

Kids Under Construction  
Preschool Inc.  
Parent Guidebook

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## Welcome

Welcome to Kids Under Construction Preschool. We are located at 304 East Church Road Sterling, Virginia 20164. We consider ourselves a ministry of Sterling United Methodist Church. We rent 8 classrooms from the church during the school year. We also make use of the multipurpose room in the main church building, the kitchen for providing snacks, as well as the playground. We have an enrollment capacity of 160 children with no more than 102 attending at any given day of the week.

KUC Preschool operates as a religiously exempt school as defined by section 63.1-196.3 of the Code of Virginia. The school must meet certain criteria and requirements to be in compliance with the law and must submit documentation annually to Social Services. The Loudoun County Health Department and Fire Marshall inspect the facility annually and file a report with Social Services. We are required to maintain minimum staff/child ratios, although our ratios are always below the established standard. The preschool possesses accidental injury and public liability insurance.

We feel very privileged to have the opportunity to introduce your child to the wonderful world of learning. This guidebook was developed to help you learn more about KUC and our policies. Please print it out and refer to as needed. We are looking forward to a fantastic year!

## Philosophy

Kids Under Construction Preschool Inc. is designed to meet the needs of all young children, regardless of race, color, creed or religion. We offer a program that encourages learning, curiosity, creativity and builds self-confidence. Children will increase their understanding of the world and experience Christian love by interacting with teachers and classmates. Our goal is to create a safe and comfortable environment for children to have a positive beginning school experience that will foster growth socially, emotionally, intellectually, and spiritually.

## Forms

There are several forms that need to be completed and returned to the school prior to the first day of school. Here is a list and a brief explanation of the forms:

*Information sheet:* contains valuable information for your child's teacher. This helps her become acquainted with your family and your child before school starts.

*Emergency medical authorization:* gives the school staff member's authorization to secure necessary medical attention for your child. Attempts will be made to reach parents or designated contacts in the event of an emergency.

*Policy agreement:* is a contract that lists our policies regarding financial matters. Please read it carefully and be sure that you can abide by our policies. We will issue a new agreement each time your child's program changes.

*Medical Form:* is a state issued form that must be completed annually by your child's physician. A complete immunization record and current physical examination performed within the last 12 months is documented. A statement of religious exemption form immunization is allowed when properly filed.

*Emergency card:* is a small index card that we keep at our fingertips and use extensively. Please list all numbers where you may be reached and list who, and in what order, should be contacted in the event of an emergency.

*Birth Certificate:* A staff member must view a certified copy of your child's birth certificate at the time of registration or within seven days of the first day of school. Please contact the director if the birth certificate is not available. Virginia law requires that every parent show their child's "proof of identity and age" or the school is required to notify the authorities. The purpose of this regulation is to help identify missing children.

*Release form:* the purpose of this form is to allow Kids Under Construction Preschool Inc. to use your child's image for advertising purposes such as brochures, newsletters and websites. This is optional and you may opt out by marking the appropriate box.

## **Teacher and Program Requirements**

A lead teacher and an assistant teacher teach each class. Since good teachers are essential to a high-quality program, we hire caring, loving and patient individuals who model the Christian attributes that define our school. The teacher's education and experience have prepared them to teach and nurture young children. All staff members must possess a High School Diploma, course work in early childhood education and at least one year's experience working with young children. KUC teachers keep current in the field of early childhood education by attending in-service training every year.

All staff members undergo a criminal background check and a search of the child abuse and neglect central registry. The staff is also certified annually by a practicing physician to be free from any disability that would prevent them from caring for children. In addition, proof of a negative TB test is required every two years. At least one staff member with first aid, CPR and PMAT training is on the premises during school hours.

## **Registration and Class Eligibility**

Enrollment is open to all children that reach their 2<sup>nd</sup> ½, 3<sup>rd</sup> or 4<sup>th</sup> birthday by September 30<sup>th</sup> of the current school year. The 5-day PreK class is open to children who turn 5 by January 31<sup>st</sup> of the current school year. All children in the 3's, 4's and PreK class need to be fully potty trained. Children in the 2 ½ class should be on their way to being potty trained but may wear pull-ups.

Registration is open first to current students in late January. Alumni, SUMC church members and student's siblings may register next, usually in early February. Registration is open to the public on a set date and time and spaces are filled on a "first come" basis. When all available spaces are filled, children's names are placed on a waitlist. Parents may register their child in an available class and place the child on a waitlist for a more desirable class. Children are moved as space becomes available. There is a \$100 non-refundable registration fee due at the time of registration (the fee for two children is \$180). If you do not get into KUC and have paid a registration fee, you will get a refund, or if you wish, be placed on a waiting list. The money will be deposited only if your child is enrolled in our school.

## **Curriculum and Program Design**

Kids Under Construction Preschool primarily uses the Resources for Creative Teachings in Early Childhood Education, Years to Grow, and Handwriting without Tears. Each month additional resources are evaluated for use for the director's resource center.

The teacher provides opportunities for work and play, independence and cooperation and playful learning. Each day includes music, stories and rhymes or finger plays, art activities, independent and group play, teacher instruction, outdoor play and time with manipulatives and educational toys. The teachers try to include learning modalities; visual, auditory, sensory, and kinesthetic methods in their lessons. The children attend bi-monthly sessions in music and movement with the assistant director as well as bimonthly Kid Worship time with our Pastor.

The KUC curriculum is outlined each month in the newsletter. The main academic areas we focus on are recognition of upper and lower case letters, numbers, shapes, colors, beginning reading and phonics awareness, written formation of letters and numbers, patterning and beginning math skills. The curriculum is adjusted to meet the needs of each individual child.

Monthly topical themes and stories from the Bible are also introduced and developed. The topics are chosen for their appropriateness and coincide with the lessons and activities that are going on in the class.

## **School Calendar**

KUC preschool begins in September after Labor Day and ends the Friday before Memorial Day in May. Prior to the first day of school KUC Preschool will hold an open house. This is an opportunity for your child to meet his/her teacher, classmates and get acquainted with their new class in. You will receive an email correspondence in August with your child's teacher's name and room number. You may bring any outstanding paperwork to the open house.

Kids Under Construction Preschool follows the Loudoun County Public School schedule for holidays, teacher workdays and inclement weather days. When Loudoun County schools are opening 1 hour late, we will open at 10:00. If Loudoun

County schools are operating on a 2 hour delay we will open at 10:00. We will still close at noon. If there is a change in the weather during school we will contact parents to alert them if it is safer to have an early closing.

## **Tuition and class options**

The preschool operates every weekday from 9:00-12:00. We offer 1- and 2-day classes for two and a half year olds, 2- and 3- day classes for three year olds, 3-, 4- and 5- day classes for four year olds and a 5 day JrK class for children meeting the age requirement. Tuition is due by the 10<sup>th</sup> of each month and is subject to a \$25 LATE FEE. There is a 10% discount for families with more than one child enrolled.

Tuition is divided into nine equal installments with the first payment due by July 31<sup>st</sup>. It can be mailed or dropped off at the preschool. This prepayment is applied as the May tuition. The remaining eight installments are due by the 10<sup>th</sup> of each month beginning in September and ending in April. These payments may be mailed or dropped off in the tuition boxes at the preschool. You may also set up auto pay through your bank. KUC accepts cash or check.

A thirty-day written notice is required prior to the withdrawal of a child from school. The tuition prepayment is refundable when the withdrawal is made according to the prescribed procedure. Because tuition is billed monthly, not daily, tuition must be paid during student absences and during school closures based on weather conditions.

## **Arrival and Departure time**

Please do not arrive before 8:55 a.m. as the teachers and aides are preparing for the day. Students should be picked up promptly at noon. Parents who arrive more than 10 minutes late will be asked to sign the late policy form. A late fee will be charged for the time from noon until the time the parent arrives. The fee is calculated in 5-minute increments. You will be charged \$5 for every five minutes you are late past 12:05. This charge can be paid at the time of occurrence or added to next month's tuition payment. Late pick-ups are stressful for children, and it is our intent to avoid this situation entirely. However, there are times when it cannot be avoided, and we ask that you call as soon as you can so that we can soothe any worries or sad faces.

## **Drop off and pick up**

Please park and walk your child to and from their classroom. There is a sign in/out sheet posted next to the classroom door. Please be sure and sign your child in and out each day they are at school. Be sure to check the parent board to see what happened at school and for any other information from the teachers. It is school policy that children be picked up only by persons authorized by the parents in writing. If for some reason you are unable to pick up your child, you must call the school and notify the Director of who will be picking up your child. Please inform that person that they will be required to show picture identification before we can allow the child to be released. For a special occasion like a play date, please send in a signed note with the information for the teacher.

## **Separation**

The first few minutes of class time sets the tone for the school day. The teachers try to make this as positive as they can when welcoming the children to class and involving them in a tabletop activity. We encourage you to say goodbye to your child in the hall without entering the classroom. A brief good-bye is easier on a young child (and parents too) rather than a lingering one. Reassure your child that you love them and will be back to pick them up and leave with a smile. This will help your child realize there is nothing to fear. Our teachers are trained to handle tears and involve an upset child in the classroom activity. Please feel free to call and check on your child if separating was difficult. However, going into the classroom after you have said goodbye only causes confusion and prolongs the tears.

One of the valued qualities of our teachers is their concern and empathy for each child. Be assured that you are leaving your child in good hands. The period of adjustment is different with each child; some adjust quite quickly, while others take a little more time. If your child is having difficulty adjusting the teachers will let you know, and we can try and form a plan to help the adjustment along. We want all the children to be happy and have a great time at school.

## **Teacher Conference and Parent Communication**

Parent-Teacher conferences are held twice yearly. A phone conference will occur in October to discuss your child's experiences and adjustment to school. In April another conference is scheduled to discuss progress. During these scheduled conferences, parents may ask specific questions about their child. Additional conferences can be requested by contacting your child's teacher.

Parents receive monthly newsletters outlining events occurring in the school. In addition, the newsletter is a calendar telling what is planned in your child's class. The parent boards outside each classroom are updated frequently with notes and announcements.

## **Discipline**

The word discipline means to teach. One of the most important lessons to learn at preschool is cooperation. Teachers teach and model the steps of social problem solving with the students. They verbally reinforce appropriate behavior and attempt redirection when problems arise. For repeated or unacceptable behaviors, such as hitting, brief time-outs away from class activity will occur.

## **Health and Accidents**

If a child becomes ill or gets hurt at school, we will immediately notify his/her parent or designated emergency contacts. Please list all possible phone numbers on the emergency card and keep them up to date. If your child is absent, please call so that we can inform their teacher.

Proper hand washing by staff members and children is an important way to decrease the spread of germs. The children are asked to wash after bathroom use, before snack and after coughing or sneezing into their hands and wiping their nose.

Staff members are trained to implement a quick visual “health screening” of every child that enters the classroom in the morning. You may be questioned about your child’s physical appearance to determine if they are feeling well enough to participate in the school activities. No parent wants their child exposed unnecessarily to viruses and childhood illness. Therefore, we ask for your help by keeping your child home when they exhibit any of the following symptoms: itchy, red or discharging eyes, cough, undiagnosed rash, diarrhea, vomiting, runny nose with thick discharge, sore throat or fever (a child should be fever free and Tylenol free for 24 hours before returning to school). Working together we can help reduce the spread of illness in preschool.

## **Clothing**

Preschool activities involve painting and messy art and active on the floor playing. It is in your child’s best interest that their clothes be durable, casual and washable. Rubber soled shoes are the safest and most comfortable for running and outdoor play. We ask that all 2 ½ and 3-year-old students bring a complete change of clothes in a Ziploc bag clearly marked with your child’s name. All take-off items such as coats, gloves and hats should be labeled. In the event something gets lost, there is a lost and found located in the KUC office.

## **Snacks and Special Treats**

Parents are responsible for providing a snack for their child each day. Snacks should be brought in your child's backpack in a container with your child's name clearly written in an obvious place. Parents will also provide their child with a labeled water bottle that can be refilled throughout the day. Please note, that Kids Under Construction Preschool is a peanut free facility. A class blessing is said before snack and good manners are practiced during snack time. Please alert your teacher to any allergies your child may have.

You may bring a special prepackaged snack to celebrate your child's birthday. Please alert your child's teacher to your plans to bring in a special snack and drop the snack off in your child's classroom.

## **Field Trips**

Each class will take one field trip in the fall to the local pumpkin patch. This is a parent attended field trip and each child will arrive at the patch with a parent or guardian. We have an in-house field trip in the spring where we invite an entertainer to come perform for the children.

We would like to thank you again for entrusting your child to us. We hope that you will find KUC preschool a great experience for you both.

**“Let the little children come to me, and do not hinder them,  
for the kingdom of heaven belong to such as these.”**

**Matthew 19:14**





