Hopkins House Preschool

ACADEMY HANDBOOK

Hopkins House Preschool Academy

A Lighthouse for Early Learning

2026/2027 PRESCHOOL YEAR

KINGSTOWNE PRESCHOOL ACADEMY
7130 Silver Lake Blvd. • Alexandria, VA 22315

JAMES L. & JULIETTE McNEIL PRESCHOOL ACADEMY
8543 Forest Place • Alexandria, VA 22309

HELEN DAY PRESCHOOL ACADEMY
1224 Princess St. • Alexandria, VA 22314

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MISSION STATEMENT

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
Fairfax, VA 22309

Kingstowne Preschool Academy
7130 Silver Lake Blvd
Kingstowne, VA 22315

www.HopkinsHouse.org

ADMINISTRATION	
(571) 480-4276	Finance
(571) 480–4275	Student Records
(571) 480–4094	Employment
(571) 319-9154	Family Support

VIRGINIA STAR QUALITY INITIATIVE
Commited to Quality Early Learning

Hopkins House Ranked
AMONG TOP PRESCHOOLS IN NORTHERN VIRGINIA
July 2022 issue of Northern Virginia Magazine

naeyc Accredited

PRESCHOOL ACADEMY CONTACT NUMBERS			
Contact	**Helen Day Preschool Academy**	**James L. & Juliette McNeil Preschool Academy**	**Kingstowne Preschool Academy**
Front Desk & Voicemail	(571) 480-4087	(571) 480-4261	(571) 441-0961
Academy Principal	(571) 480-4088	(571) 480-4274	(571) 482-3137
Infant/Toddler Center	(571) 480-4083 or 4091	(571) 480-4269 or 4270	(571) 482-3142 or 3136
Bridge Classroom	(571) 867-9221	(571) 480-4271	(571) 482-3135
Jr K-Prep Classroom	(571) 480-4092	(571) 480-4272	(571) 482-3136
K-Prep Classroom	(571) 480-4080	(571) 480-4260	(571) 482-3138
Family Support Manager	(571) 319-9154	(571) 319-9154	(571) 319-9154

PRESCHOOL ACADEMY POLICIES

- Policy 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 Young Scholar, 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 Young Scholar.

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 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.

Although policy changes are typically made on an annual basis, Hopkins House reserves the right to amend the policies listed in this handbook at any time. You will be notified of any policy changes.

- Policy 2 - CLASSROOM STAFFING RATIOS

The Hopkins House Preschool Academy maintains educator-to-student ratios in the classrooms designed to provide individualized attention to every Young Scholar and maximum their safety. Ratios are determined by the age of the youngest Young Scholar in the classroom:

- Infant Center Ratio: *1 educator to 4 infants; class max 8.*
- Toddler Center Ratio: *1 educator to 5 toddlers; class max 10.*
- Bridge Classroom Ratio: *1 educator to 8 students; class max 16.*
- Junior K-Prep Classroom Ratio: *1 educator to 10 students; class max 20.*
- K-Prep Classroom Ratio: *1 educator to 10 students; class max 20.*

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). When it is apparent that the Young Scholar is developmentally, emotionally, socially, intellectually, and physically ready to transition to the next level classroom, the best time to do so will be determined by the Preschool Academy Principal in consultation with the Young Scholar's current classroom Teacher and parent/guardian.

TEMPORARY REASSIGNMENT OF STUDENTS: During daily opening and closing times, in concert with the normal ebbs and flows of student enrollment, 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 their parent's prior notice.

- Policy 3 -
YOUNG SCHOLAR'S BILL OF RIGHTS

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

- *The right to be treated with warmth and respect.*
- *The right to be treated as an individual with a unique and distinct personality, temperament, and disposition.*
- *The right to a clean and secure environment.*
- *The right to be protected from harm.*
- *The right to three nutritious meals daily (breakfast, lunch and afternoon snack).*
- *The right to learn, grow, and develop at his or her own pace.*

- Policy 4 -
ACADEMY FACULTY

1) 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.

INFANT/TODDLER CENTER -

Infant/Toddler Center Coordinator — Responsible for the day-to-day operation of the Academy's infant and toddler rooms. The Coordinator 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 Young Scholar Development Associate (CDA) credential or Career Studies Certificate (CSC).

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. Must have a bachelor's degree and at least one year of professional childcare experience.

Assistant Teacher — Assists in the implementation of classroom activities and leads the classroom in the absence of the Teacher. Must have at least an associate degree and one or more years of professional childcare experience.

Instructional Assistant — Supports the implementation of classroom activities. Must have a current CDA or CSC, be currently matriculating in an accredited college and have at least one year of professional childcare experience.

Classroom Aide — This is an entry level position which supports the implementation of classroom activities. Must have a high school diploma or equivalent and obtain a CDA or CSC within 12 months of hire date or employment automatically terminates.

2) To maintain employment at the Academy, all educators must take at least 24 hours of professional development coursework annually.

3) Hopkins House also has staff to support the educational goals of the Academy:

Family Support Coordinator — Coordinates student intake process to establish initial relationship with families upon enrollment; Coordinates and/or provides culturally competent, comprehensive supportive services to address individual needs of families including but not limited to home visits, developmental and health screenings, counseling (individual, family and group), social skills groups, play therapy, parenting education, self-advocacy, case management, service access guidance (i.e., housing, financial help, job training), and links to available community services; Assesses student/family's needs and eligibility for public aid and assists with application and navigating financial and personal documentation of assets, income, and expenses; and manages Hopkins House scholarship and financial aid programs.

4) *TEACHING TEAMS*: Academy educators shall be organized in Teaching Teams assigned to one classroom for the entire academic year (i.e., September - June) and, to the extent possible through the summer (i.e., July - August).

Teaching Teams shall meet twice weekly during scheduled planning times. and as needed, when they do not supervise awake students.

Teaching Teams will collaborate on Young Scholar assessment to design activities and lesson plans to meet the individual needs of our Young Scholars; and adjust their teaching strategies to meet the needs and interests of the Young Scholars.

Classroom Aides and educator substitutes shall not be assigned to a designated classroom and will fill in for educators as needed.

Changes to educator classroom assignments shall be made only in extenuating circumstances (i.e., maintaining classroom ratios, temporary substitutes).

5) Information about individual members of our staff is available by visiting www.HopkinsHouse.org.

- Policy 5 -
HOURS OF OPERATION

1) The Hopkins House Preschool Academy is open year-round, Monday through Friday, 7:00 a.m. to 6:00 p.m. 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.

2) *MASTER CALENDAR*: Prior to the beginning of the preschool year, Hopkins House publishes a Master Calendar that lists all holidays and other days the preschool academy is closed. This calendar is available for viewing by visiting www.HopkinsHouse.org.

3) Parents are encouraged to ensure that their Young Scholars arrive to the academy daily no later than 8:45 a.m. 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 a.m.

4) *LATE ARRIVALS*: Students will be permitted entrance to the preschool after 9:00 a.m., i.e., late arrival, on three (3) occasions per preschool year. This limit does not include medical emergencies. In the event of a medical emergency, parents should notify the preschool administration that their Young Scholar will be arriving late with a doctors note. Upon arrival with a doctor's note, the student will be admitted to the Academy.

(5) Tuition is not discounted or waived for students turned away due to lateness or failure to provide a doctor's note following a medical emergency.

6) *EARLY DEPARTURE*: Parents should notify administration in advance of their intent to pick their Young Scholar up early for a doctor's appointment and/or return their Young Scholar to the preschool after the appointment.

- Policy 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 parents through these ways:

- *Brightwheel* – As soon as a decision is made, email announcements and text alerts will be sent to parents/guardians through Brightwheel. Parents/guardians are advised to check their Brightwheel accounts often if inclement weather or other emergency is anticipated or has occurred.

- *Telephone* — As soon as a decision is made, preschool staff will telephone parents/ guardians of record.

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 parents/guardians of record updated during the emergency.

• *Secured In Place* — The Academy doors will be secured and only parents/guardians of record will be permitted to enter the building to collect their Young Scholars.

• *Lock Down* — The Academy doors will be locked and safety officials contacted. No persons, including parents/guardians and staff, will be permitted to enter or exit the building.

3) In all emergencies, to the extent possible, parents/ guardians of record will be immediately notified and kept informed using the following methods:

• *Email*, if you have an email address registered with the Academy in Brightwheel.

• *Telephone*, if you have a daytime telephone number registered with the Academy in Brightwheel.

• *Text Message*, if you have a mobile device registered with the Academy in Brightwheel.

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*
- *Veterans Day*
- *Thanksgiving Day*
- *Thanksgiving After*
- *Christmas Eve**
- *Christmas Day*
- *New Year's Eve**
- *New Year's Day*
- *M. L. King Jr. Birthday*
- *President's Day*
- *Memorial Day*
- *Juneteenth*
- *Independence Day*

In addition to the above listed holidays, the Academy is open for half day (closing at 1pm) on the three days between Christmas and New Years Eve.

*(*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.

- Policy 7 - IMMUNZATIONS

Prior to enrollment in the preschool academy, parent/ guardian must provide proof that their Young Scholar 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.

The Academy may allow a Young Scholar to attend contingent upon a conditional enrollment for a period of up to 90 days if the Young Scholar received at least one dose of each of the required vaccines and the Young Scholar possesses a plan from a physician or local health department for completing his immunization requirements within the ensuing 90 calendar days. If the Young Scholar requires more than two doses of hepatitis B vaccine, the conditional enrollment period, for hepatitis B vaccine only, shall be 180 calendar days. If a vaccine-preventable disease occurs, the Academy shall promptly:

a) Remove all susceptible Young Scholars from the classroom.

b) Families will be required to immediately pick up their Young Scholar from the Academy.
c) Susceptible Young Scholars cannot return to the Academy until the center is completely cleared by the health department.
d) Young Scholars who have been infected will need a doctor's clearance for re-admission after Illness: Your Young Scholar's doctor must provide a written statement attesting to your Young Scholar's wellness to return to the Academy after an absence due to illness.
e) Hopkins House is not licensed, or responsible for the care of sick children. If a Young Scholar appears ill upon arrival, s/he will not be admitted for the day.

- Policy 8 -
EATING, NUTRITION & REST

1) Breakfast, lunch, and afternoon snack are provided daily to all Young Scholars. Prior to enrollment in the Academy and the start of each preschool year in September, parents must complete a *Young Scholar and Adult Food Program Annual Income Eligibility Form* for each Young Scholar enrolled. This is a government requirement.

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

Similac Advanced, and stage-1 and stage-2 jar baby food is available to infants. However, parents must provide prior written authorization for their Young Scholar 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 Young Scholar.

3) Lunch for the students at the Academy is 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 and on Brightwheel.

Water is always readily available to the student at any time.

4) Parents/guardians are expected to inform the classroom Teacher of any known food allergies or dietary restrictions for your Young Scholar. *Dietary and allergy restrictions must be verified by a physician's letter*. In such case, parents/guardians of record are to provide a healthful alternative. If the Young Scholar has a milk allergy, parents must provide a milk substitute.

5) A letter from a religious leader may be provided when a Young Scholar is not permitted to eat specific food items due to religious reasons.

6) In order to maintain the daily academic schedule, meals are served during specific hours. We urge you to ensure that your Young Scholar is present in the classroom during the times these meals are served — particularly in the mornings. Breakfast may not be available for Young Scholars admitted to the Academy after 8:45 a.m.

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

The schedule for eating and rest activities shall be as follows:

- Breakfast 08:00 a.m. - 08:45 a.m.
- Lunch 11:15 a.m. - 12:15 p.m.
- Rest 01:00 p.m. - 03:00 p.m.
- Snack 03:15 p.m. - 03:45 p.m.

8) The provision of meals at Hopkins House is supported in whole or in part by financial assistance from the Federal Government through the U.S. Department of Agriculture (USDA). In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/

parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Virginia Department of Health or contact the USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at "How to File a Program Discrimination Complaint" and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

9) Federal regulations require Hopkins House to let you know that:

i) We may not discriminate against you on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;
ii) We may not require you to attend or participate in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) that are offered by our organization, and any participation by you in such activities must be purely voluntary;
iii) We must separate in time or location any privately funded explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) from activities supported with direct Federal financial assistance; and
iv) You may report violations of these protections, including any denials of services or benefits by an organization, by contacting or filing a written complaint with the Office of the Assistant Secretary for Civil Rights, Center for Civil Rights Enforcement, Program Complaint Division by mail, fax, or e-mail at:

Mail:
United States Department of Agriculture
Director, Center for Civil Rights Enforcement
1400 Independence Avenue, SW
Washington, DC 20250-9410
Fax: (202) 690-7442
Email: program.intake@usda.gov

v) If you would like to seek information about whether there are any other federally funded organizations that provide these kinds of services in your area, please contact the Virginia Department of Health.

This written notice must be provided to you before you enroll in the program or receive services from the program, unless the nature of the service provided, or exigent circumstances make it impracticable to provide such notice before we provide the actual service. In such an instance, this notice must be provided to you at the earliest available opportunity.

- Policy 9 -
TUITION & FEES

1) Tuition at the Hopkins House Preschool Academy is set annually by the Hopkins House Trustees and published online at www.HopkinsHouse.org.

2) Tuition at Hopkins House is charged annually. For you convenience, you have the option to pay weekly or monthly in advance of services rendered. Tuition is not prorated for partial attendance due to absence or vacation; the parent/guardian of record is still responsible for the full tuition due.

3) Upon admission to the Academy, a newly enrolled sibling of a currently enrolled student will be eligible for a 10% tuition discount. The discount will apply exclusively to the older sibling. For families with multiple siblings enrolled at the same time, the discount will only apply to the older sibling. This sibling discount is limited to one per family.

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 only by debit 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.

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 Young Scholar 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 Young Scholar's admission to events/venues.

10) Other Fees

- *Activity Fee*: In addition to tuition, parents/ guardians pay a monthly Activity Fee for their Young Scholar. The amount of this fee may change from year to year but shall not be less than $1 per month. Use of these funds are determined by the Parents Council, which is composed of the collective body of parents/guardians of record and led by elected officers.

- *Tuition Late Payment Fee*: A late fee is charged to accounts with an outstanding balance after the due date. This fee is $25 per week during which there is an outstanding balance.

- *Temporary Suspension of Services*: Enrollment is automatically suspended for students for whom tuition payments are delinquent for two or more weeks. Once the account is suspended, your Young Scholar's seat available for a student on the Wait List, in which case your Young Scholar may be denied re-enrollment due to lack of space.

- *Late Pick-Up Fee:* When your Young Scholar is not picked up on time at the end of the day, for any reason, two staff members must wait with the Young Scholar until someone arrives. Parents/ Guardians are allowed three (3) occasions per preschool year to be late picking up your Young Scholar but the cost of having staff remain while waiting for your arrival is passed on to you per Young Scholar:

  - $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 Young Scholar, 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, plus the usual late tuition fee.

- *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 Young Scholar, Hopkins House will require reimbursement from you for the full repair or replacement cost.

11) Tuition and Fees are non-refundable.

12) *AUTOMATIC ANNUAL TUITION INCREASES*: 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. The Trustees reserve the right to set tuition at any amount in extenuating circumstances or economic emergency.

These annual increases are announced to parents of preschool academy Young Scholars no later than 60 days prior to the effective date.

- Policy 10 -
SCHOLARSHIPS & FINANCIAL AID

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.

Should you have or anticipate a need for assistance to pay tuition, please contact our Family Support Manager.

SCHOLARSHIPS: Parents/guardians of currently enrolled students facing financial stress may apply for a Hopkins House Preschool Academy Scholarship. These scholarships are need based, requiring applicants to provide evidence of financial stress. Scholarships do not cover the full tuition, parents must pay at least $25 of the weekly tuition. Scholarship recipients are determined by the Hopkins House Trustees through an application process. Scholarship applications are available by visiting www.HopkinsHouse.org.

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.

Families receiving scholarships must keep their tuition payments current. Failure to keep tuition current will result in the automatic forfeiture of your Young Scholar's scholarship. If a scholarship is forfeited it may not be renewed during the current preschool year and the parent/guardian of record will be responsible for the payment of the full tuition.

- Policy 11 -
PERSONAL BELONGINGS/ PROPER ATTIRE

1) You are responsible for clearly labeling your Young Scholar's clothing and personal belongings by indelible ink or permanent attachment. Hopkins House is not responsible for misplaced, lost, stained, stolen, or torn clothing and/or other personal belongings.

2) For the safety of your Young Scholar, 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). The Preschool Academy Principal may refuse entrance to the Academy by students not in uniform.

3) It is the sole responsibility of the parent/guardian to purchase the uniform. Embroidered Hopkins House shirts and all other uniform items may be purchased through the Hopkins House website at www.HopkinsHouse.org.

4) It is required that your Young Scholar 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 this extra uniform is used and the student has no other available clothing, the parent/ guardian of record may be asked to pickup student early or provide additional clothing within 1 hour.

5) In addition to the Academy uniform, please ensure that your Young Scholar has the following items of clothing for use during the day and that these items are clearly and permanently 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 permanently 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 Young Scholar on Monday mornings.

For the health of your Young Scholar, pillows and sleeping bags are not allowed in classrooms. Bottles and pacifiers are acceptable only in the Infant Room.

The following additional items must be provided if your Young Scholar is in the Infant Room:

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

The following additional items must be provided if your Young Scholar is in the Toddler Room:

- Diapers
- Pull-Ups
- Extra Uniform
- Wipes
- "Sippy" Cups
- Training Pants

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

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

It is the responsibility of parents, in consultation with the classroom staff, to regularly ensure that your Young Scholar 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 Young Scholar's items are completely out, s/he may not return to the Academy until the items are replenished.

For those Young Scholars 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 Young Scholar's cubby or with the Teacher until your Young Scholar leaves for the day.

10) Students may not bring items considered choking hazards for small Young Scholars, including but not limited to:

- Coins
- Marbles
- Finger rings
- Hair pins
- Hair clips & barrettes
- Small balls
- Latex balloons
- Medication syringes
- Pen and marker caps
- Toys with small parts that can break off or come apart, or that can fit into their mouths

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- Policy 12 -
POTTY TRAINING

1) Potty training is an inevitable part of your Young Scholar'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 Young Scholar 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 Young Scholar is on the same potty schedule at home and at school. The Teacher can be helpful in advising you about your Young Scholar'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 Young Scholar 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 Young Scholar during toilet training.

5) If your Young Scholar 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 Young Scholars, and it is unsanitary and unpleasant for your Young Scholar to remain in soiled clothing for a prolonged period of time.

- Policy 13 -
KEEPING YOU INFORMED

At Hopkins House, we use a variety of techniques to keep you informed about your Young Scholar's activities, progress, needs, and accomplishments at the Academy:

- *Brightwheel Real-time Threads*—Hopkins House uses computer software known as Brightwheel to maintain student records and communicate with the parent/guardian of record. Through this software, parents can access a real-time running thread of their Young Scholar's daily activities.

- *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 Young Scholar's progress and accomplishments.

- *Open Door*—You are invited to visit your Young Scholar'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 Young Scholar'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 Young Scholars.

- Policy 14 -
ENTERING & EXITING THE ACADEMY

1) It is very important for you to walk your Young Scholar into the classroom when you arrive at the Academy. It affords an opportunity to "share" the Academy with your Young Scholar and to ease any apparent separation anxiety. Your Young Scholar spends many hours at the Academy every day and it is important for him/her to have time to show you his/her friends, the materials and equipment they work with, and to see you making contact with his/er 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 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 Young Scholar 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 Young Scholar must walk him/her into or out of the classroom and building, and sign your Young Scholar in or out.

3) If the person picking up your Young Scholar 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 Young Scholar must be at least 18 years old and will be required to provide a photo I. D. before your Young Scholar will be released to the person.

- Policy 15 -
CURRICULUM

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 Young Scholars. This curriculum addresses all areas of your Young Scholar'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 Young 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 also available on the Hopkins House website.

- Policy 16 -
BEHAVIOR GUIDANCE POLICY

The Hopkins House Preschool Academy is a Young Scholar-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 our Young Scholars to develop a caring community in which there is respect for each other and the learning environment. Based on our knowledge of each Young Scholar'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 Young Scholar may be behaving in a certain way and to help Young Scholars act responsibly and abide by reasonable limits.

This behavior guidance policy outlines how the Hopkins House Preschool Academy will support the whole Young Scholar in his/her development while aiming to collaborate with families and provide support services to prevent expulsion.

This policy, overseen by the Family Support Manager and implemented by the Academy Principal, is fully compliant with federal and state civil rights laws and will be observed at all times as follows:

CAUSING INJURY – Young Scholars shall not be permitted to intentionally cause injury to themselves, other Young Scholars, staff, volunteers, parents/guardians, vendors, or property. When a Young Scholar 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 Young Scholar 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 Young Scholar 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 Young Scholar and the injured party (ies).

(2) In the second instance of the same behavior as identified and documented by academy staff, the transgressing Young Scholar'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 Young Scholar'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 Young Scholar Find referral, if appropriate.

(3) In the third instance of the same behavior as identified by academy staff, the transgressing Young Scholar will be suspended until the parent/guardian engages the services of a Monitor to "shadow" the Young Scholar in the classroom for a period of at least 30 days. The purpose of the Monitor is to prevent additional injury, assist the Young Scholar 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 Monitor may not be a parent/guardian or other household member. The Young Scholar 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 Young Scholars and families including valuing of cultural diversity.
- Reinforcing Young Scholar'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 Young Scholars birth through age five.

REQUIRED MEETING: If a parent/guardian fails to attend a scheduled meeting with the academy principal, the Young Scholar 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 Young Scholar except when all alternatives have been exhausted and the safety of the Young Scholar and/or others is at serious risk. If the Young Scholar 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 Young Scholar. 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 Young Scholar shall remain enrolled in the academy during the appeal process.

SAFETY EXCLUSION: Policy 3 ("Young Scholar's Bill of Rights") listed in this handbook obliges the President to ensure that students are protected from harm. Under the federal Occupational Safety and Health Act, the President is also obliged to keep the workplace free of safety hazards that could cause death or serious injury to employees. Should the President believe implementation of this policy, in part or whole, puts at risk the safety of staff and/or students, s/he is authorized to waive implementation of all or portions of this policy, at any time, or to direct an alternative solution, on a case-by-case basis.

- Policy 17 -
BIRTHDAYS & CELEBRATIONS

Your Young Scholar's birthday is an important milestone in his or her life. We encourage celebration of this important milestone for your Young Scholar. You can contact your Young Scholar'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. However, if photos are posted on social media, you may only include the name of your own Young Scholar in the posting.

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, cigarette lighters, 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.

- Policy 18 -
FIELD TRIPS & OUTDOOR PLAY

1) At the Hopkins House Preschool Academy we try to enhance your Young Scholar's learning experience 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 Young Scholars.

2) When field trips are scheduled, all Young Scholars in the Academy that day are expected to participate. For the safety of all the Young Scholars, our entire education staff is required to participate in the field trip. If you do not want your Young Scholar to attend a particular field trip, you must make alternate arrangements for the care of your Young Scholar that day. The tuition is not discounted if you choose not to allow your Young Scholar 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 Young Scholar 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 Young Scholars outdoors for play. Outdoor play in temperatures outside of this range is not inherently unhealthful for children. All Young Scholars are required to participate in outdoor play. If a Young Scholar is unable to participate, for any reason, they may not attend school for that day.

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

- Policy 19 -

WATER ACTIVITIES

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.

- Policy 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 Young Scholar 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 Young Scholar 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 Young Scholar's pick-up and/or emergency contact list. If the alternate cannot be reached, Young Scholar Protective Services (CPS) will be contacted.

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

- Policy 21 -
STUDENTS WTH 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 Young Scholars 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
- 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.

- Policy 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). While appropriate use of restraint for safety reasons is permissible when disciplining a child, Hopkins House staff members and volunteers are expressly prohibited from using any form of physical punishment (e.g., shaking, hitting, spanking, paddling, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, or pulling arms, hair, nose or ear, or requiring a child to remain inactive for a long period of time); psychological abuse (e.g., shaming, name calling, ridiculing, threatening, frightening, ostracizing, withholding affection, humiliating, cursing at, or using sarcasm); or, coercion (e.g., shoving, pulling, pushing, grasping a body part, or forcing child to sit, lay or stay down, eat, or clean).

The Academy Principal shall immediately launch an investigation and submit a written report to Central Office within 24 hours following notification to CPS.

Neither the Academy Principal nor staff member shall notify the suspected perpetrator that CPS has been notified of suspected child abuse and/or neglect or that an investigation is pending — unless there is

compelling reason to do so.

While appropriate use of restraint for safety reasons is permissible when disciplining a Young Scholar, Hopkins House staff members and volunteers are expressly prohibited from using any form of physical punishment (e.g., shaking, hitting, spanking, paddling, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, or pulling arms, hair, nose or ear, or requiring a Young Scholar to remain inactive for a long period of time); psychological abuse (e.g., shaming, name calling, ridiculing, threatening, frightening, ostracizing, withholding affection, humiliating, cursing at, or using sarcasm); or, coercion (e.g., shoving, pulling, pushing, grasping a body part, or forcing Young Scholar to sit, lay or stay down, eat, or clean).

If a staff member is suspected of abusing or neglecting a Young Scholar, that staff member shall be immediately reported to management. Management shall immediately launch an investigation and a written report submitted to Central Office and the Young Scholar's parent/guardian.

If that investigation confirms that abuse or neglect by a staff members, that staff member will be immediately dismissed from employment and notifications filed with Child Protective Services, police, and other authorities.

- Policy 23 -
COMMUNITY RESOURCES

Hopkins House maintains a current listing of local resources and referrals, both public and private, in the areas of Young Scholar health and development, family Young Scholar care providers, parenting seminars and specialists in various areas relating to family and Young Scholar health and welfare.

Should you like to discuss an appropriate referral, please contact our Family Support Manager.

- Policy 24 -
EMERGENCY CARE & SICK CHILD

1) Young Scholars in a group care setting such as preschools are likely to experience bumps, scrapes, bruises, and bites during 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 Young Scholar.

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 Young Scholar 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 Young Scholar to the hospital of choice as noted on the Emergency Card.

Once we have notified you, you are responsible for contacting your Young Scholar'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 Young Scholar, either personally or through your family medical coverage.

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

Hopkins House is not licensed, or responsible for the care of sick Young Scholars. Your Young Scholar must be able to participate in regular activities to attend school.

2) If a Young Scholar appears ill upon arrival, s/he will not be admitted for the day. If your Young Scholar 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 Young Scholar *within one hour*, the next person on the Emergency Contact Form will be contacted.

3) If the Academy Principal determines that your Young Scholar appears to have a communicable disease, you will be required to immediately pick your Young Scholar up from the Academy. A physician's note will be required for re-admittance to the Academy. The physician's note must address the Young Scholar'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 Young Scholar is congested, coughing, and generally not feeling well, s/he will not benefit from being at the Academy. Please take into consideration your Young Scholar's general health before bringing him or her to the Academy.

- Vomiting may be indicative of illness. Please note your Young Scholar'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 Young Scholar home for 24 hours after the last episode (unless doctor's note is provided). If a Young Scholar vomits two or more times at the Academy, you will be called to pick up your Young Scholar immediately.

- Diarrhea may be illness related. Help avoid the unnecessary spread of infection by keeping your Young Scholar home for 24 hours after the last episode (unless doctor's note is provided). If a Young Scholar develops diarrhea at the Academy (e.g., three runny stools extending over one day), you will be called to pick up your Young Scholar 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 Young Scholar 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. Young Scholars 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 Young Scholar at home until a doctor determines that the condition is cleared, and your Young Scholar may return to the Academy.

- Fever of 100.4º or higher is very serious. We require that Young Scholars are immediately picked up from the Academy. Young Scholars 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 Young Scholar medication as prescribed by his or her physician.

5) Tuition is not discounted if your Young Scholar is absent due to illness. The Commonwealth of Virginia allows two unexcused absences per month for Young Scholars receiving Young Scholars 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 Young Scholar's doctor must provide a written statement attesting to your Young Scholar's wellness to return to the Academy after an absence due to illness. A doctor's note is required if your Young Scholar had a fever of 101º F or higher or has been diagnosed with a communicable disease to return in less than 24 hours. For Young Scholars 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) Young Scholars 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 Young Scholar is absent from the Academy due to illness, please advise the Teacher. We are concerned about the health of your Young Scholar as well, so please keep us informed.

9) MEDICATION: Medications may be administered by the Academy staff if prescribed by a physician. Over the counter medications, such as Tylenol, may be administered by Academy staff if a *Written Medication Consent Form* from the parent/guardian is on file. Parents may supply cream for diaper rash to be applied if a rash is visible.

Prescribed medication may be administered to Young Scholars 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 Young Scholar and signed by the custodial family member.

The medication, excluding over the counter, must be in Young Scholar resistant container and have the original pharmacy label that includes your Young Scholar'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 Young Scholar 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 Young Scholar's physician and custodial family member. Expired medication will be returned to the family or discarded.

10) EMERGENCY CARE PROCEDURE: Young Scholars in a group care setting such as preschools are likely to experience bumps, scrapes, bruises, and bites during their experience. We attempt to minimize these minor injuries by providing safe, adult-supervised and developmentally-appropriate equipment and play areas for your Young Scholar.

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 Young Scholar 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 Young Scholar to the hospital of choice as noted on the Emergency Card.

Once we have notified you, you are responsible for contacting your Young Scholar'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 Young Scholar, either personally or through your family medical coverage.

11) SUNSCREEN AND INSECT REPELLANT: Sunscreen (SPF 15 or higher) will be applied with written permission. Hopkins House does not administer insect repellant to Young Scholars.

12) FIRST AID: The Academy staff is trained and certified in CPR and First Aid. The administration of first aid to your Young Scholar 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 Young Scholar. The form will be given to you upon pick-up on the same day of the injury. Young Scholar 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.

14) FACULTY HEALTH & SAFETY PROTOCOLS:

- The Academy Principal shall regularly and frequently remind staff to always adhere to hand hygiene routines and respiratory etiquette.
- Academy staff members who feel unwell shall notify the Principal or Assistant Principal at least two (2) hours prior to the start of their shift if they feel unwell and intend not to report to work. The Academy Principal may require documentation in the form of a doctor's note.
- Staff members with symptoms of a communicable disease, such as a fever, cough, or diarrhea, shall not report to work until at least 24 hours after symptoms resolve without the use of medicines. And the Academy management will consult with local health

authorities as necessary to prevent the spread of other communicable diseases which may have different work restrictions or recommended lengths of exclusion from work.

- Staff members with an exposed skin lesion above the elbow or below the collarbone may report to work provided the affected area is fully bandaged and the drainage is contained.

- Staff members experiencing a non-contagious illness such as a stress or stress related symptoms, may reach out to Hopkins House's Family Support Manager for resources or may consult the Centers for Disease Control and Prevention (CDC).

- Policy 25 -
INTERNET

Information about Hopkins House, including our latest annual report, press releases, Master Calendar and events, staff biographies, and career and volunteer opportunities, is available at www.HopkinsHouse.org.

- Policy 26 -
NOTICE OF WITHDRAWAL

Families wishing to withdraw their Young Scholars from the Academy 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 Young Scholar does not remain in the Academy for the full four (4) weeks.

After a *Withdrawal Notice* is submitted and the Finance Office confirms that your tuition and fees have been fully paid, you will be issued a *Tuition Clearance Form* within 5 business days.

Withdrawal Notice may be submitted through the Hopkins House website at www.HopkinsHouse.org.

Waivers: Prior notice of withdrawal is waived for the following due to the circumstances of their work or permanent residency:

- *Military Families*: Prior notice not required upon submission of copy Permanent Change of Station (PCS) notice.

- *Homeless/Emergency Shelter Residents*: Prior notice not required upon submission of copy of letter from shelter of residency reassignment.

- *Termination of Government Young Scholar Care Subsidized*: Prior notice not required upon submission of copy of the Authorization Placement Agreement (APA) form or other closed case letter from government funder.

- *Academy Graduates*: Prior notice not required for students who remain enrolled in the Academy beyond August 1. Graduating students will be automatically dis-enrolled on the last day of their attendance or on the last day of the summer semester (usually August 29).

- Policy 27 -
STUDENT RECORDS

1) The Academy maintains records on all Young Scholars enrolled. These records include information about the Young Scholar'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 our Young Scholars are maintained for at least three years after the Young Scholar'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.

- Policy 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.

Young Scholar Protective Services or the court system may request to view video of your Young Scholar.

2) For the privacy of your Young Scholar and other Young Scholars that may be recorded in the video, all requests to view videos must be in writing and are subject to approval by the Chief Operating Officer under guidance from legal counsel.

- Policy 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 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.

The Parent Council of each Preschool Academy is authorized by the Trustees to impose a monthly Activity Fee for each Young Scholar for an amount of no less than $1.

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

- Policy 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.

- Policy 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.

- Policy 32 - BREASTFEEDING

Hopkins House 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.

We develop a feeding plan that supports best feeding

practices with each family and share a daily breastfeeding/infant feeding plan with our families. We work with each family to encourage practices that will help maintain breastfeeding. This includes nursing on demand with their babies, responding to feeding cues rather than feeding on a schedule, and the developmentally-appropriate introduction of complementary foods.

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 Young Scholars in designated private areas in the Academy.

- Policy 33 - INFANT SAFE SLEEP & ENVIRONMENT

Hopkins House is committed to providing all our Preschool Young Scholars with a safe place to grow and learn. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission to provide a safe sleep environment and reduce the risk of sudden infant death syndrome (SIDS). We recommend that parents follow this policy at home.

SAFE SLEEP PRACTICES FOR INFANTS (*i.e., children 12 months or younger*):

- During sleep, staff will place infants on their back and in their assigned crib. Wedges, infant positioners, or similar devices will not be used unless a completed "*Alternative Sleep Position Waiver",* signed by the parent-of-record, is on file. If provided, this waiver notice will be posted on the infant's crib.

- When an infant can, on their own, turn over from back to front and front to back, they will be left in their preferred sleep position. Staff will make a note of this developmental milestone and inform parents and the other classroom staff.

- When infants are in their cribs staff keep them within sight and sound at all times. Staff will record visual checks on the sleeping infants every 15 minutes on the "*Infant/Toddler Sleep Chart*", post the visual check record on BrightWheel, and maintain the visual check record for up to one month after the reporting month.

- During the first weeks an infant is at the Academy, while s/he is sleeping s/he will be closely monitored for:

- Normal skin color
- Normal breathing by watching the rise and fall of the chest while sleeping
- Signs of overheating flushed skin-color, increased body temperature (touch the skin)
- Restlessness

- Staff will work to keep infants from overheating by maintaining room temperature between 68-75F degrees, avoiding excess bedding, over-dressing, garments that restrict movement, and disallowing swaddling apparel, including all products/items with the word "swaddle" in the name or description.

- When an infant is awake, staff will immediately remove him/her from his/her crib and initiate supervised "tummy time" for 15-20 minutes as recommended by the National Association for the Education of Young Children (NAEYC).

SAFE SLEEP ENVIRONMENT:

- Staff will ensure that all cribs have a firm mattress covered by a tight fitted sheet.

- Staff will not place infants to sleep on a soft surface.

- Staff will place only one infant to sleep in a crib. Siblings, including twins and triplets will be placed in separate cribs.

- Staff will place infants that fall asleep in a location other than their crib in their assigned crib on their backs.

- Nothing may be placed in the crib with a sleeping infant, including but not limited to mobiles, toys, blankets, pillows, wedges, infant positioners, bumper pads, quilts, sheepskins, towels, wash clothes, and stuffed toys.

- Pacifiers are allowed, provided no soft toy, ties or strings are attached. Bibs and pacifiers will not be tied around an infant's neck or clipped on to an infant's clothing during sleep.

- Infants who use pacifiers will be offered their pacifier when they are placed to sleep. If the pacifier falls out of the sleeping infant's mouth during sleep the pacifier will be removed from the crib.

- Pacifiers will be cleaned between each use, checked for tears, and will not be coated with any sweet or other solution.

- Parents/guardians will remove infants from car seats at drop-off. Staff is prohibited from removing and placing infants in car seats.

- Infants are not permitted to sleep in sitting devices, including but not limited to, car seats, strollers, swings, and infant carriers. Staff will move infants that fall asleep in sitting devices to an appropriate sleep place and place them on their backs.

TRAINING:

- Infant/Toddler staff will be trained on safe sleep policies before they are allowed to care for infants and toddlers. This training will be refreshed annually.

- Infant/Toddler staff will be trained annually on ITS-SIDS.

- Infant/Toddler staff will be trained every 2 years in First Aid and every 1-2 year(s) in CPR.

- Responding to an unresponsive infant practice drills will be conducted at least every six months and a log of drills maintained by the Academy.

- Policy 34 -
SHAKEN BABY & ABUSIVE HEAD TRAUMA

At Hopkins House we believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is key to keeping our Preschool Young Scholars safe, protecting their healthy development, providing quality childcare, and supporting positive parenting.

SBS/AHT is the name given to a form of physical Young Scholar abuse that occurs when an infant or small Young Scholar is violently shaken and/or trauma inflicted to the head. While such shaking may last only a few seconds it can result in severe injury or even death in a young Young Scholar.

principles:

- Bullying is unacceptable in any form.
- All students have a right to an early learning experience free from fear, harassment or degradation.
- Bullying is a problem for the bully and victim alike.
- Best outcomes are achievable when the Preschool Academy management and faculty work with the parents of our young scholars to address concerns about bullying behavior and victimization.

In dealing with bullying, the Preschool Academy will follow the procedures outlined below. These procedures are intended to provide a systematic process to prevent violence and bullying at the Academy, including identification, assessment and control of bullying of our young scholars.

Preschool Academy management, faculty and parents of young scholars all have important roles to play.

Academy Managers' responsibilities:

- Model appropriate behavior for staff, volunteers and parents.
- Promote and sustain a culture of zero tolerance for bullying.
- Develop programs to build resilience among our young scholars and support Young Scholar protection strategies.
- Establish procedures, in consultation with Academy management, faculty and the Parents Council, to help prevent bullying and to expand knowledge about bullying.
- Monitor and review this policy with management, faculty and volunteers regularly.
- Ensure the parents of our young scholars are informed and regularly reacquainted with this policy.
- Record all incidents of Academy violence and bullying and report serious or recurring incidents to Central Office.

Parents of Young Scholars' Responsibilities:

- Model appropriate behavior for your Young Scholar.
- Discuss problems, fears, feelings, and self-regulation with your Young Scholar.
- Fully inform yourself about this policy.
- Discourage violence as a response to bullying and encourage nonviolence.

Academy Faculty's Responsibilities:

- Report incidents of bullying or violence to the Academy Principal.
- Participate in anti-bullying training and implement and comply with prevention strategies.
- Work with parents to address complaints and concerns about bullying.

- Policy 35 -
ORAL HYGIENE

It is the policy of Hopkins House that the Academy shall provide all our young scholars with the opportunity to brush their teeth at least once daily and infants receive gum cleaning to remove food particles and visible plague, and maintain a safe and healthy environment while offering toothbrushing in accordance with the following procedures:

Routine:

- Young Scholars shall be encouraged to brush their teeth daily after lunch.

Storage:

- Each classroom will have a mounted toothbrush holder with separate enclosed compartments.
- Parents will supply toothbrushes labeled in permanent marker with the Young Scholar's name.

Care/Cleaning:

- After a Young Scholar uses their toothbrush each day, it should be rinsed and dried thoroughly with a paper towel before being placed into their assigned compartment. If it is developmentally appropriate for the Young Scholar to assist in this task, it must be closely supervised by educators.
- Toothbrushes should be replaced every three or four months if bristles become frayed.
- If a toothbrush is contaminated by use of another Young Scholar, the toothbrush is immediately discarded and replaced by parents.
- Young Scholars will be organized into small groups, supervised, and guided, as needed,

Signs of SBS/AHT include but are not limited to:

- Irritability and/or high-pitched crying
- Difficulty staying awake/lethargy or loss of consciousness
- Difficulty breathing
- Inability to lift the head
- Seizures, lack of appetite, vomiting, bruises, poor feeding/sucking,
- No smiling or vocalization
- Inability of eyes to track and/or decreased muscle tone
- Bruises on upper arms, rib cage, or head resulting from gripping or from hitting the head

If SBS/AHT is suspected, staff will immediately:

- Telephone 911
- Notify Young Scholar Protective Services (which will in turn notify Parents)
- Inform the Academy Principal or Assistant Principal who shall, within 72 hours, report the incident to Virginia Young Scholar Protective Services at 1-804-786-8536 or the toll-free Young Scholar abuse hotline 1-800-552-7096

If Young Scholar has stopped breathing, trained staff will immediately begin pediatric CPR.

If Young Scholar is crying, fussing, or appears distraught, staff will first determine if Young Scholar is experiencing physical discomfort such as being hungry, tired, sick, or in need of a diaper change. If no physical discomfort is identified, staff will attempt one or more of the following strategies:

- Gently rock, hold close, or walk with Young Scholar
- Stand up, hold the Young Scholar close, and repeatedly bend knees
- Sing or talk to the Young Scholar in a soothing voice
- Gently rub or stroke the Young Scholar's back, chest, or tummy
- Offer a pacifier or try to distract Young Scholar with a rattle or toy
- Take Young Scholar for a ride in a stroller
- Turn on music or white noise
- Perform other comforting activities to calm the Young Scholar

Hopkins House expressly prohibits the following behaviors by staff, and/or parent/guardian while on campus:

- Shaking or jerking a Young Scholar
- Head plucking or poking a Young Scholar
- Tossing a Young Scholar into the air or into a crib, chair, or car seat
- Pushing a Young Scholar into walls, doors, or furniture
- Or any activity or action which may be construed under this policy as physical abuse of a Young Scholar.

- Policy 36 -
CONTINUITY OF CARE

At Hopkins House we believe that our Young Scholars should stay together with their Preschool Academy classroom educators as much as possible during their growth and development from birth to three years old. This research-based best practice, known as "Continuity of Care", creates opportunities for educator-student, educator-family, and student-student relationships to develop and deepen over time.

In implementing Continuity of Care at Hopkins House we will seek to minimize the number of transitions from educator to educator that our Infant, Toddler, and Bridge Classroom Young Scholars experience during the day, week, and year at the Preschool Academy.

- Policy 37 -
ANTI-BULLYING

It is the policy of Hopkins House that its Preschool Academy will take all appropriate measures to ensure our young scholars are able to play and learn in a supportive, caring and safe environment, and are protected from harm, including from bullying.

For the purpose of this policy, “bullying” is defined as behaviors by one student or a group of students intended to cause hurt, pain, suffering, humiliation or degradation to another student or group of students.

Bullying is a desire to hurt, is repetitive, and offers a sense of enjoyment to the bully and oppression to the victim. Bullying can be physical, psychological, verbal or social in nature.

Underlying this policy are the following core

when they are brushing their teeth.

- Policy 38 -
YOUNG SCHOLAR MEDICATION

It is the policy of Hopkins House that prescription and non-prescription medications will be administered to our Young Scholars when they need them, and administered by a staff person with a valid Medication Administration Training (MAT) certificate.

Most medications (physician prescribed and over-the-counter) shall be kept out of the reach of our Young Scholars in a locked container stored at the main office. Non-prescription topical ointments (e.g., insect repellents, sunscreen, and diaper cream) may be stored, unlocked, in the classroom but kept inaccessible to our Young Scholars.

Medications requiring refrigeration are kept in a locked container in the refrigerator outside the classroom inaccessible to our Young Scholars.

Emergency medications such as EpiPen for allergic reactions, are readily available to staff but out of our Young Scholars' reach, and prominently marked within the classroom.

If the Young Scholar's allergy is to bees and/or other health threats, staff carries the EpiPen in the first aid bag inaccessible to our Young Scholars and is taken to the playground. These medications are usually not in locked areas.

In addition, the expiration dates of stored medications are checked at least twice a year during August and February (Health, Safety and Emergency Preparedness months).

Short term Medications (less than 10 days), including over the counter such as Tylenol, will not be administered except parent authorization is provided.

Long term Prescribed medication (over 10 days) may be administered to Young Scholars at the academy with written authorization from your Young Scholar's physician and custodian family member.

A physician Medication Administering Form must be completed for each medication prescribed for your Young Scholar and signed by the custodian family member.

The medication, excluding over the counter must be in Young Scholar resistant container and have the original pharmacy label that includes your Young Scholar'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 given.

A record of medication dispensed to your Young Scholar 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.

Expired medication will be returned to the family or discarded.

- Policy 39 -
PARKING LOT

It is the policy of Hopkins House that vehicles in the parking lot should not be left to idle during drop off or pick up except to maintain interior temperatures during extreme outside temperatures.

- Policy 40 -
HANDWASHING

It is the policy of Hopkins House that our Young Scholars and the adults caring for them shall follow these practices regarding hand washing:

- Staff members and those Young Scholars who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.

- Hand washing is required by all staff, volunteers, and our Young Scholars to help reduce the risk of transmission of infectious diseases to themselves and to others.

- Staff will assist our Young Scholars with hand washing as needed to successfully complete the task. Our Young Scholars may wash either independently or with staff assistance.

- Policy 41-
CONFLICT MEDIATION

It is the policy of Hopkins House to attempt to resolve conflicts, should any arise, between parents and/or staff members through direct mediation, with the goal to maintain the high standard of quality of care and safety at the Academy.

If an issue arises between two or more parents of Young Scholars, or between one or more parents and a staff member, the Academy Principal will encourage the concerned parties to speak directly with each other to resolve the issue.

If direct dialogue between the parties does not resolve the issue, or the parent or staff member wishes to escalate the issue, the Academy Principal (or Vice President if one of the parties is the Academy Principal) shall act as mediator.

- Policy 42-
VOLUNTEERS

It is the policy of Hopkins House to allow volunteers to work directly with the children, provided the volunteer is at least 13-years of age, has successfully completed all criminal background checks and other licensing requirements, and attended an orientation (which shall include a review of health, safety, emergency, child abuse and neglect reporting, and child behavior guidance policies and procedures).

Hopkins House Preschool Academy
A Lighthouse for Early Learning

Main Phone: 571-480-4275
E-mail: Admissions@hopkinshouse.org
www.HopkinsHousePreschools.org

City of Alexandria:
Helen Day Preschool Academy
224 Princess Street
Alexandria, VA 22314

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

City of Alexandria:
Kingstowne Preschool Academy
7130 Silver Lake Blvd
Kingstowne, VA 22315

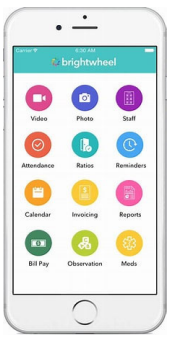
DONATE TO THE PARENTS' COUNCIL

The Preschool Academy Parents Council organizes and hosts special events and activities to enrich your Young Scholar's experience at Hopkins House. To support the Parents Council with a tax-deductible donation today, **scan this link —>**

brightwheel

Staying in Touch!

Hopkins House uses Brighwheel, a computer records management and communication system to keep parents informed, in real-time, about their Preschool Young Scholar's activities.



In Real Time!

Brightwheel provides parents with real -time photos, easy messaging, and online tuition payments. Hopkins House accepts only debit and credit cards for tuition and other payments.