



# Parent Handbook

Logos Academy  
2999 Centreville Road  
Herndon, VA 20171  
202-669-4319

[www.logosacademy.net](http://www.logosacademy.net)

IG: [logos.preschool.herndon](https://www.instagram.com/logos.preschool.herndon)

<https://www.facebook.com/immersionpreschoolinHerndon>

## Table of Contents

1. Philosophy.....	5
1.1. <i>Religious Affiliation</i> .....	5
1.2. <i>Learning Through Play</i> .....	5
1.3. <i>Dual Language Immersion</i> .....	5
1.4. <i>Early Enrichment Program</i> .....	5
1.5. <i>Family and Community</i> .....	6
2. Organizational Structure.....	6
3. Typical Logos Academy Class Day.....	8
3.1. <i>Half Day Program</i> .....	8
3.2. <i>Full Day Program</i> .....	8
4. Record Keeping Policies .....	9
4.1. <i>General</i> .....	9
4.2. <i>Children’s Records</i> .....	9
4.3. <i>Financial Records</i> .....	10
5. Health and Safety Policies.....	9
5.1. <i>Health Regulation</i> .....	9
5.2. <i>Medications</i> .....	10
5.3. <i>Head Lice</i> .....	11
5.4. <i>Injured Child</i> .....	10
5.5. <i>Illness</i> .....	12
5.6. <i>Allergies</i> .....	13
6. General Policies .....	13
6.1. <i>Communication</i> .....	13
6.2. <i>Daily Class Schedule</i> .....	13

6.3	<i>Hand Washing</i> .....	13
6.4	<i>Ratios</i> .....	13
6.5	<i>Recognizing Developmental Concerns</i> .....	13
6.6	<i>Special Needs Children</i> .....	15
6.7	<i>Supervision of Children</i> .....	14
6.8	<i>Absences or Disenrollment</i> .....	14
6.9	<i>Attendance Sheets</i> .....	14
6.10.	<i>Back Packs</i> .....	14
6.11.	<i>Rest Time Mats</i> .....	15
6.12.	<i>Bible Lessons</i> .....	15
6.13.	<i>Clothing</i> .....	15
6.14.	<i>Drop-Off and Pick-Up</i> .....	15
6.14.1.	<i>Arrival</i> .....	15
6.14.2.	<i>Dismissal</i> .....	17
6.15.	<i>Late Pick-Up</i> .....	16
6.16.	<i>Toilet Training Policy</i> .....	18
6.17.	<i>Fundraising Activities</i> .....	17
6.18.	<i>Head Room Parent</i> .....	17
6.19.	<i>Photographs</i> .....	17
6.20.	<i>Prayer</i> .....	19
6.21.	<i>Snack</i> .....	19
6.22.	<i>Tuition and Related School Fees</i> .....	20
6.22.1.	<i>Tuition Assistance</i> .....	19
6.22.2.	<i>Tuition Assistance Philosophy</i> .....	21
6.22.3.	<i>Procedure for Tuition Assistance</i> .....	21
7.	<i>Fire and Safety Policies</i> .....	21
7.1.	<i>Fire and Emergency Plans</i> .....	21
7.2.	<i>General Safety Plan</i> .....	22
7.2.1.	<i>Classroom and Playroom</i> .....	22

7.2.2.	Playground Safety .....	22
7.2.3.	General Policies .....	23
8.	Weather Emergencies .....	23
8.1.	<i>Inclement Weather</i> .....	23
9.	Policies on Staff-Parent Interaction .....	24
9.1.	<i>Assessments</i> .....	24
9.2.	<i>Visitation</i> .....	24
9.3.	<i>Confidentiality</i> .....	25
10.	Policy for Discipline and Guidance of Children.....	25
10.1.	<i>General</i> .....	25
10.2.	<i>Probationary Period</i> .....	25
10.3.	<i>Procedures</i> .....	25
10.4.	<i>Policies and Procedures Relating to Behavioral Issues</i> .....	26
10.4.1	Aggressive Behavior .....	26
10.4.2	Disruptive Behavior.....	27
11.	Child Abuse and Neglect.....	28
11.1.	<i>Signs of Child Abuse and Neglect</i> .....	28
12.	Missing Child.....	29
	NOTES.....	30

# **1. Philosophy**

Logos Academy offers a program that fosters the wholesome development of each individual child. Using basic principles of early childhood and Christian education we provide a safe, friendly environment where children experience and learn love and acceptance. Much of this is accomplished through play situations and social interaction. Close rapport between parents and teachers allow the child to develop to his/her potential and satisfy his/her basic needs, including social, emotional, physical, intellectual and spiritual growth. Our program will accept children without regard to race, color, creed or religion.

## **1.1. *Religious Affiliation***

Our mission at Logos Academy is to build a Christian foundation for lifelong learning. Through positive experiences and Christian values, the children will appreciate God's love, which will stay with them throughout their lives. Children of all faiths are accepted and welcomed into the program. Staff is hired on an equal opportunity basis.

## **1.2. *Learning Through Play***

We believe that play is an effective method of learning. Play is a child's way of exploring, experimenting and learning cooperative behavior. The teachers and assistants use play situations to provide beginnings in language, science, social studies, music and creative arts. The program is developed through curriculum themes, through stories and discussions. Each child is recognized as a productive individual as he/she develops self-confidence and feelings of self-worth.

## **1.3. *Dual Language Immersion***

We create an environment that embraces cultural differences and allows our students to learn and grow through these differences. One of the ways that we foster this philosophy is through learning a second language. At Logos Academy, students learn to communicate with students and teachers in both Spanish and English, to cultivate new skills and embrace new and different experiences.

## **1.4. *Early Enrichment Program***

All Logos students will have regular opportunities to discover and develop critical and creative thinking skills. Through directed early enrichment lessons that build on classroom content, students will practice skills like comparing, contrasting, predicting, observing, and designing. These skills will help foster early literacy, inventive thinking, awareness of numerical concepts, and knowledge of scientific

processes. Such experiences help set the stage for continued development of higher-level thinking skills.

Weekly lessons introduce and reinforce critical and creative thinking skills through books, projects, puzzles, problem solving opportunities and STEAM activities.

Weekly chapel lessons include stories, songs, games or hands-on activities to help kids understand God's love for them and the world around them.

Early literacy enrichment activities include letter and number recognition, counting and skip counting, letter and number relationships, initial sounds, and writing names with upper and lower case letters.

### **1.5. *Family and Community***

We believe a child's parents and family are their first and most important teachers, and to that belief, Logos fosters robust collaboration between teachers, students, parents and administrators to ensure the best education experience for the student. We welcome our parents to be actively involved in the educational process, including volunteering in the classroom and/or at special events. We purposefully cultivate servant-leadership in our school, to empower our students to impact the wider community. We foster a strong sense of community by hosting family-centric events and activities throughout the year. We welcome extended family members to join us for celebrations such as our Christmas pageant and PreK and Kindergarten graduation.

## **2. Organizational Structure**

Following the Virginia State Licensing standards, any parent has the right to contact persons on the organization structure in the order listed below.

- Teachers/Assistants
- Assistant Head of School
- Head of School
- School Board of Directors

If you would like additional information about the licensing of child day programs or would like to register a compliment or complaint, please contact the Fairfax Regional Office of School Services listed below.

Fairfax Licensing Office  
3959 Pender Drive, Suite 320  
Fairfax, Virginia 22030  
(703) 934-1505



### **3. Typical Logos Academy Class Day**

#### **3.1. Typical Half Day Preschool Class (8:45am – 12:45pm)**

Welcome Children

In Spanish:

Circle Time

Group Activities

Story

Songs and Finger plays

Auditory Perception and Memory Skills

Clean-Up Time

In English:

Circle Time

Children-Directed Activities & Center Times Including:

Dramatic Play

Large Motor Activities

Blocks

Manipulatives/Small Motor Activities

Housekeeping

Books

Art Activities

Clean-Up Time

Hand Washing, Grace and Lunch

Active outdoor playtime (or indoor, in case of severe weather)

Dismissal

\*Each class will have chapel once per week. PreK classes will have an Early Education Enrichment Program twice per week.

#### **3.2. Typical Full Day Preschool Class (8:45am – 3:45pm)**

Classes will run Half Day Schedule from 8:45am – 12:45pm.

Schedule from 1pm – 4pm will include:

Rest Time

Enrichment Programs

Snack Time

Active outdoor playtime (or indoor, in case of severe weather)



## 4. Record Keeping Policies

### 4.1. *General*

All children's records and personnel records are treated confidentially. Access to children's records is restricted to the Head of School, Assistant Head of School, and other specific staff, as situations warrant, at her discretion. Access to personnel records is restricted to the Head of School, Chairperson of the Logos Academy Board, the Assistant Head of School and officials under the authority of the Code of Virginia.

Records, logs, and reports are kept current. Records and reports on children and staff shall be maintained and accessible to authorized persons for two years after termination of enrollment or employment, unless current Fairfax County Department of Health Code requires a longer time span.

### 4.2. *Children's Records*

A separate file is maintained for each child for the current school year in the Head of School's Office. The file may contain, but is not limited to:

- **Registration and Enrollment Forms** which contain the name, nickname (if any), sex, and birth date of the child; name, home address, and home phone number of each parent who has custody; when applicable work phone number and place of employment of each parent who has custody; permission to photograph child; and permission to list child's name on class roster. (Distribution of child's name, address and phone number on Logos Academy class lists and directory is restricted to those in our program, Board Members and staff. Any other distribution is forbidden.)
- **Current Standard Health Form** authorized by the State of Virginia, completed and signed by a physician.
- **Emergency Form** with names, addresses and phone numbers of two designated people to call in an emergency if the parent cannot be reached, doctor's name and phone number, child's allergies and intolerance to food, medicine, and other substance(s).
- **Pick-Up Authorization Form** listing persons authorized to pick up the child. Appropriate legal paperwork shall be on file when the custodial parent requests the program not to release the child to the other parent.
- **Family Information Form**, which includes: toilet habits and specific details, which will assist the child in adjusting to the classroom. It also includes information relating to referrals for special services for the child, as well as identification of any additional programs or schools the child is concurrently attending.
- **Parent/School Contract** signed by parent or guardian.

- **Handbook Sign-Off Sheet** signifying that the parents have read and understand the policies and procedures of Logos Academy.
- **Accident Report** documenting any accidents or injuries, including minor ones, sustained by child at school and any first aid administered by the staff.
- **Authorization to Administer Medication** documenting medications necessary for life-threatening situations and signed by parent/guardian and physician.
- **Reports of Suspected Child Abuse and Neglect** and the required notification procedures, if necessary.

The file may also contain reports of a missing child when local authorities have been contacted for help. In the unlikely event that a death occurs while a child attends Logos Academy, this will be reported to the VA State Licensing Office within 24 hours and will be included in the office files.

The main office of Logos Academy maintains files of reports of all fire and safety inspections done by Fairfax County, and records of inspections of asbestos containing material.

The Head of School of Logos Academy shall maintain reports of inspection by the Fairfax County Health Department and/or VA Department of Social Services, and keep the current Certificate of Approval on display at all times.

#### **4.3. *Financial Records***

The Head of School maintains individual financial records for each family enrolled in Logos Academy. These records shall be kept confidential. Access to financial records is restricted to the Head of School, Assistant to the Head of School and the Board Treasurer. The Logos Academy Head of School has responsibility for collection of overdue funds.

### **5. Health and Safety Policies**

#### **5.1. *Health Regulation***

According to the State of Virginia and the County of Fairfax, each child must have a current Health Form on file. This form must be signed by his/her physician or a Health Department Official verifying adequate immunization and general good health. The Health Form is due prior to the *first day of school attendance* each year. **The child will not be permitted to attend until the Health Form is on file.**

If any child is found to carry long-term infectious disease that can be a threat to other children or adults in the program, the child will be considered for dismissal.

#### **5.2. *Medications***

Logos Academy discourages the use of medication including vitamins, aspirin, Tylenol and cough drops during school hours. School personnel may be

inexperienced in administering medicine. **Any necessary medication that possibly can be taken before or after school should be so administered by a parent or guardian.** Exceptions may be made at the discretion of the Head of School and with approval of the Logos Academy Board. Exceptions are made for life-threatening situations (like asthma or severe allergies). When an exception is made, the child's parent/guardian and physician must complete and sign an Authorization to Administer Medication Form. Parents must hand deliver medication to the school office in the original container with the label intact. Expiration dates must be clearly indicated. Within one week after expiration date of the effective date of the medication, the parent or guardian must personally collect any unused portion. (The Head of School will destroy medications not claimed within that period.) A written record of the administration of the medication will be maintained. The medication and the record of administration will be kept in a locked cabinet in the Head of School's office where access is limited to staff members.

**5.3. Head Lice**

If there is a reported case of head lice in any classroom, the teacher will notify the Head of School immediately. A child who is found to have head lice will be isolated from the rest of the class and sent home immediately.

A notice from the office will be sent home to the parents of each child who used the classroom. Every child will be checked carefully. The room will be stripped of all cloth materials. These items will be sealed in plastic bags for 2 weeks. The carpeting will be vacuumed at the beginning and ending of each class.

Once the child identified as having head lice has been treated, they may return to school whereupon, they will be checked for any residual lice nits. A child must be nit free before returning to the classroom.

The Head of School or Assistant to the Head of School will check all of the children's heads in the affected classroom until it is deemed not necessary to do so. (Usually one week).

**5.4. Injured Child**

If a child is injured in the course of his/her Logos Academy day, staff will administer first aid.

The following procedure will be followed in the event of a serious illness or injury:

1	The parent/guardian will be contacted, or the person authorized to be called in case the parents cannot be reached.
2	In an extreme emergency, 911 will be called and asked to respond.

3	If the child is transported to an emergency room:	
	3.1	The child will be accompanied by the Head of School or a staff member, at the parent's/guardian's expense. The child's file (which includes the Authorization for Emergency Treatment Form) will be given to the paramedics on duty and will accompany the child to the hospital.
	3.2	The parents will be notified and asked to meet the ambulance at the hospital if they cannot get to the school before the child is transported.

In an emergency, staff members from other classrooms may be called on to help with the class where the emergency occurred. A staff member will stay with the affected child for the child's comfort at all times. The Head of School will also be available to help the child as needed.

### 5.5. ***Illness***

If a child becomes ill during the course of his/her Logos Academy day, the staff will determine the severity of the illness. If necessary, the parent or guardian will be notified to pick up the child immediately. If the parent cannot be reached, the child will be removed from the class to avoid spreading any contagious illness, and will remain with the Head of School or a designated staff member. If a child is seriously ill, the Head of School or teacher will call 911 as needed and then notify the parent. The child's well-being and safety are of primary concern. Please do not bring sick children to school.

The definition of a sick child includes but is not limited to any of the following:

- a cold accompanied by runny nose, coughing and sneezing
- vomiting and/or diarrhea
- pink eye (conjunctivitis)
- fever -- Please do not give your child Tylenol and send him/her to school. You will be called to pick up your child after the medication wears off and the fever returns.
- a rash

**Please keep your child home from school for twenty-four hours after the last episode of any of the above conditions.**

If a parent cannot be reached, the emergency contact persons listed on the Authorization for Emergency Treatment Form will be called to take the sick child home.

*Remember, the best place for a sick child is at home in his/her own bed!*

**You are required to inform the center within 24 hours or the next business day after your child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases, which must be reported immediately.**

## 5.6. Allergies

Prior to the start of school, parents are responsible for notifying the school of any allergies or other medical conditions pertaining to their child. This information must be listed on all pertinent enrollment forms required for registration. The Head of School or Assistant Head of School is responsible for noting this information and passing it along to the classroom teacher. The classroom teacher is responsible for posting a list of students' allergies in the classroom.

If a child has a severe allergy and the child's physician has written a prescription for EpiPen Jr., one must be provided by the parent/guardian to Logos Academy so that it is available for the child at all times. This medication must be documented on the Authorization to Administer Medication Form. If a physician's orders include a repeat EpiPen injection, then the parent/guardian must supply the school with two Epi-Pens. Emergency injections are facilitated at Logos Academy by non-health professionals who may be inexperienced. For this reason, only pre-measured doses of Epinephrine may be given.

If there is a food allergy which can cause extreme reaction or requires special medication, the child will only consume food that comes from home. This is to ensure that the child does not consume any food that may cause an allergic reaction. In the event of special occasions that may be celebrated in the classroom, for example a birthday, the parent may be asked to provide snacks that can be stored in the school's freezer for those special occasions. It is the parent's responsibility to consult with the teacher and the Head of School to determine if an allergy warrants restricting certain snacks from coming into the classroom. Only upon verification of an allergy by a physician, might a particular snack be banned from the classroom. In such a case, information will be sent to parents stating that, "*A child with a (type of) allergy is in this class. Please refrain from sending in the following items for the snack: (specifically list items).*" Although the child with the allergy may not be consuming the snack, some allergies are so severe that the smell or residue of certain foods can cause a severe reaction. **Due to severe peanut allergies, peanut products have been banned from Logos Academy.** We appreciate the support and cooperation from parents and ask that any concerns regarding food allergies be brought to the attention of the classroom teacher and Head of School. The health and safety of each child is paramount, and our current lunch/snack procedure requires the cooperation of all.

Parents should notify the Head of School or Assistant Head of School and teacher if an allergy is discovered during the school year.

## **6. General Policies**

### **6.1 Communication**

Each teacher will communicate information about classroom activities and lessons to parents on a regular basis.

We encourage parents to come in and talk to the Head of School or schedule an appointment as needed. The Head of School is usually available by telephone between the hours of 8:30 a.m. and 4:30 p.m., Monday - Friday. If the Head of School is not available, please leave a phone message and your call will be returned as promptly as possible.

Parents may leave a note with the Head of School or teacher requesting that the Head of School or teacher phone them to answer questions or discuss concerns.

### **6.2 Daily Class Schedule**

Each classroom will have posted a general daily schedule. (This is a Virginia State Licensing requirement).

### **6.3 Hand Washing**

The VA State Licensing guidelines require staff to wash their hands with soap and water prior to the start of class, before and after handling any food, after toileting, after wiping a child's nose, as well as other times during the day. These guidelines shall be the standard for Logos Academy.

Children will have their hands washed with soap and water when they arrive at school, before and after handling any food, after toileting, and at any other times deemed necessary during the school day.

### **6.4 Ratios**

During the annual budget discussions, the Logos Academy Board will determine the Logos Academy class ratios (student-to-teacher). The ratios will comply with the State Licensing Standards.

### **6.5 Recognizing Developmental Concerns**

Staff is required to seek training in the field of child development and to keep up to date in this area. Based on this knowledge, if a teacher recognizes an irregularity in a child's behavior, the teacher will notify the Head of School, the Resource Consultant and the child's parents. When deemed necessary, the Head of School and/or teacher will pass on information about Fairfax County's Child Find program to parents. The staff will cooperate with outside service professionals who would like to confer about a specific child. (This is done only with the parent's permission).

## **6.6 Children with Special Needs**

If a child's special needs can be reasonably accommodated at Logos Academy, then the child can be considered for enrollment. As with any enrollment, there is a 60-day probationary period. Parents of any special needs child will be informed that the Logos Academy staff is not trained in Special Education. Any accommodations will take into consideration the needs of all children in the classroom.

If a large portion of any staff member's time is spent dealing only with the special needs child, the Head of School will be notified. It is the policy of Logos Academy that all children shall receive equal amounts of time from the teachers. If the special needs child is preventing this balance of staff and child interaction, the parents of the special needs child may be instructed to look for another program to better meet the needs of their child.

## **6.7 Supervision of Children**

The Logos Academy staff assumes responsibility of children when they enter the classroom or are escorted by a staff member on Logos Academy property. During designated class time, the staff members in charge of the class will supervise the children. The staff is responsible for students during all regular class times. For special events, family members are considered the primary responsible party when on-site.

Children must be within hearing and vision range of staff at all times. The exception to this is when a child is in the bathroom. (If a long period of time has passed, a teacher will check on the child.) If a child is being evaluated or tutored by Child Find personnel or another private resource person that has been pre-arranged by the parents, the teacher will know the child's whereabouts during the entire session. The Head of School will be notified of any person who is working with any of the children at Logos Academy.

## **6.8. Absences and Disenrollment of Students**

Refunds in tuition are not granted for student absences, but we appreciate notification if a child will be absent for any reason. The Head of School or Assistant Head of School will then notify the child's classroom teacher of the absence.

In the case of an *extended* absence from school or disenrollment before the end of the school year, a 30-day written notice is required.

During extended absences, if the family wishes to hold a spot for their child:

The family will be responsible for paying the lesser of: \$500 or the student's current full tuition in order to hold their class spot. If payment is not made, the student will no longer be enrolled and re-registration (including a \$100 registration fee) will be required to place the child back in the program. This is done on a space-available basis and returning the child to the same class/teacher is not guaranteed.

## **6.9. Attendance Sheets**

It is the teacher's responsibility to take roll each day at the beginning of the class period. The teacher will check to make sure that all children are accounted for during the any evacuations (during fire drills, etc..

## **6.10. Back Packs**

Children are required to provide their own back pack (or school bag) to carry their items back and forth to school. Please be sure to clearly mark their bag with their first and last name. Please make sure that your child's bag is big enough to hold their lunch box, water bottle, separate snack (full-day students only), an extra set of clothes (including underwear, socks, pants/shorts, shirt, and shoes) and coat.

## **6.11. Rest Time Mats**

Children who attend the Full Day Program will be required to provide a plastic mat for Rest Time. Your child is required by State Licensing requirements to provide two coverings for the mat and child at rest time. A few examples are: a sheet and blanket, or a sleeping bag. The child must have the ability to have a cover for the mat and to be able to cover up with something. Please be sure to label all coverings. These items will be sent home on each Friday for cleaning and must return each Monday.

## **6.12. Bible Lessons**

Once a week each class will attend Chapel, which may include songs, activities, and Bible quotes that affirm God's love for each child.

## **6.13. Clothing**

School activities will involve painting, outdoor play, active and on the floor play. Therefore, children's clothing should be durable, casual and washable. Rubber soled shoes are required for school. For your child's safety, please do not send your child to school in clothing with drawstrings, or in sandals or party shoes. Teachers have the discretion on appropriate clothing when safety is a concern. If your child wears dresses/skirts, please have shorts underneath. Each child needs to have a complete change of clothes (including socks, underpants, shorts or pants, and a shirt) in a plastic bag stored in their school bag at all times. Appropriate outerwear should be sent during the winter months and raining days. This may include hats, hooded jackets, mittens and boots. To aid in the development of self-help skills, it is important that your child wear clothing that is easily managed by the child at bathroom time, e.g. elastic waist vs. belts or overalls. **Please label all extra clothing (jackets, hats, gloves, etc.) with your child's first and last name.**



## **6.14. Drop-Off and Pick-Up**

### **6.14.1. Arrival**

Carpool will begin at 8:45 am and end promptly at 9:00 am. Late arrivals should be kept to a minimum (i.e. doctor's appointments, etc.). A staff member is required to greet your child at the door when you arrive. Please note that a staff member may not be immediately available to do so. If you need to bring your child late to school, please call or text the school phone (202-669-4319) upon arrival. Entrance to Logos Academy (whether during carpool or after carpool) is always through the gymnasium.

For those who are registered for Before School Care, drop off begins at 8:00 am.

### **6.14.2. Dismissal**

Dismissal times are from 12:45 – 1:00 pm for our Half Day Program and 3:45 – 4:00 pm for our Full Day Program. Carpool will be in operation during those times. Please be sure to have your child's car tag visible when picking up. Remember, even though we get to know our families and often recognize all family members, we occasionally have new staff members and it's a best practice to always use your car tag to expedite the carpool line.

If you are using After School Care (3:45-4:30 p.m.), you must inform the Head of School ahead of time (during enrollment, you will have an opportunity to sign up for this) so that staff will be available to care for your child.

In cases where children will be going home with a schoolmate after class, parents of each child need to send in a signed and dated note, e-mail, or text indicating the arrangements.

## **6.15. Late Pick-Up**

Late arrivals are any time after 1:00, 4:00, or 4:30. If it is a first-time offense, you will be reminded of our late pick-up policy. On the second and subsequent late pick-up offenses, you will be charged a late pick-up fee for each child that you are picking up. Late charges occur at a \$1/minute rate. For example, a 10-minute late pickup will be assessed \$10.

Late charges will be assessed starting at 1:01 for half-day students, 4:01 for full-day students, and 4:31 for After Care students.

- Please call if you know you will be late. If this is the second time you are late you WILL be charged the late pick-up fee. However, your call will help us communicate with your child.
- Late pick-up fees will be added to your Procure account and due in a timely manner.
- This policy is also in effect when Fairfax County Public Schools close early. Please make necessary arrangements to ensure adequate transportation is available.

After the fourth late pick-up offense, your child will be considered for dis-enrollment from the program. Please remember that being late can be upsetting to your child and prevents our staff from getting home on time for their own children.

### **6.16. Toilet Training Policy**

Children in our Preschool and Pre-K programs must be toilet trained. Children in our Bright Beginnings program should be currently in the process of toilet training at home. This process will be encouraged at school by frequent reminders from our staff members. Parents of a Preschool or Pre-K child who is not toilet trained or regresses during the school year will be consulted to explore the possibility of delaying enrollment.

### **6.17. Fundraising Activities**

Fundraising activities will be conducted in accordance with Logos Academy fundraising policies. The proceeds will be used for specific needs as designated by the Logos Academy Board.

A Fundraising Committee has been established by the Logos Academy Board to plan and implement fundraising throughout the year. Although parent participation in fundraising activities is entirely voluntary, we strongly encourage interested parents to join in these efforts.

### **6.18. Head Room Parent**

Each class shall have a designated head room parent. This parent will be the coordinator for all of the class activities that involve volunteers (seasonal activities, class parties, etc.). It is up to each teacher to designate the head room parent and pass on the duties that are expected for the parent in that position. The Head of School will be given a list of all head room parents. The teacher will also notify all the parents of children in his/her class the name of the head room parent, so that if a parent has a question about any volunteer events, they will know whom to contact for the proper information.

### **6.19. Photographs**

Photographs may only be taken of those children whose parents have given permission for photos to be taken. The permission consent is located on the Registration Form and is kept in the child's file. It is the responsibility of the staff to check each child's file prior to the start of school and to identify anyone who is **NOT** to have their picture taken in the class. If there is a need to take a child's picture for a classroom job chart, those parents who have requested that their child NOT be photographed may be contacted by the teacher for that specific purpose. Logos Academy may hire a professional photographer to take both individual and group photographs during the school year. The photo package information will be distributed to parents in advance.

### **6.20. Prayer**

All classes will say a prayer before lunch/snack is eaten.

### **6.21. Snack**

Parents may be asked to send snack into their child's classroom for special occasions throughout the year. Teachers will send home a notice prior to occasions for snacks. Parents, please provide **nutritious** snacks for the class.

Suggested Logos Academy snacks include:

- Various vegetables with dip (a favorite!)
- Fresh fruit
- Fruit slices with dip
- Applesauce
- Cheese squares and pretzel sticks for skewers
- Crackers and cheese
- Bread with jam or honey to spread (cut bread with cookie cutter shapes!)
- Mini muffins
- Celery with cream cheese to spread
- Banana, zucchini, pumpkin or apple bread
- Yogurt
- Animal crackers
- Teddy Grahams®
- Goldfish® crackers

- Graham crackers and milk
- Granola
- Cereal
- Jell'O®
- Pudding
- Rice cakes
- Pretzels

**To assist in preventing choking, please do not send nuts, seeds, or uncut grapes if food is to be served to children three years of age or younger.**

**Please check food labels for their ingredients and remember that we do not serve any foods at Logos Academy containing peanuts or peanut butter. Also, please do not send candy, cookies, donuts, cake or brownies.**

Students are expected to bring in a re-fillable water bottle to school daily. On occasion, this is forgotten at home; in this case, the Teacher will provide a small cup of water to the student. Please notify the teacher if you would like to send in a special snack to celebrate your child's birthday. Cookies, muffins or ice cream cups are possible snack treats on this special day.

## **6.22. Tuition and Related School Fees**

Tuition amount and due dates as well as Registration and Supply Fees are specified in your Parent/School Contract.

A late payment fee of \$25.00 will be assessed if your tuition payment is not received by the 5th of the month. After the third violation your child will be dropped from the program unless arrangements have been set-up with the Head of School and Chairperson of the Logos Academy Board.

A returned check fee of \$30.00 will be assessed for all returned checks.

Tuition fees are charged on a monthly basis and will be assessed even if the school is closed temporarily due to a health precaution, weather conditions or any other reason beyond the control of the school.

If a child is absent from school for an extended period for any reason, but expects to return, tuition will be charged to reserve a place in the school. Otherwise, the vacancy will be filled. If vacancy is not filled and student wishes to return, the child will need to re-register and a registration fee will be charged.

A thirty-day **written notice** or one month's tuition must be given to Logos Academy before withdrawing a child. Tuition will be prorated, after proper notice, if a child withdraws mid-month.

Any/all non-payment of the monthly tuition may result in a child's permanent dismissal from Logos Academy.

### **6.22.1. Tuition Assistance**

Partial tuition assistance is available for families in temporary or ongoing need. Logos Academy provides the funds for financial aid. Donations for the Tuition Assistance Fund are appreciated and accepted at any time. They are fully tax deductible.

Temporary assistance is defined as financial aid required for one to three months. Temporary assistance may consist of Logos Academy waiving the full amount or a percentage of the monthly tuition.

Ongoing assistance is defined as financial aid required for four or more months. Ongoing assistance will most often consist of full or partial tuition assistance for an entire school year. Tuition assistance for an entire school year can include registration and supply fees.

### **6.22.2. Tuition Assistance Philosophy**

In accordance with the school's mission and vision, Logos Academy aims to serve students from diverse economic and cultural backgrounds. To this end, tuition, scholarships, and payment plans are designed to ensure that a Logos Academy education is accessible to those who would not otherwise have access to private education.

### **6.22.3. Procedure for Tuition Assistance**

*The Tuition Assistance Subcommittee will oversee the procedures for tuition assistance. This subcommittee will consist of the Logos Academy Head of School, the Logos Academy Board Treasurer and the chair of the Community Relations Committee.*

A family may verbally request tuition assistance or a family may be identified by: the Head of School's observation, a Logos Academy Board member or another Logos Academy family. The Head of School will discuss the tuition assistance policy with the parent or guardian. The Head of School and Treasurer have the discretion to waive a portion of or the full amount of one to three months' tuition cost. The Head of School will remove personal names from the form to provide confidentiality. When the subcommittee has made a decision, the Head of School will notify the family.

It is the goal of Logos Academy to identify students receiving full tuition assistance prior to the start of the school year to facilitate budgetary considerations. The Logos Academy Board and staff shall maintain confidentiality of the children and families receiving tuition assistance.

Scholarships are determined with the use of current poverty rates, household size, and adjusted gross income.

You may be asked to provide the following information to process your request:

- Completed scholarship/financial assistance application
- Copies of your recent tax forms, including all supporting tax schedules
- Copies of your recent W-2 form (both parents or guardians)
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF

**Time Table for the Financial Aid process:**

- Returning families apply for financial aid between February 1st and March 15th.
- New family applications will begin to be processed beginning March 16th, although applications can be submitted beginning on February 1st.
- All scholarship applicants will be notified by June 1st and told whether they qualify for aid and, if applicable, the amount of their award.

**Tuition Discounts:**

Sibling Discounts:

First Child is at full rate.

Each additional child will receive a 10% discount.

Staff Discount:

A 20% discount will be applied to each child attending Logos Academy

## 7. Fire and Safety Policies

### 7.1. *Fire and Emergency Plans*

**Instructions for Staff on Fire Alarm Activation**

When the fire alarm is activated, the staff will follow the following procedure:

1	Stop all activities and start evacuation.
2	One staff member will direct the children toward the exit and lead them out of the building using the specified escape route. Another staff member will check the bathroom to make sure no child is left behind, carry the attendance record, turn off lights, close the door and follow the group.
3	All occupants will remain outside where a head count is taken. The Head of School is informed of this count immediately.

4	Occupants must remain outside until on-site fire personnel determine that they can safely return to the building.
---	---

### **Instructions for Staff Upon Discovery of an Emergency**

Upon discovery of an emergency, the following procedure will be followed:

1	A staff member initiates evacuation by activating the fire alarm system on any manual pull station throughout the building. The locations of the stations are clearly marked on the Emergency Evacuation Plan posted in every classroom.
2	Staff will inform the Head of School, who will then call 911.
3	Staff will, whenever possible, return to his/her assigned position and help with the evacuation.

### **Emergency Information**

Emergency information and contacts will be posted in a prominent location in the Logos Academy office.

### **Fire Drill Information**

Fire drills will be conducted once a month with every class and shall be held at different hours of the school day. The Head of School will inform teachers of the approximate time. A fire bell will be used to start the evacuation. Occupants are expected to follow the same procedures that would be followed in case of actual fire alarm activation. A record will be kept with the following information: date, time of day, evacuation time, number of children and their ages, and observations like weather conditions and how well the procedures were followed.

### **Bomb Threat**

Upon receiving a bomb threat, staff should initiate evacuation by blowing a whistle or ringing a bell, then notify the Head of School who will call the police. Occupants should remain outside until the on-site police person determines it is safe to occupy the building.

### **Natural Disaster**

Upon discovery of an impending natural disaster, occupants will seek refuge in an indoor room, preferably away from doors and windows. A battery-operated radio and flashlight is available in the office. The Head of School will monitor the progress of the situation on the radio and then determine when it is safe to return to the normal routine.

## **7.2. General Safety Plan**

Logos Academy seeks to provide a safe and protected environment for the children, parents and staff.

### **7.2.1. Classroom and Playroom**

- Staff is alert to the activity of all children at all times.
- Toys and learning activities are age-appropriate, kept clean and in safe, working condition.
- Children are not allowed to climb on top of tables, furniture or counters.

### **7.2.2. Playground Safety**

- Three adults will be in the play area with each class.
- Staff will be attentive to children while in the play area.
- Children will be encouraged to walk, not run, when entering and leaving the play area.
- Broken or unsafe equipment in the play area will be reported to the Head of School immediately.
- The protective ground cover in the play area will be monitored periodically to ensure that it is in accordance with Virginia State Licensing requirements.

### **7.2.3. General Policies**

- A telephone is available to the staff.
- The furnace and air conditioning equipment is isolated from the children.
- Carpets are flame retardant.
- Windows have adequate protection.
- Children are never unsupervised.
- All paint and art supplies are non-toxic.
- Cleaning supplies for classrooms are out of reach of children and storage rooms are locked.
- Electrical outlets are covered by childproof covers when the outlets are accessible to children.
- Burned-out light bulbs are reported immediately. There is a working flashlight available.
- Batteries & flashlights are located in each classroom.
- Logos Academy is equipped with a sprinkler system.
- A battery-operated radio is located in the Head of School's office.

## **8. Weather Emergencies**

### **8.1. Inclement Weather**

If you feel road conditions are dangerous and want to pick your child up early, please feel free to do so at any time. The Fairfax County Public School (FCPS) policy is our guideline but YOU are the best judge of what you think is safe for you and your child.

**It is your responsibility to know when the county schools will be closed.**

Announcements of school closings are communicated via television on Channel 21, on radio stations like WTOP at AM 1500 / FM 107.7, and on the FCPS website ([www.fcps.edu](http://www.fcps.edu)). You are always welcome to call us and we



will pass on closing information. We will follow the FCPS for closings due to inclement weather. School may also be closed or have a delayed opening at the Head of School’s discretion. If the Head of School closes school and Fairfax County Public Schools have not done so, parents will be notified by email and by a phone call from their child’s teacher. **Days the school is closed due to inclement weather will not be made-up.**

### Late Openings

Two hour delayed opening	<ul style="list-style-type: none"> <li>• <b>Classes</b> will begin two hours late (11:00) and end one hour (2:00) after the regular dismissal time</li> <li>• If you use Before School Care you will be able to drop off at 10:00am.</li> </ul>
--------------------------	---

### Early Closings

If classes are already in session when FCPS announces an early closing, we will follow the schedule listed below:

Close <b>two</b> hours early	Classes will end two hours early.
------------------------------	-----------------------------------

**REMEMBER:** You may pick your child up early at any time.

## 9. Policies on Staff-Parent Interaction

### 9.1. *Assessments*

Student assessments will be conducted at least two times during the school year by the teacher to communicate the child’s progress and well-being. The parent, teacher or Head of School may request a conference at any time.

All questions of policy and procedure, school schedules, and finances should be referred to the Head of School.

### 9.2. *Visitation*

Parents are WELCOME to visit the school at any time, from October through May. September is a time for children to become familiar with one another and to become comfortable being separated from their parents. We want you to look into our busy, happy, creative classrooms and see your children in action as often as you like. It is not necessary to call ahead, however, it is required to check with the Head of School or Assistant Head of School prior to entering any classroom. The teacher will not be

able to have individual discussions during class sessions but will be available by appointment. If any visitor is disruptive to a class in any way, the visitor will be asked to leave.

### **9.3. Confidentiality**

Logos Academy stresses the importance of protecting the rights of privacy of children, their families and our staff members. The practice of maintaining the confidentiality of verbal information and written record is a basic policy of our program. It is critical that the confidences of children and their parents and those of Logos Academy staff members are not repeated to other parents, staff members, friends, family members or other students. The identity of children and their families should be revealed only in cases of professional necessity. Staff members' rights are likewise protected.

## **10. Policy for Discipline and Guidance of Children**

### **10.1. General**

The concept of developmental appropriateness shall be applied to the discipline and guidance of children. Guidance and discipline will be age appropriate and appropriate for the individual.

### **10.2. Probationary Period**

All enrollments are under a 60-day probationary period to ensure compatibility between the student and the program. For example, if the child begins school on September 1, the probationary period runs until November 1. Difficulties will be communicated to the parent from the teacher and /or Head of School as early as possible, to aid in the adjustment/compatibility process. The Head of School has sole discretion to make the final determination on program compatibility.

### **10.3. Procedures**

Staff members of Logos Academy will treat all children with respect and acceptance regardless of race, religion or culture. Children of both sexes will have equal opportunities to engage in all activities.

Understanding the behavior of children in the age range we serve (2 1/2 through 6 years) is the basis for appropriate guidance and discipline. Young children will occasionally be messy, show interest in body parts, experiment with new words that may not be acceptable in the classroom, cry, resist guidance, occasionally be aggressive and disregard rules. Staff members understand this and respond with love and patience.

Our goal is to facilitate the development of self-control in children. Some techniques to achieve this goal are:

- to set clear, consistent, fair limits for classroom and playground behavior;

- redirect children to more acceptable behavior or activities;
- listen to the children talk about their feelings;
- guide the children to solve their own problems and resolve their own conflicts;
- remind children of rules only as necessary, and with patience;
- use the word NO only when safety is at issue;
- use positively worded direction (ex. “Use indoor voices.” instead of “Don’t shout.”);
- encourage expected behavior and MODEL expected behavior; and
- arrange classrooms in a way that promotes desirable behavior.

The Virginia Department of Social Services requires that a list of unacceptable methods of discipline be available to parents.

### **Unacceptable Methods of Discipline**

- A staff member shall not shake a child at any time.
- A staff member shall neither force nor withhold food from a child.
- A child shall not be punished for a toileting accident.
- Verbal abuse of a child or the child’s family is not acceptable.
- Physical punishment or disciplinary action to the child’s body such as, but not limited to the following actions are prohibited: spanking; forcing a child to assume an uncomfortable position; standing on one foot; keeping arms raised above or horizontal to the body; restraining to restrict movement through binding or tying; using exercise as punishment.

### **Unacceptable Adult Behavior Toward Children**

The following are adult behaviors that are never acceptable toward children:

- Screaming
- Neglect
- Inflicting physical or emotional pain
- Blaming, teasing, insulting, name-calling, threatening
- Using frightening or humiliating punishment
- Laughing at children’s behavior
- Discussing children’s behavior with other staff members in the presence of children

## **10.4. Policies and Procedures Relating to Behavioral Issues**

### **10.4.1 Aggressive Behavior**

It is recognized that incidents of aggressive behavior will occur in the childcare setting. This negative behavior may be one way a child or non-verbal child expresses negative feelings. These behaviors may include kicking, hitting (with hand or objects), and biting.

**When an incident of aggressive behavior occurs, the following procedure will be followed:**

1	A staff member will notify the Head of School as soon as possible when an incident of aggressive behavior occurs.	
2	When a child deliberately hurts or bites another child or an adult, the adult response will be as follows:	
	2.1	Talk to the aggressor. Explain calmly, but firmly, that inappropriate behavior is not allowed. Encourage an apology.
	2.2	Calm the child who has been hurt. If there is a wound, take appropriate actions and administer first aid.
	2.3	Examine the environment to see if external factors might have contributed to the aggressive response. Document the circumstances surrounding the incident.
	2.4	The teacher or assistant will record the incident and file it appropriately.
	2.5	A written Incident Report will be given to the parent. The name of the aggressor must be kept confidential and is not included in the report. If the injury is serious, or looks serious, contact the victim's parents to notify them of the injury as soon as possible.
3	The teacher and/or the Head of School will talk to the parent of the aggressor. The parent needs to understand that the faculty and staff are firm about setting limits and encourage the parent to also be firm. Work with the parent to try to understand what might be causing the aggressive behavior.	
4	The second offense by the aggressor will be handled by calling the parents and having them take their child home from school immediately. A time of suspension could be imposed for multiple offenses. The parent is responsible for tuition payments during the time of suspension.	
5	If a child's behavior is continually aggressive or endangers the safety of others in the class, the parent will receive written notification that the child is removed from the program. NO REFUNDS will be given for the month that the child is removed.	

#### **10.4.2 Disruptive Behavior**

Using basic principles of early childhood and Christian education, we strive to provide a safe, friendly environment where children experience and learn love and acceptance. Every effort is made to teach acceptable behavior choices. However, some behaviors cannot be accepted. Examples of unacceptable behavior can include disruptive behaviors, ongoing separation issues, sensory integration and safety issues. Considerations will be based on appropriate developmental stages.

When ongoing unacceptable behavior(s) occurs, your child's Logos Academy team, which may consist of the teacher, the Head of School, the Resource Consultant, and parent(s), will meet. Together they will determine the appropriate action to be taken.

If a child's behavior is continually disruptive or endangers the safety of others in the class, the parent will receive written notification that the child

is removed from the program. NO REFUNDS will be given for the month that the child is removed.

## 11. Child Abuse and Neglect

Logos Academy follows the child abuse and neglect policies required by the Social Service Department of the State of VA.

- Staff will be made aware of the definition of an abused or neglected child and the signs of child abuse or neglect.
- When a child is checked for illness or injury, two staff members will be present.
- Doors to the bathrooms are open at all times when an adult is in the bathroom with a child. Staff and adult visitors are to only use the public restrooms in the main hallway. Staff assisting children with toileting are in sight of other staff or children at all times.
- Written records will be kept of any complaint from a child or any eyewitness accounts to abuse or neglect.

Criminal Record checks are required for all staff members who work directly with the children on a part time or full time basis. Volunteer parents who work occasionally with the children and who are never left alone to supervise the children do not require Criminal Record checks.

### 11.1. *Signs of Child Abuse and Neglect*

- Repeated injuries such as bruises, welts, or burns. Angry, depressed, aggressive, or withdrawn child, or a child who is afraid to go home.
- A malnourished, unhappy child, inadequately dressed, physically dirty, tired, left alone frequently.
- A child whose health needs are ignored.
- A child who is 12 years old or younger who has a venereal disease. (This is a sign that may not be detected by a Logos Academy teacher; however, pain at urination, verbal reports by the child or sex play may indicate the need for reporting.)
- If any staff member of Logos Academy suspects that a child is being neglected or abused, the incident will be documented and reported to the Social Service Department of the State of VA. The staff is required by law to report any suspected cases of child abuse in accordance with the Code of Virginia.

The following procedure will be followed:

1	If a child tells a staff member that someone has hurt him/her, the staff member will immediately report to the Head of School and write a report to put in the child's file.
2	The Head of School will talk calmly and confidentially to the child.
3	The Head of School may consult with the Logos Academy Board.
4	The Head of School may, if advisable, consult with the involved parent.

5	If deemed necessary and there is true suspicion of child abuse or neglect, the Head of School will contact the Protective Services Unit of the Department of Social Services in Fairfax County as required by law.
---	--

## 12. Missing Child

In the event a child is missing from Logos Academy the following procedures will be followed:

1	The Head of School and the Teacher's Assistant of the class that has reported a missing child will make an immediate search of the area.
2	The teacher will remain with the class.
3	The parents or guardians will be notified.
4	The school staff will be notified of the situation if it is applicable.
5	The Head of School or person in charge will notify the proper authorities and report all information upon their arrival.
6	The state Social Services Department will be notified within 24 hours.

# NOTES