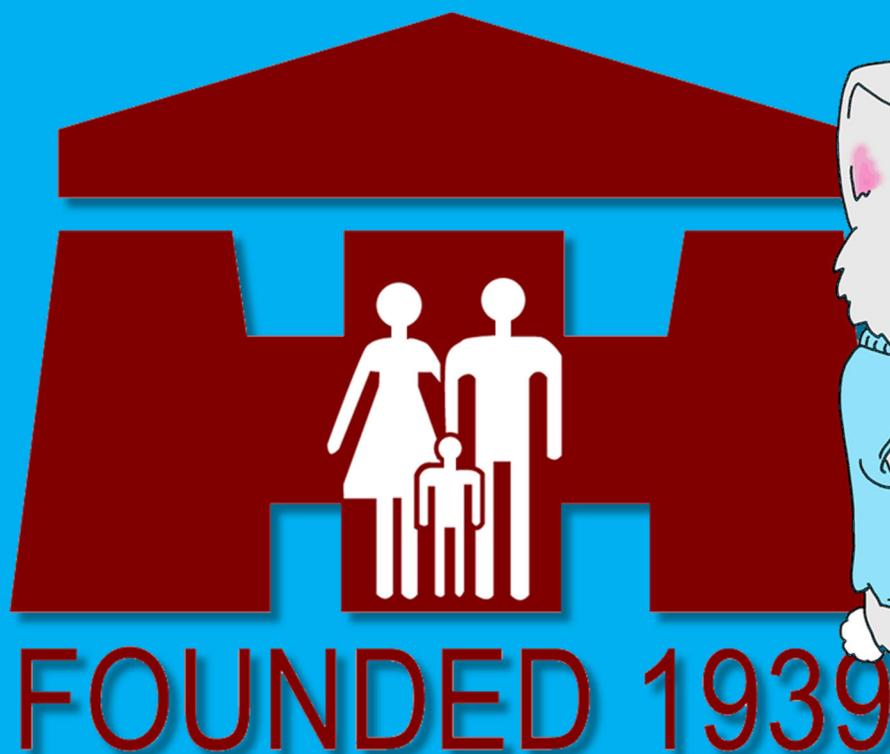


Hopkins House Preschool
ACADEMY HANDBOOK



2020/2021 PRESCHOOL YEAR

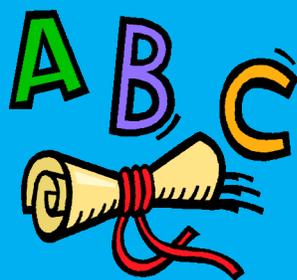


TABLE OF CONTENTS

Section 1. Introduction Page 2
 Section 2. Classroom Staff Ratios Page 2
 Section 3. Your Child’s Bill of Rights Page 2
 Section 4. Academy Faculty Page 3
 Section 5. Hours of Operation Page 3
 Section 6. Closings Page 4
 Section 7. Immunizations Page 5
 Section 8. Eating & Nutrition/Rest Page 5
 Section 9. Tuition & Fees Page 5
 Section 10. Scholarships & Financial Aid Page 7
 Section 11. Personal Belongings Page 7
 Section 12. Potty Training Page 8
 Section 13. Keeping You Informed Page 9
 Section 14. Entering & Exiting the Academy Page 9
 Section 15. Curriculum Page 10
 Section 16. Behavior Guidance Policy Page 10
 Section 17. Birthdays & Celebrations Page 11
 Section 18. Field Trips & Outdoor Play Page 12
 Section 19. Water Activities Page 12
 Section 20. Legal Custody Page 12
 Section 21. Students with Special Needs Page 13
 Section 22. Abuse & Neglect Page 13
 Section 23. Community Resources Page 13
 Section 24. Emergency Care & Sick Child Page 14
 Section 25. Internet Page 16
 Section 26. Notice of Withdrawal Page 16
 Section 27. Student Records Page 16
 Section 28. Video Monitoring & Privacy Page 16
 Section 29. Parents Council Page 18
 Section 30. Preschool Graduation Page 18
 Section 31. Anti-Discrimination Policy Page 18
 Section 32. Breastfeeding Policy Page 19.

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

Innovative Preschool Academy
 200 Fairbrook Dr. Suite 103
 Herndon, VA 20170

www.HopkinsHouse.org

ADMINISTRATION

(571) 480-4276	Accounting
(571) 480-4275	Financial Aid
(571) 480-4094	President

Policies developed and promulgated on behalf of the Hopkins House Board of Trustees by its Programs & Assessment Committee

PRESCHOOL ACADEMY CONTACT NUMBERS

Contact	Helen Day Preschool Academy	Innovative Preschool Academy	James L. & Juliette McNeil Preschool Academy
Principal	(571) 480-4088	(571) 441-0962	(571) 480- 4274
Assistant Principal	(571) 480-4087	(571) 441-0961	(571) 480- 4260
Infant Room 1	(571) 480-4083	(571) 441-0965	(571) 480- 4269
Infant Room 2	(571) 480-4090	(571) 441-0965	(571) 480- 4269
Toddler Room	(571) 480-4091	(571) 441-0964	(571) 480- 4273
Bridge Classroom	(571) 480-4092	(571) 441-0966	(571) 480- 4271
Jr K-Prep Classroom	(571) 480-4080	(571) 441-0967	(571) 480- 4272
K-Prep Classroom	(571) 480-4080	(571) 441-0969	(571) 480- 4270

- Section 1 - INTRODUCTION

Thank you for choosing the Hopkins House Preschool Academy for your Young Scholar. Founded in 1939, Hopkins House has been a leader in the care and education of children for more than seven decades.

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

Hopkins House is a nonprofit 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.

- Section 2 - CLASSROOM STAFFING RATIOS

The Hopkins House Preschool Academy maintains staff-to-student ratios in the classrooms designed both to provide individualized attention to Young Scholar and maximum safety:

- Infant Center Ratio: *1 educator to 4 infants.*
- Toddler Center Ratio: *1 educator to 5 toddlers.*
- Bridge Classroom Ratio: *1 educator to 8 students.*
- Junior K-Prep Classroom Ratio: *1 educator to 10 students.*
- K-Prep Classroom Ratio: *1 educator to 10 students.*

Student Transitioning: As openings become available in an age-appropriate classroom, Young Scholars may be transitioned to the next level classroom (i.e. Infant transitioned to Toddler Classroom). However, determination of such transition is at the discretion of the Preschool Principal and based on his/her determination, in consultation with the Young Scholar's current Teacher, that the Young Scholar is developmentally, emotionally, socially, intellectually, and physically ready for such transition.

Temporary Reassignment of Students: *During daily opening and closing times, as student enrollment ebbs and flows, the academy may combine classes. At other times, out of administrative necessity (i.e. staff person calls in ill and substitute is on the way), the academy may temporarily reassign a young scholar from their regular classroom or group to another classroom or group. However, young scholars will never be assigned a permanent classroom change without the parent's prior notice. Ratios are determined by the age of the youngest child in the classroom.*

- Section 3 - YOUR CHILD'S BILL OF RIGHTS

At the Hopkins House Preschool Academy, our Young Scholars are guaranteed the following basic rights and privileges at all times:

- *S/he is entitled to be treated with warmth and respect.*
- *S/he has the right to be treated as an individual with a unique and distinct personality, temperament, and disposition.*
- *S/he is entitled to a clean and secure environment.*
- *S/he has a right to be protected from harm.*
- *S/he is entitled to three nutritious meals daily (breakfast, lunch and afternoon snack).*

- *S/he has a right to learn, grow, and develop at his or her own pace.*

CDA, be currently matriculating in college and have at least one year of professional childcare experience.

**- 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 master’s 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 bachelor’s degree and one or more years of childcare experience.

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 name badges and the color of their uniforms: Teacher, Assistant Teacher, Instructional Assistant, and Classroom Aide.

**- Section 5 -
HOURS OF OPERATION**

INFANT/TODDLER CENTER

Infant/Toddler Director — Responsible for the day-to-day operation of the Academy’s infant and toddler classes. The Assistant Principal must have a bachelor’s degree and one or more years of childcare experience.

Infant/Toddler Aide — Supports the implementation of classroom activities. The Classroom Aide must have a CDA.

1) The Hopkins House Preschool Academy is open year-round, Monday through Friday.

2) Prior to the beginning of the school year, Hopkins House publishes a Master Calendar that lists all holidays, closing dates, and training days.

3) Students are encouraged to arrive to school no later than 8:45 am to receive breakfast. Additionally, all students - with the exception of those who have obtained a doctor’s note – must be in their classrooms no later than 9:00 am. Children will be permitted entrance to the school beyond 9:00 a.m. on three (3) occasions per calendar year. Late arrival, on these occasions must not exceed 9:30 a.m. Beyond the aforementioned, students arriving without a doctor’s note after 9:00 a.m. will not be admitted to the Academy and families are expected to arrange for alternate care for the day. Tuition is not discounted or waived. Parents are required to call to notify staff that their child will be arriving late with a doctors note to insure staff will be available at time of arrival. If a phone call is not made the parent may be turned away even with doctor’s note.

PRESCHOOL

Master Teacher — Serves as a manager in training, and responsible for the day-to-day operation of the classroom. S/he implements the curriculum and develops lesson plans. The Teacher must have a bachelor’s degree and at least one year of professional 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 bachelor’s 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 an associate’s degree and one or more years of professional childcare experience.

Instructional Assistant — Supports the implementation of classroom activities. The Education Assistant must have a current

4) Parents should notify administration in advance of their intent to pick their child up early for a doctor’s appointment and/ or return their child to the center after the appointment.

5) Although staff may be in the Academy building at other times, for their safety, students are not permitted to be on the premises during non-operating hours.

**- 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* – 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.
- *Text Message* — 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* — Students will be kept indoors and families kept informed during the emergency.
- *Secured In Place* — The Academy doors will be secured and only families of record will be permitted to enter the building to collect their

children.

- *Lock Down* — 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,
- *Text Message*, 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 Day
- 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 are 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.

6) **STAFF PROFESSIONAL DEVELOPMENT CLOSINGS:** Continuous education for the Academy staff is an essential component to maintaining educational quality in the classroom. Annually, the Academy may close on certain days, for intensive professional development for our education staff. These dates are provided in advance via the master calendar available at www.hopkinshouse.org. Tuition is neither discounted nor refunded for academy closings.

**- Section 7 -
IMMUNIZATIONS**

Prior to enrollment in the preschool academy, parent/guardian must provide proof that their child has been immunized in accordance with the Virginia Department of Health’s (VDH) “*School & Day Care Minimum Immunization Requirements*”; and, consistent with VDH regulations, there is no exception to this policy.

**- Section 8 -
EATING, NUTRITION & REST**

1) Proper nutrition is an essential component in the healthful development of your child. The Hopkins House Preschool Academy provides three nutritious meals to our Young Scholars: 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 alternate food (e.g. other formula or mother’s milk). All parents must complete an infant food choice form.

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

2) Lunch for the students 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 purchased from USDA approved vendors.

The menu for the month is posted in the 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*. Parents are to provide a healthful alternative. 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 student at any time.

4) In order to maintain the daily academic schedule, meals are served during specific hours.

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 8:45 a.m.

5) During the school day, students are also allotted time to rest. They are not required to sleep during this period and if they so choose, during this time, may participate in quiet activities. The rest period shall be no longer than two (2) hours.

The schedule for these activities shall be as follows:

Breakfast	8:00 a.m. - 8:45 a.m.
Lunch	11:15 a.m. - 12:15 p.m.
Rest	1:00 p.m. - 3:00 p.m.
Snack	3:15 p.m. - 3:45 p.m.

**- Section 9 -
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.

2) Tuition at Hopkins House is charged annually. For your convenience, you have the option to pay weekly or monthly in advance of services rendered. In the event of partial attendance due to absence or vacation the family is still responsible for the full tuition.

3) There is a 10 percent tuition discount for each sibling of students currently enrolled at the time of admission to the Academy.

4) 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. The full amount of the monthly parent fee is due at the beginning of each month.

5) Tuition may be paid by debit/check or credit card (American Express, Visa, MasterCard, or Discover). For your safety and that of our staff and students, Hopkins House does *not* accept cash, personal checks, or money orders. Parents are encouraged to sign up for *EZ-Pay* which enables automatic tuition payments by credit or debit card.

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

7) 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 assessed a late fee. If tuition is still unpaid after one week, your child may not return to the Academy until the full outstanding balance (including late fee) 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.

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

9) 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.

10) Other Fees

- **Tuition Late Payment Fee:** A \$25 weekly late fee is charged to accounts with an outstanding balance after the due date. Enrollment is automatically suspended for students for whom tuition payments are delinquent for two or more weeks. Once the account is suspended, your child's seat available for a student on the Wait List, in which case your child may be denied re-enrollment due to lack of space.

- **Late Pick-Up Fee:** When your child is not picked up on time at the end of the day, for any reason, two staff members must wait with the child until someone arrives. 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: State regulation requires that Child Protective Services be automatically notified when a parent/guardian fails to pick up a child, without notice, after 30 minutes have passed.)

- **Declined Debit/Credit Card Fee:** When your automatic debit/credit card payment is declined, we are charged a fee by the bank. This cost is passed on to you. If your automatic credit card charge is declined, for any reason, you will be assessed a fee of \$25.00. If your automatic debit/credit payment is declined for a second time during a 12-month period, you will be asked to pay the full tuition in arrears, plus all bank charges, by certified check for the next 12 months.

- *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 seek reimbursement from you for the full repair or replacement cost.

and a household budget.

11) Tuition and Fees are non-refundable.

12) In order to maintain the high quality of our early care and education services, tuition automatically increases annually at a rate indexed to the annual U.S. inflation rate or 2%, whichever is greater, subject to review and final approval by the trustees. These annual increases are announced to parents of preschool academy young scholars no later than 60 days prior to the effective date.

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.

Families may apply for a scholarship for their child by completing the application located at www.hopkinshousePreschools.org. If you do not have access to a computer, please speak with the Academy Principal.

**- Section 10 -
SCHOLARSHIPS & FINANCIAL AID**

1) Hopkins House provides scholarships to students whose families are in need of temporary financial assistance to pay the Preschool Academy tuition. Scholarships are given on the basis of compelling 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 student’s parent/guardian is an officer in the Parents Council.

2) The parents of students receiving a scholarship are required to volunteer at Hopkins House for a minimum of 4 hours monthly during the period of the scholarship, 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 the Hopkins House Trustees. The Trustees may require a personal family interview or home visit,

**- Section 11 -
PERSONAL BELONGINGS/
PROPER ATTIRE**

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 other personal belongings.

2) For the safety of your child, indoors and especially outside the Academy, students (excluding infants) must be in uniform every day. Student uniforms consist of an oxford or polo styled long/short sleeve shirt with the Hopkins House logo embroidered on the chest and navy blue uniform pants/shorts/skirts (blue jeans or any other colored clothing will not be permitted). Embroidered Hopkins House shirts and all other uniform items may be purchased through the Hopkins House website (www.HopkinsHouse.org). It is the sole responsibility of the parent to purchase the uniform.

3) The Preschool Principal may refuse entrance to the Academy by students not in uniform.

4) It is required that your child has at least one extra uniform at the Academy at all times. If necessary, this extra uniform is used to replace a soiled uniform. In the event that backup clothing is used, the parent may be required to pickup student or provide additional clothing within 1 hour.

5) 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).

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

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

- Crib/Cot sheet
- 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) Students 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 12 - 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 will 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 13 -
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 school year, 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*—Quarterly, 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 14 -
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 is equally important for you to enter the classroom at the end of the day when you pick up your Young Scholar, as well as to check you're his/her cubby for class work and messages or notices from the staff to you.

And, for the health and wellness of your Young Scholar, his/her fellow Young Scholars, and our staff, please remember to wash your hands, and the hands of others accompanying you, PRIOR to entering the classroom.

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 your child must walk him/her 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 15 -
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 our Young Scholars 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 on the Hopkins House website.

**- Section 16 -
BEHAVIOR GUIDANCE POLICY**

The Hopkins House Preschool Academy is a child-centered organization with a focus on the whole family. We encourage and support the active engagement of parents and guardians in partnership with our teachers and administrators.

The Hopkins House Preschool Academy staff works proactively with children to develop a caring community in which there is respect for each other and the learning environment. Based on our

knowledge of each child's developmental level, we support our students to be able to make choices and to think through conflicts. Our academy staff is trained to seek to understand why a child may be behaving in a certain way and to help children act responsibly and abide by reasonable limits.

This behavior guidance policy outlines how the Hopkins House Preschool Academy will support the whole child in his/her development while aiming to collaborate with families and provide support services to prevent expulsion. This policy is fully compliant with federal and state civil rights laws and will be observed at all times as follows:

Causing Injury – Children shall not be permitted to intentionally cause injury to themselves, other children, staff, volunteers, parents/guardians, vendors, or property. When a child intentionally causes serious harm to him/herself, another person, or property, the academy staff will immediately take the following progressive steps in the hope of addressing this behavior:

(1) In the first instance of such developmentally inappropriate behavior, the transgressing child will be redirected by academy staff toward developmentally appropriate pro-social behaviors based on their professional knowledge and judgment, and in accordance with broadly accepted child development behavioral standards. A written and verbal report documenting the behavior and context will be given to his/her parent/guardian and the parent/guardian of the injured party(ies). A copy of the report will be kept at the academy in the files of the transgressing child and the injured party(ies).

(2) In the second instance of the same behavior as identified and documented by academy staff, the transgressing child's parent/guardian will be required to attend a meeting with the academy principal, to be scheduled within 24 hours and held within one week of the incident. During this meeting, the principal and parent/guardian will discuss possible causes of the behavior

and other factors impacting the family. The principal and parent/guardian will agree on and sign a Family Support and Behavior Guidance Plan to be included in the child's file at the academy. The Family Support and Behavior Guidance Plan will specify supports to be provided by academy staff as well as resources for the parent/guardian on seeking outside services, including a Child Find referral, if appropriate.

(3) In the third instance of the same behavior as identified by academy staff, the transgressing child will be suspended until the parent/guardian engages the services of a Monitor to "shadow" the child in the classroom for a period of at least 30 days. The purpose of the Monitor is to prevent additional injury, assist the child with adopting pro-social behaviors, offer guidance and advice to academy staff and the parent/guardian as to triggers that may be causing such behavior, and recommend further solutions. The parent/guardian will identify a qualified Monitor, approved by Hopkins House, whose fees are the responsibility of the parent/guardian. The child shall not be permitted to attend class in the absence of the Monitor.

Teaching Practices: Developmentally appropriate social, emotional, and behavioral health promotion practices include:

Forming strong supporting, nurturing relationships with children and families including valuing of cultural diversity.

Reinforcing children's desired behavior and implementing logical, non-punitive consequences for challenging behavior that are consistent and developmentally appropriate.

Paying distinct attention to the developmental appropriateness of both behavioral expectations and consequences for challenging behavior, given the substantial

developmental and experiential differences among children birth through age five.

Required Meeting: If a parent/guardian fails to attend a scheduled meeting with the academy principal, the child will be suspended and not permitted to return to the academy until the parent/guardian attends a subsequently scheduled meeting with the principal.

Expulsion: The Hopkins House Preschool Academy will endeavor to avoid expulsion of a child except when all alternatives have been exhausted and the safety of the child and/or others is at serious risk. If the child continues to cause injury after the three steps enumerated above have been taken and 30 days have passed following the third step, the principal may petition the president to expel the transgressing child. Hopkins House will offer assistance to the family in accessing services and an alternate placement.

Appeal: The parent/guardian may appeal the president's decision to expel by written petition, sent to the Clerk to the Board at Central Office within five days following the president's decision. The Programs & Assessment Committee will consider the appeal request within 10 days, and its decision will be final and not subject to further appeal. The transgressing child shall remain enrolled in the academy during the appeal process.

- Section 17 -

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 authorized by teachers to share with the entire classroom, however please hold gifts for the home celebration. The following items cannot be used: *candles, lighter, cameras,*

and latex balloons.

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 18 -
FIELD TRIPS & OUTDOOR PLAY**

1) We try to enhance your Young Scholar'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 between 36°F and 85°F, we take all of the children outdoors for play. Outdoor play in temperatures outside of this range is not inherently unhealthful for children. All Children are required to participate in outdoor play. If a child is unable to participate, for any reason, they may not attend school for that day.

7) In the event children are unable to participate in outdoor play do to weather conditions, the children will be provided with alternative gross motor activities.

**- Section 19 -
WATER ACTIVITIES**

1) For health and safety reasons, Academy students do not participate in water activities which may include submersion of all or part of a student's body in water. Permissible water activities may include hose sprinkling and on the ground water slides.

**- Section 20 -
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.

4) Parents listed on application are automatically granted access to child unless custody order is on file.

- List of the support services required to achieve goals established for the student; or
- List of the adaptations to educational materials, instructional strategies or assessment methods.

Prior to transitioning a Young Scholar to a new classroom or introducing new staff into a classroom with a Young Scholar who has special needs, the Principal shall arrange a meeting with the parent in order to ensure the orderly and complete transfer of information regarding the Young Scholar’s particular condition and needs.

The Principal shall have the right to recommend alternate placement of a student with special needs outside the academy, if the Principal has made all reasonable efforts to integrate the student, and it is clear that a combination of the early care and education provided and supplementary support cannot meet the students developmental, educational or social needs, or when there is clear evidence that partial or full placement in another setting is a more appropriate option for the student with special needs after considering their early care and education needs or the needs of the other students in the classroom.

The principal will secure and/or provide ongoing professional development for all staff working in classrooms with students who have special needs so that they can more successfully meet the special needs of their students.

Hopkins House will ensure that all personnel who work with students with special needs have access to relevant in-service training opportunities in order to foster evidence-informed practice and made aware of resources outside Hopkins House.

**- Section 21 -
STUDENTS WITH SPECIAL NEEDS**

Hopkins House provides an inclusive environment in which students with special needs are fully participating members of a community of learners, because we believe all students are entitled to equitable access to learning, achievement and the pursuit of excellence in all aspects of their early care and education here at Hopkins House.

Reasonable accommodations, which do not alter the fundamental nature of the preschool academy early care and education program, are provided to children with special needs.

Parents of Young Scholars with special needs are expected to work with and maintain open and ongoing dialogue with the classroom Teacher and, ensure that the Teacher and Principal are fully advised regarding all medical and related conditions of the Young Scholar that may require particular attention during the class day.

The principal will design an Individual Family Service Plans (IFSP) for the student as soon as practical. This requirement may be waived if the student with special needs requires little or no adaptations to materials, instruction or assessment methods.

The IFSP is a documented plan developed for a student with special needs that describes individualized goals, adaptations, modifications, and the services to be provided, and includes measures for tracking achievement. It includes:

- Goals or outcomes set for that student for that school year where they are different than the learning outcomes set for all other students in the classroom or age group; or
- List of services Hopkins House will provide and services other organizations may provide; or

**- Section 22 -
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 23 -
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 24 -
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. Your child must be able to participate in regular activities to attend school.

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 (unless doctor's note is provided). 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 (unless doctor's note is provided). 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 (unless doctor's note is provided).
- 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 (unless doctor's note is provided).

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

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 in order to return in less than 24 hours. 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.

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 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.

Long-term prescription drug use may be allowed with written authorization from your child's physician and custodial family member. Expired medication will be returned to the family or discarded.

10) *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.

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.

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.

11) *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.

12) *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.

13) 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 maintained in the Principal's office.
- Incident Reports will be reviewed annually and this Plan updated as necessary.

**- Section 25 -
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 opportunities, is available on our website.

**- Section 26 -
NOTICE OF WITHDRAWAL**

Families wishing to withdraw their children from the Academy, for any reason except graduation, must give four (4) weeks prior notice. Such notice must be given in writing.

Tuition must be paid for the four (4) weeks, even if your child does not remain in the Academy for the full four (4) weeks.

Such notice is not required for students who remain enrolled in the Academy beyond August 1. Graduating students will be automatically disenrolled on the last day of their attendance or on the last day of the summer semester (usually August 29).

Withdrawal notice may be submitted through the Hopkins House website at www.HopkinsHouse.org. Then, click on the "Children" tab, then "Preschool Academy", and finally "Notice of Student Withdrawal".

**- Section 27 -
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 28 -
VIDEO MONITORING & PRIVACY**

1) The Academy is 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.

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 Chief Administrative Officer under guidance from legal counsel.

programs of the Academy, the Council may appoint up to two parents to serve as voting members on the Programs & Assessments Committee of the Board of Trustees.

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

**- Section 29 -
PARENTS COUNCIL**

Established by the Hopkins House Trustees, the Parents Council advises the Preschool administration in the development and implementation of activities and policies related to the early care and education program. Parents/Guardians of Academy Young Scholars are automatic members of the Council and have one vote each at its general meetings.

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

The Parents Council has its own bylaws, which is published on the Hopkins House website, and represents the views of all parents on matters pertaining to the Academy through votes of the majority of parents present at Council general meetings.

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.

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

In order to ensure that parents are represented in the development of policies related to the

**- Section 30 -
GRADUATION CEREMONY**

Annually, the Academy hosts a graduation ceremony for the Young Scholars going on to kindergarten in the fall. Only currently enrolled Young Scholars may participate in the ceremony.

**- Section 31 -
ANTI-DISCRIMINATION**

Hopkins House is an equal opportunity institution that does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, sexual orientation, disability, veteran status, gender identification, genetic information, homelessness, or any other characteristic protected by federal, state or local law.

This policy applies to admission and enrollment in the Preschool Academy and other programs of the organization, policies, access to services, facilities, activities, and financial aid, as well as all terms and conditions of hiring, employment, promotion, training, compensation, and benefits.

Any member of the Hopkins House community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation.

**- Section 31 -
BREASTFEEDING**

Hopkins House that its Preschool Academy provides a private and sanitary place for mothers

of Hopkins House Young Scholars, including employees, to breastfeed their babies or express milk; staff is trained in handling human milk; and, information is prominently displayed about the health benefits of breastfeeding to both infant and mother.

At Hopkins House, we believe that mothering through breastfeeding is a natural and healthful way of understanding and satisfying the needs of her newborn. To support breastfeeding mothers, Hopkins House has developed the following guidelines:

1) The designated breastfeeding place shall have an electrical outlet, comfortable chair, nearby access to running water, and a refrigerator available for storage of expressed human milk. Breastfeeding mothers and employees may store their expressed breast milk in the refrigerator. Mothers should provide their own containers, clearly labeled with name and date. The Academy shall follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breast milk is properly treated to avoid waste. Universal precautions are not required in handling human milk.

2) Sensitivity shall be shown to breastfeeding mothers and their babies. The Academy is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby at anytime, and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milks (formula) and solid foods will not be provided unless the mother has requested such. Babies will be held closely when feeding and bottles will never be propped.

3) Academy staff shall be trained in handling human milk. All childcare staff shall be trained within 60 days of hire in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.

4) To the extent possible, breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or expressing milk. Breastfeeding employees shall be provided a

flexible schedule for breastfeeding or pumping to provide breast milk for their babies, which shall encumber time not to exceed the normal time allowed for lunch and breaks.

5) Breastfeeding promotion information shall be prominently displayed. The Academy shall provide information on breastfeeding, including the names of area resources should questions or problems arise.

This policy is not intended to restrict, discourage, or otherwise change current practice that allows mothers to breastfeed their children in designated private areas of classrooms.

Hopkins House



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



Main Phone: 703-549-4232

E-mail: Admissions@hopkinshouse.org

www.HopkinsHousePreschools.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

Town of Herndon:

Innovative Preschool Academy

200 Fairbrook Drive, Suite 103

Herndon, VA 20170



Instagram



COME CELEBRATE!
Hopkins House Founding Day
Saturday, August 7, 2021

SAVE THE DATE!
Preschool Academy Graduation
Saturday, June 26, 2021



Hopkins House Ranked
AMONG TOP PRESCHOOLS IN NORTHERN VIRGINIA
July 2017 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 ENROLLMENT INTERRUPTION

Call (571) 480-4275 to Sign Up Today! It's Easy!

