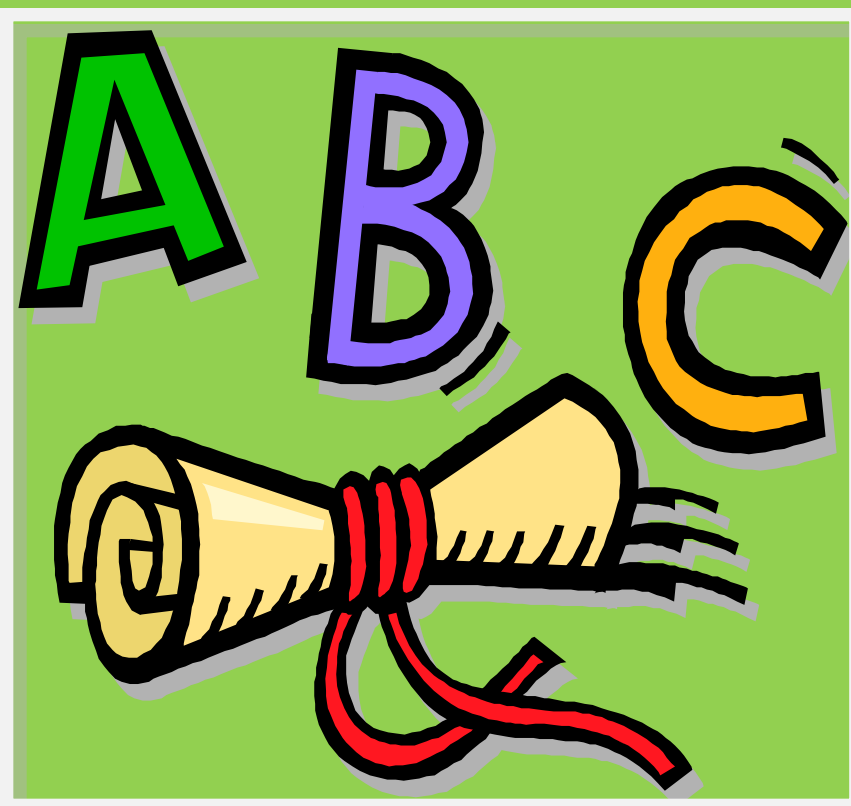


Hopkins House Preschool Academy

FAMILY HANDBOOK



2011- 2012 ACADEMIC YEAR

Early Childhood Programs Department



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The mission of Hopkins House is to provide quality education programs and opportunities to children, youth, and their families, regardless of income, to help them achieve, in measurably effective ways, their full intellectual, economic, and social potential.

Hopkins House is a nonprofit, 501 (c) 3 organization. Donations are tax-deductible to the extent provided by law. All gifts, large and small, are greatly appreciated and directly support Hopkins House programs.

Helen Day Preschool Academy
 1224 Princess Street
 Alexandria, VA 22314

James L. & Juliette McNeil Preschool Academy
 8543 Forest Place
 Alexandria, VA 22309

www.HopkinsHouse.org

ADMINISTRATION	
(571) 480- 4097	Weather Alert Line
(571) 480- 4086	Scholarships
(571) 480-4276	Vice President
(571) 480-4276	President

HELEN DAY ACADEMY	
Fax Number: (703) 683-3056	
Telephone	Department
(571) 480-4079	Principal
(571) 480-4081	Secretary
(571) 480-4088	Assistant Principal
(571) 480-4089	Infant Center 1
(571) 480-4090	Infant Center 2
(571) 480-4091	Infant Center 3
(571) 480-4092	Toddler & Preschool Classroom
(571) 480-4080	Junior K-Prep & K-Prep Classroom

McNEIL PRESCHOOL ACADEMY	
Fax Number: (571) 480-4279	
Telephone	Department
(571) 480- 4274	Principal
(571) 480- 4261	Secretary
(571) 480- 4260	Assistant Principal
(571) 480- 4269	Infant Center
(571) 480- 4273	Toddler Classroom
(571) 480- 4271	Preschool Classroom
(571) 480- 4272	Junior K-Prep Classroom
(571) 480- 4270	K-Prep Classroom

**- Section 1 -
INTRODUCTION**

Thank you for choosing the Hopkins House Preschool Academy for your child. Founded in 1939, Hopkins House has been a leader in the care and education of children for 72 years.

For any child, the basic lessons of life begin with their experiences at home with their family. Our role as an academy is to *complement* the work of families, to augment your lessons, to support your efforts, and to reinforce the values you seek to impart to your child.

Our education staff is composed of highly educated and skilled professionals with years of experience in early care and education.

Hopkins House is a not-for-profit institution licensed and monitored by the Commonwealth of Virginia. Permits and licenses are kept current and posted in the lobby and Principal's office.

This Family Handbook is intended as your reference regarding the policies, procedures, and practices at the Hopkins House Preschool Academy. It contains useful information including our hours of operation, holiday closings, and emergency procedures. Please read this handbook carefully and fully.

**- Section 2 -
CLASSROOM STAFFING RATIOS**

The Hopkins House Preschool Academy maintains state licensing staffing ratios designed both to provide individualized attention to each child and maximum safety.

Transitions occur at the discretion of the Principal when it is developmentally appropriate:

- Infant Center
Designed for infants, typically 6 weeks to 16 months of age. The staffing ratio is 1 educator to 4 infants.
- Toddler Classroom
Designed for toddlers, typically 16 months to 30 months of age. The staffing ratio is 1 educator to 5 toddlers up to 2 years of age. After 2 years of age, the staffing ratio is 1 educator to 8 toddlers.
- Preschool Classroom
Designed for children, typically 2½ years to 3½ years of age. The staffing ratio is 1 educator to 8 children.
- Junior K-Prep Classroom
Designed for children, typically 3 years to 4 years of age by September 30 and potty trained. The staffing ratio is 1 educator to 10 children.
- K-Prep Classroom
Designed for children who will be age-eligible to enter kindergarten next fall, typically 4 years to 5 years of age by September 30. The staffing ratio is 1 educator to 10 children.

**- Section 3 -
YOUR CHILD'S BILL OF RIGHTS**

At the Hopkins House Preschool Academy, your child is guaranteed the following basic rights and privileges at all times:

- *Your child is entitled to be treated with warmth and respect.*
- *Your child has the right to be treated as an individual with a unique and distinct personality, temperament, and disposition.*
- *Your child is entitled to a clean and secure environment.*

- *Your child has a right to be protected from harm.*
- *Your child is entitled to three nutritious meals daily (breakfast, lunch and afternoon snack).*
- *Your child has a right to learn, grow, and develop at his or her own pace.*

**- Section 4 -
ACADEMY FACULTY**

1) The Hopkins House Preschool Academy educators are highly skilled and experienced:

Principal — Heads the Academy and is the chief academic officer. The Principal must have a college degree and two or more years of childcare management experience.

Assistant Principal — Responsible for the day-to-day operation of the Academy. The Assistant Principal must have a college degree and one or more years of childcare experience.

Teacher — Responsible for the day-to-day operation of the classroom. S/he implements the curriculum and develops lesson plans. The Teacher must have a college degree and at least one year of professional childcare experience.

Assistant Teacher — Assists in the implementation of classroom activities. The Assistant Teacher must have at least a CDA and currently matriculating in college.

Education Aide — Supports the implementation of classroom activities. The Education Aide must be currently studying for a CDA or matriculating in college.

2) To maintain employment at the Academy, our educators are required to take 24 hours of professional development coursework annually.

3) You can get information about individual members of our staff by visiting www.HopkinsHouse.org and you can distinguish rank among our educators by the titles on their smocks: Teacher, Assistant Teacher, Education Aide.

**- Section 5 -
HOURS OF OPERATION**

1) The Hopkins House Preschool Academy is open year-round, Monday through Friday, 7 a.m. to 6 p.m.

2) Children are required to be in their classroom no later than 9:00 a.m. daily, except with a doctor’s note, or 24-hour prior approval by Principal/Assistant Principal, not to exceed 2 prior authorized times per school year. Children arriving without a doctor’s note after this time may not be admitted to the Academy and families are expected to arrange for alternate care for the day. Tuition is not discounted or waived.

3) Although staff may be in the Academy building at other times, for their safety, children are not permitted to be on the premises prior to opening time or after closing time.

**- Section 6 -
CLOSINGS**

1) **EARLY & EMERGENCY CLOSINGS:** In the event of inclement weather or other emergency when Hopkins House may close early, we will seek to notify families and employees through a number of ways: email, website, telephone, and text message.

Email – As soon as a decision is made, emails will be sent to the email addresses on file at Hopkins House. Families and employees should check their emails often if inclement weather or other emergency is anticipated or has occurred.

Website – As soon as a decision is made, a

notice will be placed on the homepage of the Hopkins House website (www.HopkinsHouse.org). Families and employees should check the website often if inclement weather or other emergency is anticipated or has occurred.

eHopkinsHouseNews — As soon as a decision is made, text messages will be sent to mobile devices registered with the Academy.

Telephone — As soon as a decision is made, an announcement will be placed on the Hopkins House emergency line: 571-480-4097.

2) In the event of a safety emergency, the Academy will implement its Emergency Safety Procedure. This Procedure has three emergency response alerts for families:

- *Yellow Alert* — Children will be kept indoors and families kept informed during the emergency.
- *Orange Alert* — The Academy doors will be secured and only families of record will be permitted to enter the building to collect their children.
- *Red Alert* — The Academy doors will be locked and safety officials contacted. No persons, including family and staff, will be permitted to enter or exit the building.

3) In all emergencies, to the extent possible, families will be immediately notified and kept informed using the following methods:

- *Email*, if you have an email address registered with the Academy;
- *Telephone*, if you have a daytime telephone number registered with the Academy;
- *Website*, if you are able to access the internet; and,
- *eHopkinsHouseNews*, if you have a mobile device registered with the Academy.

Tuition is neither discounted nor refunded for emergency closing.

4) **SCHEDULED CLOSINGS & LATE OPENINGS:** The Hopkins House Preschool

Academy observes and is closed on the following holidays:

- Labor Day
- Columbus Day*
- Veterans Days
- Thanksgiving Day
- Day after Thanksgiving
- New Year's Eve*
- New Year's Day
- Christmas Eve*
- Christmas Day
- M. L. King Jr. Birthday
- President's Day
- Memorial Day
- Independence Day

**The Commonwealth of Virginia does not recognize these holidays and therefore does not provide childcare assistance on these days. Parents may be responsible for payment for all or part of tuition due for those days.*

5) If Christmas and New Year's Day occur on Saturday, the Hopkins House Preschool Academy is closed the prior Friday. If these holidays occur on Sunday, the Academy is closed the following Monday.

In lieu of Christmas Eve and New Year's Eve, the Academy may close on the Friday following the holiday if the holiday is on a Thursday. Holiday closings are also posted on the Hopkins House website.

Tuition is neither discounted nor refunded for holiday closing.

6) Staff Development Closings

Continuous education for the Academy staff is an essential component to maintaining educational quality in the classroom. The Academy may close for intensive professional development for our education staff for up to 3 days yearly. In 2011, Hopkins House will close on the following days:

- October 10, 2011
- November 11, 2011

Hopkins House will also close at 4pm on July 2, 2011 and December 22, 2011.

Tuition is neither discounted nor refunded for Staff Development Closings.

**- Section 7 -
EATING & NUTRITION**

1) Proper nutrition is an essential component in the healthful development of your child. The Hopkins House Preschool Academy provides three nutritious meals to your child daily: breakfast, lunch and afternoon snack.

Similac Advanced, stage-1, and stage-2 jar baby food is available to infants. However, parents must provide prior written authorization for children to be served *Similac Advanced* or provide alternate food (e.g. other formula or mother’s milk).

Meals and infant formula (*Similac Advanced*) are part of your tuition payment. Hopkins House does not charge extra to feed your child.

2) Meals for the children at the Academy are prepared off-site by a licensed catering company and delivered daily. Catering companies used by the Academy must meet all regulatory and licensing requirements set by local health authorities and the United States Department of Agriculture (USDA).

Food and snacks other than those provided by the catering company are generally prohibited. Certain exceptions are made for packaged foods (i.e., birthday cakes) purchased from stores.

The menu for the month is posted in each classroom.

3) You are expected to inform the classroom Teacher of any known food allergies or dietary restrictions for your child. *Dietary and allergy restrictions must be verified by a*

physician’s letter. A letter from a religious leader may be provided when a child is not permitted to eat specific food items due to religious reasons. If the child has a milk allergy, parents must provide a milk substitute. Water is always readily available to the children at any time.

4) In order to maintain the daily academic schedule, meals are served during specific hours. Food safety rules require that your child is present in the classroom during these times in order to receive a meal:

Breakfast	8 - 9:00 a.m.
Lunch	12:00 -1:00 p.m.
Snack	3 - 4:00 p.m.

We urge you to ensure that your child is present in the classroom during the times these meals are served — particularly in the mornings. Breakfast may not be available for children admitted to the Academy after 9:00 a.m.

**- Section 8 -
TUITION & FEES**

1) Tuition at the Hopkins House Preschool Academy is set annually by the Hopkins House Trustees. The current tuition schedule can be found in this handbook.

The amount of the tuition, along with the payment schedule, will be given to parents in the “Academy Admissions Agreement”.

2) There is \$10 weekly discount for siblings of currently enrolled students.

3) Parents receiving government or other forms of tuition assistance are required to pay the stated “Parent Fee” as provided by the government as well as any additional fees due

to unexcused absences or other government prescribed policies.

4) Tuition may be paid by personal check (payable to “Hopkins House”), money order, or credit card (Visa, MasterCard, or Discover). For your safety and that of our staff and children, Hopkins House does *not* accept cash. Parents are encouraged to sign up for *EZ-Pay* which enables automatic tuition payments by credit or debit card.

5) Tuition discounts are not given for absences of any kind, including those due to illness, vacation, snow days, or emergency closings.

6) Tuition is due on the Friday PRIOR to service. When tuition is not paid on the Friday BEFORE service, you will be notified on Monday and required to make the payment by Wednesday of the week. If tuition is still unpaid after one week, your child may not return to the Academy until the full outstanding balance is paid. Under no circumstances may the total unpaid tuition balance exceed the equivalent of two weeks tuition. Balances exceeding two weeks may be referred to a collection agency. A \$25 weekly late fee is charged for tuition payments received after the due date.

7) Tuition does not cover the cost of diapers and wipes for infants and toddlers.

8) The tuition does cover the cost of transportation and meals for most field trips, but from time to time, additional money may be necessary for your child’s admission to events/venues.

9) Other Fees

- *Tuition Late Payment Fee:* A \$25 weekly late fee is charged for tuition payments received after the due date, up to a

maximum of \$50. Enrollment is automatically suspended for students for whom tuition payments are delinquent for two or more weeks.

- *Uniform Fee:* A \$20 fee is charged for each uniform shirt that is purchased.
- *Late Pick-Up Fee:* When your child is not picked up on time at the end of the day, for any reason, our staff must wait with the child until someone arrives. The Preschool Academy is required to pay overtime to the staff member that remains after closing. This cost is per child and is passed on to you:
 - * \$25 from the first minute up to 15 minutes after closing;
 - * \$35 from the 16th minute up to 30 minutes after closing;
 - * \$50 from the 31st minute up to 45 minutes after closing;
 - * \$75 from the 46th minute up to 60 minutes after closing; and,
 - * \$100 from the 61st minute and every 30 minutes thereafter, up to a maximum of \$300.

(Note: Child Protective Services will be notified when a parent/guardian fails to pick up a child, without notice, after 30 minutes have passed.)

- *Returned Check Fee:* We are pleased to accept personal checks for payment of tuition and fees. When your check is returned unpaid to us by your bank, we are charged a fee by the bank. This cost is passed on to you. If your check is returned to us by your bank, for any reason, you will be assessed a fee of \$25.00. If your bank returns a personal check for the second time during a 12-month period, we will no longer accept personal checks from you. You will be asked to pay by certified check, money order, or credit card. Hopkins House also accepts Visa, MasterCard, and Discover card.
- *Court Fee:* If Hopkins House is required to apply to the courts for delinquent

payment of tuition or fees, our claim will include a demand for reimbursement of court costs, including our attorney's fees.

- *Damage Fee:* If the Academy's property is damaged or destroyed by you or your child, Hopkins House will hold you liable for reimbursement of the full cost of repairing or replacing this property.

the Hopkins House Trustees. The Trustees may require a personal family interview or home visit, and a household budget.

4) Families receiving scholarships must keep their tuition payments current. Failure to keep tuition current will result in the automatic forfeiture of your child's scholarship. If a scholarship is forfeited it may not be renewed during the current school year and you will be responsible for the payment of the full tuition.

**- Section 9 -
SCHOLARSHIPS**

1) Hopkins House provides scholarships to children of families in need of temporary financial assistance to pay the Preschool Academy tuition. Scholarships are given on the basis of financial need.

Scholarships are given for periods of three months and may not exceed 12 months, based on the continuing financial need of the family. Case-by-case extensions may be given if the child's parent or legal guardian is an officer in the Parents Council.

2) The parents of children receiving a scholarship are required to volunteer at Hopkins House, participate in meetings and activities organized by the Parents Council, and keep their tuition payments current. Full scholarships are not granted; families must pay at least \$25 weekly.

3) Scholarship recipients are determined by

Families may apply for a scholarship for their child either by completing the application on the Hopkins House website (www.hopkinshouse.org) or speaking with the Principal.

**- Section 10 -
PERSONAL BELONGINGS**

1) You are responsible for clearly labeling your child's clothing and personal belongings. Hopkins House is not responsible for misplaced, lost, stained, or torn clothing and/or personal belongings.

2) For the safety of your child, inside and especially outside the Academy, children are required to wear uniforms at all times. Infants are not required to wear uniforms.

3) Student uniforms consist of an oxford styled long/short sleeve shirt with the Hopkins

**SAVE THE DATE!
2011 VENETIAN MASQUERADE BALL**

**At the Belle Haven Country Club
A Benefit for the Hopkins House Early Childhood Learning Institute
Saturday, October 29 · 7:00 to 11:00 pm
FOR TICKETS: 571-480-4086**



House logo embroidered on the chest and navy blue, khaki-styled uniform pants/ shorts. Embroidered Hopkins House shirts can be purchased at the Preschool Academy. It is the responsibility of the parent to purchase the uniform pants/shorts separately. Suggested locations for purchase of uniform pants/shorts include Walmart, Target, FrenchToast.com, and Kids4Less. Uniform shirts cannot be purchased with “Hopkins Dollars.”

The Hopkins House Preschool Academy is

Accredited by NAEYC's
National Academy
of Early Childhood
Programs



4) The Preschool Principal may refuse entrance to the Academy by children not wearing the uniform.

5) It is required that your child has at least one extra uniform at the Academy at all times. This extra uniform is used to replace a soiled uniform, if necessary.

6) In addition to the Academy uniform, please ensure that your child has the following items of clothing for use during the day and that these items are clearly labeled: undershirt, underpants, socks, shoes, hat, and gloves (in season).

7) In order to avoid foot injuries, children must wear closed toe shoes. Sandals and other open toed shoes are not permitted, even during warm or summer weather.

8) In addition, the following personal items are also required and must be labeled:

- Crib/Cot sheet
- Light/Heavy cover
- Blanket
- Toothbrush

These items, used during nap/rest times, will be sent home every Friday for washing. Please return these items to the Academy with your child on Monday mornings.

For the health of your child, pillows and sleeping bags are not allowed in classrooms.

Bottles and pacifiers are acceptable only in the Infant Center.

The following additional items must be provided if your child is in the Infant Center:

- 5 bottles for formula
- Diapers
- Infant Finger Foods
- Bibs
- Bottle for water or juice
- Wipes

The following additional items must be provided if your child is in the Toddler classroom:

- Diapers
- Wipes
- Pull-Ups
- “Sippy” Cups
- Extra Uniform
- Training Pants

The following additional items must be provided if your child is in the Preschool, Junior K-Prep, or K-Prep classroom:

- Undergarments
- Wipes
- Toothbrush
- Shoes
- Non-Fluoride Toothpaste
- Socks

It is the responsibility of parents, in consultation with the classroom staff, to regularly ensure that your child has these necessary classroom items. The classroom staff will endeavor to assist parents in this responsibility by advising them when items are running low and should be replenished. However, if your child’s items are completely out, s/he may not return to the Academy until the items are replenished.

For those children who are not yet potty trained, parents must supply pull-ups and/or training pants and wipes.

9) Children may not bring toys or other special items from home unless it is specifically for a “Show & Tell” day. Toys from home create unnecessary tension when owners are unable or unwilling to share. On “Show & Tell” days items brought from home will be stowed in your child’s cubby or with the Teacher until your child leaves for the day.

**- Section 11 -
POTTY TRAINING**

1) Potty training is an inevitable part of your child’s growth and development. This experience can be stress-free if handled at the right time and in the correct manner.

Potty training typically begins when the child is at least 2 years old. This process is most effective when it is a joint effort between home and preschool. With consistency comes success, so it is important that your child is on the same potty schedule at home and at school. The Teacher can be helpful in advising you about your child’s readiness for such training and the method that might be best.

2) All members of the Academy staff, including men, change soiled diapers and undergarments. We encourage fathers and father figures to participate in potty training at the Academy and at home.

3) Please provide the following when your child is in diapers and is potty training:

- One box of pull-ups and/or training pants,
- One box of wipes, and
- Two complete changes of Academy uniform and undergarments in case of accidents while toilet

training.

4) Belts and leotards should not be worn—they can frustrate a child during toilet training.

5) If your child does not have a supply of pull-ups and/or a complete change of clothing, you may be asked to return to the Academy immediately with these items. We do not share clothing or supplies among the children and it is unsanitary and unpleasant for your child to remain in soiled clothing for a prolonged period of time.

**- Section 12 -
KEEPING YOU INFORMED**

1) At Hopkins House, we use a variety of techniques to keep you informed about your child’s activities, progress, needs, and accomplishments at the Academy:

- *Activity Reports*—You will regularly receive written reports from your child’s Teacher detailing your child’s activities, progress, and accomplishments. You should review this report and contact your child’s Teacher with questions or comments.
- *Family Orientation*—Family Orientation is held at the beginning of each school year. Parents are required to attend Family Orientation.
- *Open House*—At the beginning of each semester (fall, spring and summer), we invite families into the Academy to tour the classrooms, meet with the education staff, receive copies of updated Academy policies, and ask questions about the general activities of the Academy.
- *Family/Teacher Conference*—Bi-annually, you are invited to meet with the Teacher to review your child’s progress and accomplishments.
- *Open Door*—You are invited to visit your child’s classroom at any time to observe, evaluate, and even assist Teachers. You do not need to make an appointment; however day-of notification is appreciated. We encourage parents to visit for up to an hour.

- *Volunteering*—You are urged to volunteer as escorts on field trips or to assist in the classroom. This offers a great opportunity for you to observe and support your child’s development and growth.
- *Telephone*—You are welcome to telephone the Academy and leave a message for a Teacher to return your call. Because Teachers are in the classrooms during the day, they will return your phone call when they have a break or at the end of the day. Please be patient, Teachers are not allowed to leave the classroom to answer telephone calls or to use cell phones while attending to the children.
- *Email*—You are strongly encouraged to provide your email address to the Academy. Emails are used to regularly communicate with parents and to send emergency closing information.

- Section 13 -

***ENTERING & EXITING THE
ACADEMY***

1) It is very important for you to walk your child into the classroom when you arrive at the Academy. It affords an opportunity to “share” the Academy with your child. The children spend many hours here every day and it is important for them to have time to show you their friends, the materials and equipment they work with, and to see you making contact with their Teacher. It also allows you to speak with the Teacher informally concerning your child.

It is equally important for you to enter the classroom at the end of the day when you pick up your child for many of the same reasons, as well as to check your child’s cubby for class work and messages or notices from the staff to you.

2) If your child is brought to or picked up from the Academy by a private bus, transport service, school bus or taxi service, friend or relative - the person responsible for bringing your child must walk your child into or out of the classroom and building, and sign your

child in or out.

3) If the person picking up your child is not on the Authorized Pickup List, you must call the Academy in advance to provide the name of this person. All persons picking up your child must be at least 18 years old and will be required to provide a photo I. D. before your child will be released to the person.

**- Section 14 -
CURRICULUM**

1) The Hopkins House Preschool Academy uses the Creative Curriculum.

The Creative Curriculum provides a framework of the best practices based on the development continuum of teaching preschool children. This curriculum addresses all areas of your child’s development: social/emotional, physical, cognitive, and language.

The Creative Curriculum is a nationally recognized, widely used, and research-based curriculum. It is aligned with public elementary school early learning standards. The Creative Curriculum translates new research and theory from the field of Early Childhood Education into a practical, easy-to-understand approach to working with children and their families.

Our goal is to encourage your child to make appropriate choices for themselves based on their developmental experience and social awareness.

A copy of the weekly curriculum/lesson plan is posted in every classroom. Information about the Creative Curriculum is available in the Principal’s Office and online at

www.teachingstrategies.com.

**- Section 15 -
DISCIPLINE POLICY**

1) The Hopkins House Preschool Academy seeks to maintain a safe, orderly and comfortable environment for your child and our staff. To accomplish this, we observe and enforce the following disciplinary policies at all times:

- *Causing Injury*—Children shall not be permitted to intentionally cause injury to him or herself, staff, or other children. When a child intentionally causes harm to another person, such as biting, kicking, hitting, or throwing an object, a written and verbal report will be given to the child's family and the injured party. A copy of the report will be kept in the child's file at the Academy. If this behavior persists despite counseling and discussion with the child's family, the Principal is required to expel the child from the Academy.
- *Inappropriate Behavior*—Children shall be discouraged from exhibiting behaviors with the potential to injure or harm themselves or others. A child exhibiting such behaviors, such as taunting, threatening, or bullying, will be guided, through a variety of techniques appropriate to your child's developmental stage, to adopt alternative behaviors. These techniques may include, but are not limited to verbal signals, removal of your child from certain activity areas, loss of privileges, and in extreme cases, removal to the Principal's office. A written and verbal report will be given to the child's parent. A copy of the report will be kept in the child's file at the Academy. If this behavior persists despite counseling and discussion with the child's parent, the Principal is required to suspend or expel the child from the Academy.
- *Obscenity*—Children shall not be permitted to use obscene or offensive language. A child using obscene or offensive language will be counseled about such words and discouraged from using them. A written and verbal report will be given to the child's family. A copy of the report will be kept in the child's file at the Academy. If this behavior persists despite counseling and discussion with the child's family, the Principal is required to

suspend or expel the child from the Academy.

- *Adult Physical Disciplining*—Children shall not be physically or verbally abused by Hopkins House employees, including and not limited to slapping, hitting or spanking, or yelling. Family members of children shall not be permitted to physically or verbally abuse a child while on Hopkins House property. If the safety of your child or another person is at risk due to actions of your child, employees and adults are permitted to passively constrain your child for his or her protection or the safety of others. Passive constraints shall include but not be limited to holding.

**- Section 16 -
BIRTHDAYS & CELEBRATIONS**

Your child's birthday is an important milestone in his or her life. We encourage celebration of this important milestone for your child. You can contact your child's Teacher to arrange a suitable time to have a classroom birthday celebration. You and other family members are welcome to come to the classroom at the designated time to join in the celebration. Cameras may be used. You may bring packaged food and/or beverages in sufficient quantity to share with the entire classroom, however please hold gifts for the home celebration.

Throughout the year on specified days, the Hopkins House Preschool Academy honors an ethnic culture through celebration. On these days, families are encouraged to wear articles of clothing or jewelry, or to bring flags or other cultural items for display in the classroom.

**- Section 17 -
FIELD TRIPS & OUTDOOR PLAY**

1) We try to enhance your child's learning

experience at the Academy through field trips to local sites such as zoos and museums. Notice of field trips will be communicated to you in advance.

You are welcome and encouraged to join us on field trips. Your presence as a chaperone is an asset to us and to the safety of the children.

2) When field trips are scheduled, all children in the Academy that day are expected to participate. For the safety of all the children, our entire education staff is required to participate in the field trip. If you do not want your child to attend a particular field trip, you must make alternate arrangements for the care of your child that day. The tuition is not discounted if you choose not to allow your child to participate on a field trip.

3) In most instances, the Academy bears the cost of the transportation for the field trip. In certain circumstances, the family is required to provide the cost of the field trip. In all such cases, we will advise you of the costs well in advance.

4) Information regarding field trips, including the cost (if any), transportation arrangements, date, location, and activity are posted throughout the Academy, emailed to you, and included on the Permission Slip. In order for your child to participate on a field trip, you *must* complete and return a signed slip to the Academy *prior* to the date of the field trip.

A separate Permission Slip must be completed, signed, and returned for each field trip.

5) For trips outside the City or County, Hopkins House endeavors to lease buses equipped with seat belts or use school charter buses. In order for infants and toddlers to

attend bus trips, parents must provide car seats.

6) When the outdoor temperature is 36°F and above, we take the children outdoors for play. Outdoor play in cold weather is not inherently unhealthful for children.

7) When the outdoor temperature exceeds 85°F and above, the children may be kept indoors for play. Outdoor play in hot weather is not inherently unhealthful for children.

**- Section 18 -
WATER ACTIVITIES**

1) On occasion, the Academy organizes water-related activities for the children (e.g., trip to water park). In such instances, you will be informed in advance and asked to follow the same procedures for field trips. In some cases, your attendance at the activity may be required.

In all cases, very specific procedures and guidelines regarding the water activity are followed by the Academy. These procedures are explained to the children, distributed to parents and staff, and posted in the swimming and wading area.

**- Section 19 -
LEGAL CUSTODY**

1) In the case of families where parental custody is an issue, you must present a notarized copy of any court ordered custody settlement and/or visitation agreement. This information will be kept on file at the Academy. Should any changes occur in the status of custody or visitation, you must provide a copy of the new agreement or court

order.

2) It is your responsibility to provide the Academy with custody information. Non-custodial parents coming to pick up their child according to a visitation agreement must produce a photo I.D. Visitation, custody, and court orders must be in writing and on file with the preschool.

3) The Academy does *not* release a child to a person who, in the opinion of the Academy Principal, appears to be under the influence of drugs or alcohol. In such instances, the apparently intoxicated person will be asked to leave the Academy premises. If s/he refuses, the police will be called. The Principal will attempt to contact the alternate person listed on the child's pick-up and/or emergency contact list. If the alternate cannot be reached, Child Protective Services (CPS) will be contacted.

**- Section 20 -
ABUSE & NEGLECT**

State law requires that children be routinely observed for signs of neglect and/or abuse. If abuse is suspected, the Principal is required to notify Child Protective Services (CPS).

**- Section 21 -
COMMUNITY RESOURCES**

Hopkins House maintains a current listing of local resources and referrals, both public and private, in the areas of child health and development, family child care providers, parenting seminars and specialists in various areas relating to family and child health and welfare. We would be happy to discuss with

you an appropriate referral.

**- Section 22 -
EMERGENCY CARE
& SICK CHILD**

1) Young children are particularly susceptible to illness and infection. Please be considerate of the other children and our staff when deciding whether to bring your child to the Academy when s/he is showing signs of illness. You should consult or visit your child's doctor in all such cases.

Hopkins House is not licensed, or responsible for the care of sick children.

2) If a child appears ill upon arrival, s/he will not be admitted for the day. If your child becomes ill during the day, you will be required to pick him/her up within 1 hour of notice. If you are unable to pick up your child *within one hour*, the next person on the Emergency Contact Form will be contacted.

3) If the Academy Principal determines that your child appears to have a communicable disease, you will be required to immediately pick your child up from the Academy. A physician's note will be required for re-admittance to the Academy. The physician's note must address the child's specific medical diagnosis.

4) *Common Indicators of Illness*

- Green, runny mucous from the nose, ears, or eyes is generally a common indicator of infection. If your child is congested, coughing, and generally not feeling well, s/he will not benefit from being at the Academy. Please take into consideration your child's general health before

- bringing him or her to the Academy.
- Vomiting may be indicative of illness. Please note your child's health condition, and if there are two or more episodes of vomiting in a single day, a stomach virus or flu may be present. We require that you keep your child home for 24 hours after the last episode. If a child vomits two or more times at the Academy, you will be called to pick up your child immediately.
 - Diarrhea may be illness related. Help avoid the unnecessary spread of infection by keeping your child home for 24 hours after the last episode. If a child develops diarrhea at the Academy (e.g., three runny stools extending over one day), you will be called to pick up your child immediately.
 - Ear infections are not contagious but the virus or cold that may be the cause of the inner ear blockage is infectious. We require that you keep your child home for 24 hours after diagnosis and for medication to take effect.
 - Conjunctivitis, or "Pink eye," is highly contagious. Children diagnosed with pink eye *must* stay home for a full 24 hours after diagnosis and first treatment, and for medication to take effect.
 - Ring Worm, also known as tinea, is highly contagious and can spread quickly. We require that you keep your child at home until a doctor determines that the condition is cleared and your child may return to the Academy.
 - Fever of 101° or higher is very serious. We require that children are immediately picked up from the Academy. Children may not return to the Academy for at least 24 hours or until the fever is gone.
- 5) Tuition is not discounted if your child is absent due to illness. The Commonwealth of Virginia allows two unexcused absences per month for children receiving childcare assistance. All other absences due to illness must be documented by a doctor's note and submitted to the Academy.
- 6) *Re-admission after Illness*
Your child's doctor must provide a written statement attesting to your child's wellness to return to the Academy after an absence due to illness. A doctor's note is required if your child had a fever of 101° F or higher or has been diagnosed with a communicable disease. For children receiving childcare assistance, a doctor's note is required for each absence in accordance with the jurisdiction in which the childcare assistance is received. Exception to this fever policy may be made for infants who are teething.
- 7) Children may not return until free of vomiting/diarrhea/fever for at least 24 hours, or have been given a prescribed medication for a 24-hour period.
- 8) If your child is absent from the Academy due to illness, please advise the Teacher. We are concerned about the health of your child as well, so please keep us informed.
- 9) *Medication*
Medications, including over the counter such as Tylenol, will not be administered by Academy staff, except as prescribed by a physician. Parents should supply cream for diaper rash to be applied if a rash is visible.
- 10) Prescribed medication may be administered to children at the Academy only upon the written order of a licensed physician. A *Physician Medication Administering Form* supplied by the Preschool Principal must be

Please give your child medication as prescribed by his or her physician.

completed for each medication prescribed for your child and signed by the custodial family member.

The medication, excluding over the counter, must be in child resistant container and have the original pharmacy label that includes your child's first and last names, authorized prescriber's name, pharmacy name and telephone number, date prescription was filled, name of medication, method of administration, dosage and frequency of medication, and the date the medication is to be discontinued or length of time, in days, the medication is to be given.

A record of medication dispensed to your child during care is recorded on the *Physician Medication Administering Form*. Only the Principal or staff trained and certified to administer medication is permitted to administer medication and maintain medication records. Please provide a medication spoon or dropper so that the correct amount of medication is given.

11) Long-term prescription drug use may be allowed with written authorization from your child's physician and custodial family member. Authorization must be updated every 10 business days. Expired medication will be returned to the family or discarded.

12) Emergency Care Procedure

Children in a group care setting such as preschools are likely to experience bumps, scrapes, bruises, and bites in the course of their experience. We attempt to minimize these minor injuries by providing safe, adult-supervised and developmentally-appropriate equipment and play areas for your child.

13) Should an accident occur involving head,

tooth, eye, back, or bone injury, our staff is trained to provide appropriate emergency care. If deemed necessary, your child will be taken immediately to the nearest hospital emergency room by ambulance, accompanied by a staff member or the Principal. The Principal will contact you, or your emergency contact person if you cannot be reached, immediately. We will make every attempt to take your child to the hospital of choice as noted on the Emergency Card.

14) Once we have notified you, you are responsible for contacting your child's doctor or other health care provider. You are also responsible for the cost of ambulance service and any other medical treatment received for your child, either personally or through your family medical coverage.

15) Sunscreen and Insect Repellent Policy

Sunscreen (SPF 15 or higher) will be applied with written permission. Hopkins House does not administer insect repellent to children.

16) First Aid Policy

The Academy staff is trained and certified in CPR and First Aid. The administration of first aid to your child will be limited to that which is necessary to preserve life or prevent further immediate injury. We will administer first aid only to the extent of our training. We maintain a complete first aid kit in every classroom.

17) Injury Prevention Plan

- The Teacher in each classroom will survey the environment daily and bring to the attention of the Preschool Principal any problems, needed repairs, or hazards.
- The Preschool Principal will conduct monthly safety checks of the Academy and log problems, needed repairs, or hazards.

- The Preschool Principal will examine equipment, toys, and donated material prior to introduction into classrooms.
- The Preschool Teacher will check all rooms, hallways, and outdoor playground.
- The Preschool Principal/Assistant Principal will provide you with a written “Incident Report” informing you of any injuries to your child. The form will be given to you upon pick-up on the same day of the injury. Child Protective Services will be notified as prescribed by State regulation. A copy of the form will be kept in a binder in the Principal’s office.
- Incident Reports will be reviewed annually and this Plan updated as necessary.

**- Section 23 -
INTERNET**

Information about Hopkins House, including our latest annual report, press releases, calendar and events, weather and emergency closings, staff biographies, and career and volunteer opportunity, is available on our website:

www.HopkinsHouse.org

The website includes a “Parents Page”. This webpage contains important information about the Academy, preschool activities, community resources, and the activity calendar.

**- Section 24 -
NOTICE OF WITHDRAWAL**

1) Families wishing to withdraw their children from the Hopkins House Preschool Academy, for any reason, are required to give two

week’s notice. Tuition must be paid for the two weeks, even if your child does not remain in the Academy for the full two weeks.

2) Prior to the child’s last day in attendance, you may be contacted by a member of the Hopkins House staff and asked to participate in an “Exit Interview”. This interview is intended to gather information useful to making improvements in our programs and services.

**- Section 25 -
STUDENT RECORDS**

1) The Academy maintains records on all children enrolled. These records include information about the child’s residency, academic and developmental progress, and school activities. Family financial information may also be kept in the student’s file.

This information is kept strictly confidential and may not be released without written consent from the custodial family member or in the absence of a court order.

2) Files on children are maintained for at least three years after the child’s graduation or withdrawal from the Academy. Some information may be used by our Alumni Office for quality studies and future contact.

3) Hopkins House does not sell or distribute information on our students to outside companies or individuals.

**- Section 26 -
VIDEO MONITORING & PRIVACY**

1) The Academy may be equipped with a

video monitoring system. This system is used to record unusual incidents that may occur in the classroom or building. The videos are secured and not available to the public.

Under certain circumstances, in the event of an unusual incident, the parent or guardian of record may request to view video of his or her child.

Child Protective Services or the court system may request to view video of your child.

2) For the privacy of your child and other children that may be recorded in the video, all requests to view videos must be in writing and are subject to approval by the President under guidance from legal counsel.

**- Section 27 -
PARENTS COUNCIL**

1) The Parents Council guides the Preschool administration in the development and implementation of activities and policies. Each Academy family is an automatic member of the Council and has one vote at its general meetings.

The Parents Council holds regular meetings for all Academy parents and organizes other activities for families throughout the year.

2) The Parents Council has its own bylaws and represents the views of all Academy parents on matters pertaining to the Academy through votes of the majority of parents present at Council general meetings.

3) Decisions of the Council on policy matters of the Academy are by recommendation to the Preschool Principal. If warranted and

appropriate, the recommendation may be submitted to the President and, at the discretion of the President, to the Hopkins House Trustees who have final say.

4) The Council has nine officers elected annually at a general meeting of Academy parents: President, Vice-President, Secretary, and Treasurer, and Class Representatives (5). Council officers serve one-year terms. These officers comprise the Executive Committee which manages the Council.

5) You can email the Parents Council Executive Committee directly by going to the “Parents Page” or “Contacts” tab on the Hopkins House website or by email:

- Helen Day Preschool Academy Parents Council Executive Committee:
HDParentCouncil@HopkinsHouse.org
- McNeil Preschool Academy Parents Council Executive Committee:
MNParentCouncil@HopkinsHouse.org

**- Section 28 -
MENTAL WELLBEING**

Often the stress of work, raising children, and managing family responsibilities can be overwhelming.

Through local community services boards and clinical partners, mental health counseling and wellness services are available to Academy families. These services are usually free and strictly confidential.

If you feel depressed, tired, confused, or unable to sleep, concentrate, or have frequent headaches, or you simply feel the need to speak privately with a professional, please ask your child’s Teacher.

SCHEDULE OF TUITION & FEES

HELEN DAY PRESCHOOL ACADEMY TUITION

For students enrolled on or after July 1, 2011

	Annual	Monthly*	Weekly*
Infants	\$16,900	\$1,408	\$325
Toddlers	\$15,860	\$1,322	\$305
Preschoolers	\$15,340	\$1,278	\$295
Junior K-Preps	\$14,820	\$1,235	\$285
K-Preps	\$14,300	\$1,192	\$275

For students enrolled on or before June 30, 2011

Infants	\$15,340	\$1,278	\$295
Toddlers	\$14,820	\$1,235	\$285
Preschoolers	\$14,300	\$1,192	\$275
Junior K-Preps	\$14,040	\$1,170	\$270
K-Preps	\$13,780	\$1,148	\$265

JAMES L. & JULIETTE McNEIL PRESCHOOL ACADEMY TUITION

For students enrolled on or after July 1, 2011

	Annual	Monthly*	Weekly*
Infants	\$15,340	\$1,278	\$295
Toddlers	\$14,820	\$1,235	\$285
Preschoolers	\$14,300	\$1,192	\$275
Junior K-Preps	\$14,040	\$1,170	\$270
K-Preps	\$13,780	\$1,148	\$265

For students enrolled on or before June 30, 2011

Infants	\$15,080	\$1,257	\$290
Toddlers	\$14,560	\$1,213	\$280
Preschoolers	\$14,300	\$1,192	\$275
Junior K-Preps	\$14,040	\$1,170	\$270
K-Preps	\$13,780	\$1,148	\$265

* Tuition is charged annually, however parents are offered the option of paying month or weekly, in advance.

** Government Childcare Subsidy co-pay is due weekly, in advance.

FEES:

1. There is a \$25 weekly Late Fee for tuition payments received after the due date, up to a maximum of \$100. Enrollment is automatically suspended for students for whom tuition is delinquent for two or more weeks.
2. There is a \$100/child fee to be on Waiting List for a period of 6 months. The fee is nonrefundable but is applied to the first week of tuition provided child is enrolled while active on the Waiting List.

HOPKINS HOUSE



*Helping to Build the Foundation
For Your Child's Future*

Main Phone: 703-549-4232
Fax: 703-683-3056
E-mail: info@hopkinshouse.org
www.HopkinsHouse.org

City of Alexandria:

Helen Day Preschool Academy

1224 Princess Street
Alexandria, VA 22314

Fairfax County:

James L. & Juliette McNeil Preschool Academy

8543 Forest Place
Alexandria, VA 22309

Help Change the World, Become A Hopkins House Community Stakeholder!

Join Today & Receive:

Membership Card

Quarterly Newsletter

Free Annual Stakeholder Luncheon Ticket

Vote at Stakeholder Meetings

Discount Tickets to Hopkins House Special Events

Listing on Hopkins House Website and Annual Report

An investment in a child's early education is an investment in the future: Future lawyers, teachers, engineers, writers, scientists, pilots, firefighters, safety officers, doctors, and world leaders. By becoming a Hopkins House Community Stakeholder, you help to make children the best at whatever they choose to be. **Become a Stakeholder TODAY!**



**Hopkins House Ranked
AMONG TOP PRESCHOOLS IN NORTHERN VIRGINIA**
January 2010 issue of Northern Virginia Magazine

It's Automatic!

Hopkins House can charge your credit or debit card for your child's tuition.



It's Convenient!

You decide how often - yearly, monthly, weekly - to charge your card.



AVOID LATE FEES OR SERVICE INTERRUPTION

Call 571-480-4095 to Sign Up Today! It's Easy!