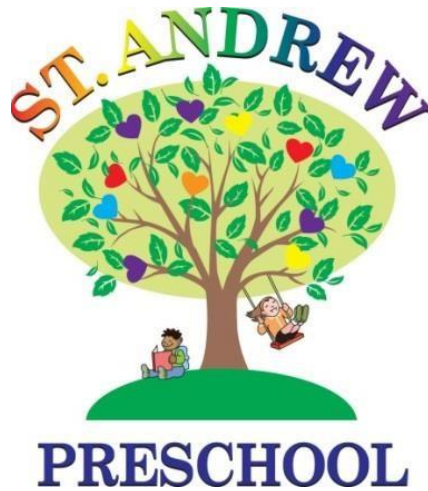


St Andrew Preschool
Enrollment Packet
2020-2021



Playing, Learning, and Growing in God's Love

1885 Bridge Road
Suffolk, VA 23433
(757)714-2211

www.standrewpreschool.com standrewdirector@gmail.com

Dear Parents:

Thank you for your interest in St. Andrew Preschool. We look forward to counting you and your child as part of our St. Andrew family. Our primary goal is to offer your child a safe and healthy environment designed to promote development. We are here to support you in the joy of raising your child, and hope to be your partners in this effort. Please feel free to contact us should you have any additional questions about our program.

In the Enrollment Packet, you will find the Student Information Sheet and other information that needs your attention and signatures. Pay close attention to deadlines and fees to hold your child's placement in a class. All forms and the Annual Fee were due by May 1, 2020, but with the present health crisis, we are extending the due date for forms and Annual Fee to June 15, 2020. The preschool will open on June 15th for enrollment forms and fees to be turned in. Forms and fees can also be mailed in to St. Andrew Preschool, 1885 Bridge Road, Suffolk, VA, 23433 before June 15th. We want the transition to preschool to be a smooth one. We want parents to have to avoid standing in lines on the first day of school if fees and documents are needed.

Working together we can set your child on track for a healthy and happy childhood full of wonder and the joy of learning.

Blessings,

Carol and Jim Carnegie

Preschool Director

Class Information

Class	Room	Ratios	Tuition	Hours
2 day (Mon./Wed.)	Playful Pigs 2.5 & 3 year	8 students 1 Teacher 1 Assistant	\$215	9:30am - 12:30pm
			\$230	9:30am - 1:30pm
2 day (Tues./Thurs.)*	Playful Pigs 2.5 & 3 years	8 students 1 Teacher 1 Assistant	\$215	9:30am - 12:30pm
			\$230	9:30am - 1:30pm
4 day (Mon.- Thurs.)	Playful Pigs 2.5 & 3 years	8 students 1 Teacher 1 Assistant	\$325	9:30am - 1:30pm
3 day (Tues. - Thurs.)	Eager Elephants 3 years	8 students 1 Teacher 1 Assistant	\$260	9:30am - 1:30pm
4 day (Mon. - Thurs.)	Blue Horse 3 years	8 students 1 Teacher 1 Assistant	\$325	9:30am - 1:30pm
PreKindergarten (Mon. - Thurs.)	PreK 4	24 students 3 Teachers 1 Assistant	\$325	9:30am - 1:30pm

State regulations require that children must be 30 months to be enrolled in the Playful Pigs class. A 5% discount for 2nd sibling will be deducted from tuition. Final class placement decisions are at the discretion of the director based on enrollment. Tuition rates subject to the approval of Preschool Council. The maximum number of students that St. Andrew Preschool will enroll is 70. The maximum number of children to be in care at any one time is 60.

In compliance with the Code of Virginia, Section 63.2-1716, St. Andrew Preschool is allowed to operate as a child day center operated by religious institutions for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. Statements in this handbook have been prepared and distributed to meet the requirements of the religious exemption law.

Student Information Sheet

Date: _____

Age Group _____ Class _____

Child's Full Name: _____

Circle: Male Female Birth Date: _____

Home Address: _____
Street City Zip

Family Information

Mother's Name: _____

Home Phone: _____ Cell Phone: _____

Place of Employment: _____ Work Phone: _____

Email: _____

Father's name: _____

Home Phone: _____ Cell Phone: _____

Place of Employment: _____ Work Phone: _____

Email: _____

Person(s) or Agency Having Legal Custody of Child: _____

Home Phone: _____ Cell Phone: _____

Place of Employment: _____ Work Phone: _____

Email: _____

Previous Child Care Programs and Schools Attended: _____

Medical

Pediatrician's Name and Phone number: _____

Any allergies or special circumstances _____

Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed _____

Emergency contacts

Name: _____ Relation _____ Phone # _____ Email _____

Name: _____ Relation _____ Phone # _____ Email _____

Authorization for pick up (other than parents or legal guardians)

Please list the names of persons authorized to pick your child up from preschool. The teacher MUST be notified in writing in order for anyone other than those listed below to pick up preschool students.

Name: _____ Relation _____ Phone # _____ Email _____

Name: _____ Relation _____ Phone # _____ Email _____

State regulations require that children must be 30 months to be enrolled in the Playful Pigs class.

Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child. • NOTE: Section 22.1-4.3 of the Code of Virginia states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities. 032-05-252/11 (06/05) (over)

AGREEMENTS

1. The child day center agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the center.

2. The parent(s)/guardian(s) authorize the child day center to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately.

3. The parent(s)/guardians agree to inform the center within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

SIGNATURE _____

DATE _____

OFFICE USE ONLY IDENTITY VERIFICATION

If proof of identify is required and a copy is not kept, please fill out the following.

Place of Birth:_____ Birth Date:_____

Birth Certificate Number_____ Date Issued:_____

Other Form of Proof _____ Date Documentation Viewed _____

Person Viewing Documentation _____

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or his designee of a public school in the U. S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia and the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child. Section 63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other disposition of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding,. (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means. 032-05-252/11 (06/05)

Proof of Identify is available for _____ in the form of a Birth Certificate in student's cumulative folder.

Director's Signature: _____

Date: _____

Enrollment Forms

By signing below I agree

PRESCHOOL DIRECTORY

- to give my permission to include my name, my child's name, address, phone number, and email in the preschool-only directory.

MEDICAL EMERGENCY PERMISSON

- to authorize SAPS to obtain immediate medical care if any emergency occurs and also understands SAPS illness and immunization policy.

MEDIA USE PERMISSION

- to give permission for my child's photo to be taken for classroom albums such as Facebook and St. Andrew Preschool Website, newspaper, slideshows, and school portraits.

ASSESSMENT PERMISSION

- to give permission to evaluate my child using formal and informal tools.

PRESCHOOL PARENT HANDBOOK

- to have read and follow the policies of the Preschool Parent Handbook.

ALLERGY/ASTHMA POLICY

- to have read and follow the Allergy/Asthma Policy.

Please sign below and return to the Director.

Child's Name: _____

Parent Signature: _____ **Date:** _____

Tuition Policy

The Preschool Council decides on the tuition policy. Tuition is very important to the preschool. Wages for staff and monthly bills need to be paid on time so tuition needs to be paid on time. Monthly tuition is due by your child's first day of the month. If the first day of the month falls on a Friday or a weekend, tuition is due on the first preschool day of the month. No reductions in tuition can be made for absences or school closings. Tuition is based on the preschool year, September 2020 to May 2021. Parents can choose the plan that best suits their needs. Tuition is paid monthly, for 3 months, for 6 months or yearly. The preschool accepts checks, cash, money orders, bank drafts and Pay Pal. Place tuition payments in the Tuition Box located near the Director's office or by the back entrance to the preschool classrooms. Banks can also do a bank draft and have a check mailed directly to the preschool. Pay Pal account is registered to standrewdirector@gmail.com. Use "Friends and Family" and not "Goods and Services" to avoid an extra fees. Add \$10 if you wish to use Goods and Services. We do not accept debit or credit cards. A late tuition fee of \$25.00 will be added if tuition is received after the past due date on the Tuition Schedule. After that, a \$5.00 per day fee will be added until tuition payment is received. Students will not be able to attend preschool beginning the 11th day of the month if payment is not received. Once payment is up to date, the student may return to class. The class slot will remain open until the last day of the month.

I understand and will follow the tuition policy of St. Andrew Preschool in the Parent Handbook.

I choose the following payment schedule for the 2020-2021 school year based on September - May.

Please complete the appropriate box.

Monthly Payments for a total of _____ per month and a total of _____ per year.

Three Month Payments for a total of _____ per 3 months for a total of _____ per year.

Six Month Payments for a total of _____ per 6 months for a total of _____ per year.

Yearly Payment for a total of \$ _____ per 12 months for a total of \$ _____ per year.

Signature: _____

Date: _____

St. Andrew Preschool's Potty Training Policy

Toilet training can be a difficult developmental issue, and we want to be as supportive of parent's efforts as possible. This being stated, parents are expected to be in the process of potty training prior to the first day of school.

Playful Pigs Students will be encouraged to use the bathroom during the day. Children who are still in the process of potty training must wear "pull-ups" to school. No diapers will be allowed. Please notify the teacher if your child is still wearing a pull-up and is not fully potty-trained. Pull Ups will need to be furnished.

3 Year Old Students and **All Other Classes** are expected to be fully potty trained in September. We understand that the first few weeks at a new school can be overwhelming for any child. Even children who have been trained for a long time suffer occasional lapses when they are engrossed in activities, are overtired, excited or in new surroundings. We realize that an occasional accident may occur. Please be sure that your child has a complete set of extra clothes in a labeled gallon-size Ziploc bag. Include a second Zip-Loc bag, underwear, pants, shirt and socks.

All children are observed by their teachers for the first several weeks of school to assess whether or not children are trained. If a child does not appear to be trained, the Director will call for a conference with the parents. Such conferencing will take place beginning 30 calendar days following your child's start in our school. If by then the child has not shown progress toward toileting success, the Director will need to make a decision about the child continuing in the program.

Please sign and return it to the director.

I have received a copy and understand St. Andrew Preschool's Potty Training Policy.

Student's Name _____

Class _____

Parent's Signature _____

Date _____

St. Andrew Preschool's Health and Immunization Policy

Initial Entry into the Program

All children are required to have a physical (School Entrance Health Form) dated within one year of entering the program.

A complete Commonwealth of Virginia School Entrance Health Form, Comprehensive Physical Examination and Certification of Immunization must be received by August 30th in order for the child to attend preschool.

St. Andrew Preschool's immunization policies are based on the requirements of the Commonwealth of Virginia, the Virginia Department of Health, and the Virginia Department of Social Services. State Law (Ref. Code of Virginia, 22.1-270) requires that children be immunized and receive a comprehensive physical examination before entering preschool.

Sample forms are attached to the registration packet but doctors may use their own forms.

Please sign this form and return to the Director.

I have received a copy and understand St. Andrew Preschool's Health and Immunization Policy.

Student's Name _____ Teacher _____

Parent's Signature _____ Date _____

The following immunizations are required to begin preschool:

Required Immunizations for 2.5 and 3 Year Olds

- 4 DTaP/DTP
- 3 Polio (IPV)
- 1 MMR
- 1 Varicella (Chicken Pox)
- 3 Hepatitis B
- Hib (minimum of 2 or 3 doses)
- PCV (1 to 4 doses dependent on age at first dose)

Required Immunizations for 4 Year Olds

- 4 DTaP/DTP (minimum) with one dose on or after the 4th birthday
- 4 Polio (IPV) with one dose on or after the 4th birthday
- 2 MMR with one dose after the 4th birthday
- 2 Varicella (Chicken Pox) with one dose after the 4th birthday
- 3 Hepatitis B
- Hib (minimum of 2 or 3 doses)
- PCV (1 to 4 doses dependent on age at first dose)

Certain immunizations cannot be given until the child turns 4. Parents are responsible for turning in an updated immunization form within 30 days after the child turns 4. Failure to turn the updated immunizations within 30 days could result in dismissal from the program. Spots will be guaranteed as long as tuition payments are paid.

MEDICAL EMERGENCIES AND ILLNESSES

The problem of communicable disease is prevalent in every group and St Andrew is no exception. If a child becomes ill at St. Andrew, the director or teacher will immediately notify the parents. The child will be kept separated from the group until taken home. St. Andrew Staff is not allowed to administer over the counter or prescription medications except in emergencies. Students need to be symptom free for a 24 hour period without the aid of medication.

Parents must make other arrangements for the care of their children when they show any of the following symptoms.

Children will not be permitted at our school with any of the following conditions:

1. Fever of 100 degrees under arm (auxiliary) or higher within the past 24 hour period,
2. If they have one or more of the following: diarrhea, earache, shows signs of irritability or confusion, sore throat, rash within a 24 hour period.
3. Vomiting on two or more occasions within the past 24 hours.
4. Diarrhea - three or more watery stools in a 24-hour period.
5. Draining rash or undiagnosed rash lasting over a 24-hour period.
6. Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or 24 hours on antibiotic treatment.
7. Fatigue that prevents participation in regular activities.
8. Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment.
9. Head lice - until treatment is effective and a follow-up check has been made by school personnel. Hair should be free of live lice and nits (eggs).

In the case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day. In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

Food Allergies

In the event that a Preschool student has a severe food allergy, the following Allergy Policy will apply:

A **Food Allergy Action Plan** must be turned in to the director from the child's doctor before school begins. The Action Plan will be posted in the classroom with the student's name, photograph, allergy information, and instruction plan.

If the child has a nut or other food allergy, the classroom that child attends will be designated "name of food-free" during the school day (this includes snack and lunch). This is based on a good faith effort by the entire school and preschool families, in order to reduce the chances of a life-threatening situation. Although we do not ban peanut butter in classrooms that have students with peanut allergies, we strongly encourage parents to use alternative peanut butter that does not contain peanuts to help us create a safe and healthy environment for all our students. These can be found in local supermarkets.

The Preschool cannot guarantee an allergen free environment, but with the implementation of the Allergy Policy, we can greatly reduce the risk of an allergic reaction occurring.

The allergic child's parent(s) will work with the school to prepare and distribute an approved snack/lunch list to the parents in the classroom. Snacks must be provided in the original packaging, so the teacher can verify ingredients. The preschool staff will be trained in the use of the EpiPen, Jr.

Asthma

In the event that a Preschool student has asthma, the following Asthma Policy will apply: An Asthma Action Plan from the child's doctor must be turned in to the director. The Asthma Action Plan will be posted in the classroom with the student's name, photograph, asthma information, and instruction plan.

