extra toys, stuffed animals, backpacks etc.

### **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. (Please ask for a Peanut Free Snack list if you need suggestions).

### **Birthdays:**

We love celebrating our students' birthdays throughout the year, and we try to have your parent helper day as close to that day as possible so that they can celebrate with their friends at school. We present them with a paper birthday crown to wear, sing happy birthday to them at snack time and let them share goodie bags with their friends if they wish (optional). If you bring cake to serve at snack time, we ask that you bring cupcakes as they are easier to hand out.

### **Field Trips:**

Each class will have the chance to go on a few field trips each year, This includes the Chantilly Library, Ticonderoga Farms, Frying Pan Farm and the Reston Zoofari. A parent or guardian will be asked to drive their child/student to the field trip to meet up with the teachers at a designated time. We also do our best to host in-house field trips as well which include; Fairfax Fire and Safety, a local Dentist, etc.

### **Special Events:**

Throughout the year, we host multiple special events for our families. Some of these special events that will be during the school day include; Halloween Party, Winter Show, Donuts for Dads, Muffins for Moms, Graduation etc. These events will start at 10:30am.

### **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. If children have difficulty controlling their behavior, we will try to redirect the inappropriate behavior by providing positive alternatives. The teacher will talk to the child privately to explain the inappropriate behavior. Children may be directed to an individual activity (i.e., reading, puzzles) if the inappropriate behavior persists. Should the problem continue, the parents will be informed. When a child displays unusual behavior such as prolonged crying, tantrums, kicking, or biting, the parents will be notified immediately. 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.

**Emergency Situations:** Fire and shelter in place drills are done throughout the year. Our emergency exit route is posted near the entrance of the school. In the case of an emergency situation involving a child, 911 is called, you are called and all numbers are used from your emergency form until a live voice is reached. An injury report form is filled and a copy is given to the parent upon request. Staff is required to call 911 in the case of an allergic reaction.

### **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** – exclude until treated with medication for a minimum of 24 hours before returning to school.
3. **Undiagnosed Rash** - especially if accompanied by a fever.
4. **Head injury**
5. **Severe coughing or difficulty breathing**
6. **Diarrhea or vomiting** – exclude until symptom-free for at least 24 hours.
7. **Head Lice** – exclude until they have been treated three times and they are completely lice and nit-free.

### **Medication**

Our policy is that we are unable to administer medicine at school – only in emergency situations. All teachers are trained in Epi-pens, First Aid, and CPR. If your child requires medication, please administer before they come 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.

## **Parent-Teacher Communication**

Our teachers are always available to talk with parents. Teachers send out a weekly newsletter/ e-mail indicating activities, crafts, and lessons that the children have participated in each week. In addition, PVP holds parent-teacher conferences in the fall and spring where we will discuss your child's progress.

## **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. We have many opportunities for parents who want to be more involved, please talk to the teachers if you are interested in volunteering outside of the classroom. Parent participation is vital to the school's success.

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. Please bring a snack to share with all the students and arrive at 9:00 am to help prepare our classroom for the day. No siblings please. You are responsible for finding someone to switch with if you cannot attend on the day that the teacher assigned. We will do our best to accommodate special requests if we know ahead of time.

## **Buy-Out Option**

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

### **Tuition Responsibilities**

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. If your child has an extended leave of absence for longer than one month, you will need to pay ½ price tuition to hold your child's spot. If there is a waitlist, you will be asked to pay full tuition to hold your child's spot. If not, you will need to re-enroll your child when you return. If your child is dismissed from school or if you withdraw them for any reason, there will be no refund granted. (also noted in Membership Agreement).

### **Licensing Information**

This preschool is licensed by Virginia's Department of Social Services (VDSS). Standards for licensed programs address certain issues such as: health, play space, staff qualifications, staff-child ratios, program guidelines, record keeping, and building codes. Compliance with standards is determined by periodic visits to the site by a licensing agent.

### **Mailing Information:**

Pleasant Valley Preschool  
P.O. Box 220092  
Chantilly, VA 20153

### **Location:**

Brookfield Swim Clubhouse  
13615 Pennsboro Drive  
Chantilly, VA 21051

### **E-mail:**

[info@pleasantvalleypreschool.com](mailto:info@pleasantvalleypreschool.com)

## **Addendum for 2021-2022 School-year**

We are following guidance from the Virginia Department of Social Services and what they recommend for child care facilities during the COVID-19 Pandemic. We are committed to helping your child learn in a happy, healthy and safe environment.

### **Before School:**

Please be cognoscente if your child isn't feeling well and keep them home if they are showing any symptoms of sickness. This is especially important this year as we would like to keep all of the children safe.

### **Snack:**

This year we ask that each child bring their own snack (in a Ziplock bag labeled with your child's name). Please do not pack more than two items for snack as that tends to make snack time linger into play time. No nut or peanut products (this includes items like Nutella, Almond Butter etc.). If a child forgets their snack, the teachers will have pre-packed snacks available.

### **Water bottles**

Water bottles are encouraged as the water fountains are currently turned off in the building.

### **Parent Helper Days:**

This year, parent helper days will be optional. If you would like to come into the classroom to help out, we ask that you still acquire a TB test from your Dr. (before volunteering) and wear a mask during the time you are around the preschoolers.

## **Addendum for 2021-2022 School-year continued**

### **Birthdays:**

We will do our best to make their day special during the school day, but we ask that you do not send in treats to be handed out. Goody bags are acceptable.

### **Masks:**

At this time, we are asking that all students wear a mask indoors while at PVP as well as any parent or guardian that enters the building while school is in session.

### **Increased Distance:**

We are very lucky that we have such a large space for our classroom and the students will be able to spread out. At snack time we will spread out on multiple tables and for free play we will limit the number of children at each station.

### **Positive for COVID-19?:**

If your child or a family member in the same household tests positive for COVID-19, please notify your teachers ASAP so that we can contact the Health Department and develop a plan of action. If a teacher tests positive for COVID-19, we will notify the parents ASAP as well. We are hoping that this year runs smoothly and we are able to stay open, but please be patient with us during this time.