



Parent Handbook

2026–2027 School Year

Welcome to Loch-Meadow Kindergarten! 😊 We look forward to a happy and successful year with your child. This handbook is designed to answer your questions and provide important information about our programs, policies, and procedures. If you ever have any questions or concerns, please do not hesitate to contact your child's teacher or me directly.

Sincerely,
Karrah Pope
Owner/Director

About Loch-Meadow

Philosophy Statement

At Loch-Meadow Kindergarten, we believe every child is a unique individual with their own strengths, interests, and developmental journey. We are committed to nurturing each child's social, emotional, intellectual, and physical growth through meaningful relationships, hands-on exploration, and developmentally appropriate experiences.

We believe children learn best through purposeful play. Our play-based curriculum encourages curiosity, creativity, problem-solving, collaboration, and a lifelong love of learning. Through thoughtfully planned activities, children develop foundational academic skills while building confidence, independence, and critical thinking in ways that are engaging, joyful, and meaningful.

We believe in providing a safe, clean, and welcoming environment designed to inspire exploration and discovery. Our classrooms offer rich learning opportunities through hands-on materials, open-ended play, creative expression, and experiences that allow every child to learn at their own pace while experiencing success.

Our program's greatest strength is our dedicated teaching staff. We invest in ongoing professional development and empower teachers to create engaging, child-centered learning experiences that foster creativity, kindness, respect, and a positive self-image.

We believe guidance should teach rather than punish. Through positive relationships, consistent expectations, and developmentally appropriate support, we help children develop self-regulation, empathy, responsibility, and respect for others.

Finally, we believe parents are a child's first and most important teachers. By building strong partnerships between home and school, we create a supportive community where children feel secure, valued, and encouraged to reach their fullest potential.

Purpose

Our goal is to provide a warm, nurturing environment where every child feels safe, valued, and encouraged to grow. We recognize that each child develops at their own pace, and we tailor our program to meet children's individual needs, interests, and abilities.

At Loch-Meadow Kindergarten, we are proud to be a play-based preschool. We believe young children learn best through hands-on exploration, meaningful experiences, imaginative play, and positive relationships. Our classrooms are intentionally designed to spark curiosity, creativity, problem-solving, communication, and independence while building the academic, social, emotional, and physical foundations needed for future success.

Rather than rushing childhood, we embrace it. Through purposeful play, children develop a lifelong love of learning while gaining the confidence and skills needed for kindergarten and beyond.

Goals & Objectives by Age Group

At Loch-Meadow Kindergarten, our curriculum is based on the Virginia Early Learning and Development Standards (ELDS). Through play-based, hands-on learning experiences, children develop socially, emotionally, physically, and academically while building confidence, independence, and a lifelong love of learning.

Because every child develops at an individual pace, these goals represent the developmental skills and concepts we intentionally foster throughout each school year.

Toddler Program (18 Months)

Our toddler program focuses on helping children develop trust, confidence, and independence as they begin their school experience.

Goals & Objectives

- Develop secure relationships with teachers and classmates.
- Build confidence separating from caregivers and participating in classroom routines.
- Encourage curiosity through exploration, sensory experiences, music, movement, and play.
- Strengthen early communication through songs, books, gestures, and conversation.
- Develop fine and gross motor skills through hands-on activities and active play.
- Foster beginning self-help skills such as feeding, cleaning up, and participating in daily routines.
- Introduce simple concepts including colors, shapes, animals, and the natural world through meaningful experiences.

2-Year-Old Program

Our 2-year-old program encourages growing independence while strengthening language, social skills, and early academic readiness.

Goals & Objectives

- Develop positive relationships with teachers and peers.
- Learn to express emotions and needs using words.
- Practice sharing, taking turns, and participating in group activities.
- Follow simple classroom routines and directions with increasing independence.
- Expand vocabulary through books, songs, conversation, and dramatic play.
- Explore early math concepts including colors, shapes, sorting, matching, and counting.
- Strengthen fine and gross motor skills through art, manipulatives, outdoor play, and movement.
- Encourage independence in self-care, classroom responsibilities, and daily routines.

3-Year-Old Program

Our 3-year-old program builds confidence, independence, and school readiness through purposeful play and exploration.

Goals & Objectives

- Develop cooperation, empathy, self-control, and positive problem-solving skills.
- Build confidence through increasing independence and responsibility.
- Strengthen language and communication through storytelling, conversation, and early literacy experiences.
- Develop early reading readiness through exposure to letters, rhyming, print awareness, and name recognition.
- Explore foundational math concepts including counting, sorting, patterns, shapes, and measurement.
- Encourage scientific thinking through observation, exploration, and hands-on discovery.
- Continue developing fine motor skills for writing readiness and gross motor coordination through active play.
- Foster creativity through art, music, movement, dramatic play, and imaginative experiences.

4-Year-Old (Pre-K) Program

Our Pre-K program prepares children for a successful transition to kindergarten by strengthening academic readiness while continuing to nurture creativity, confidence, and independence.

Goals & Objectives

- Demonstrate increasing self-regulation, responsibility, and cooperative learning.
- Develop confidence as independent learners and problem-solvers.
- Build strong early literacy skills including letter recognition, phonological awareness, letter sounds, handwriting, and story comprehension.
- Strengthen mathematical thinking through counting, number recognition, patterns, measurement, graphing, and problem-solving.
- Explore science and social studies through inquiry, observation, experiments, community studies, and nature exploration.
- Refine fine motor and gross motor skills needed for kindergarten success.
- Develop independence in classroom routines, organization, self-care, and personal responsibility.
- Express creativity through visual arts, music, movement, dramatic play, and open-ended exploration.

Kindergarten Program

Our kindergarten program provides a comprehensive academic foundation while continuing to foster creativity, leadership, character development, and a lifelong love of learning.

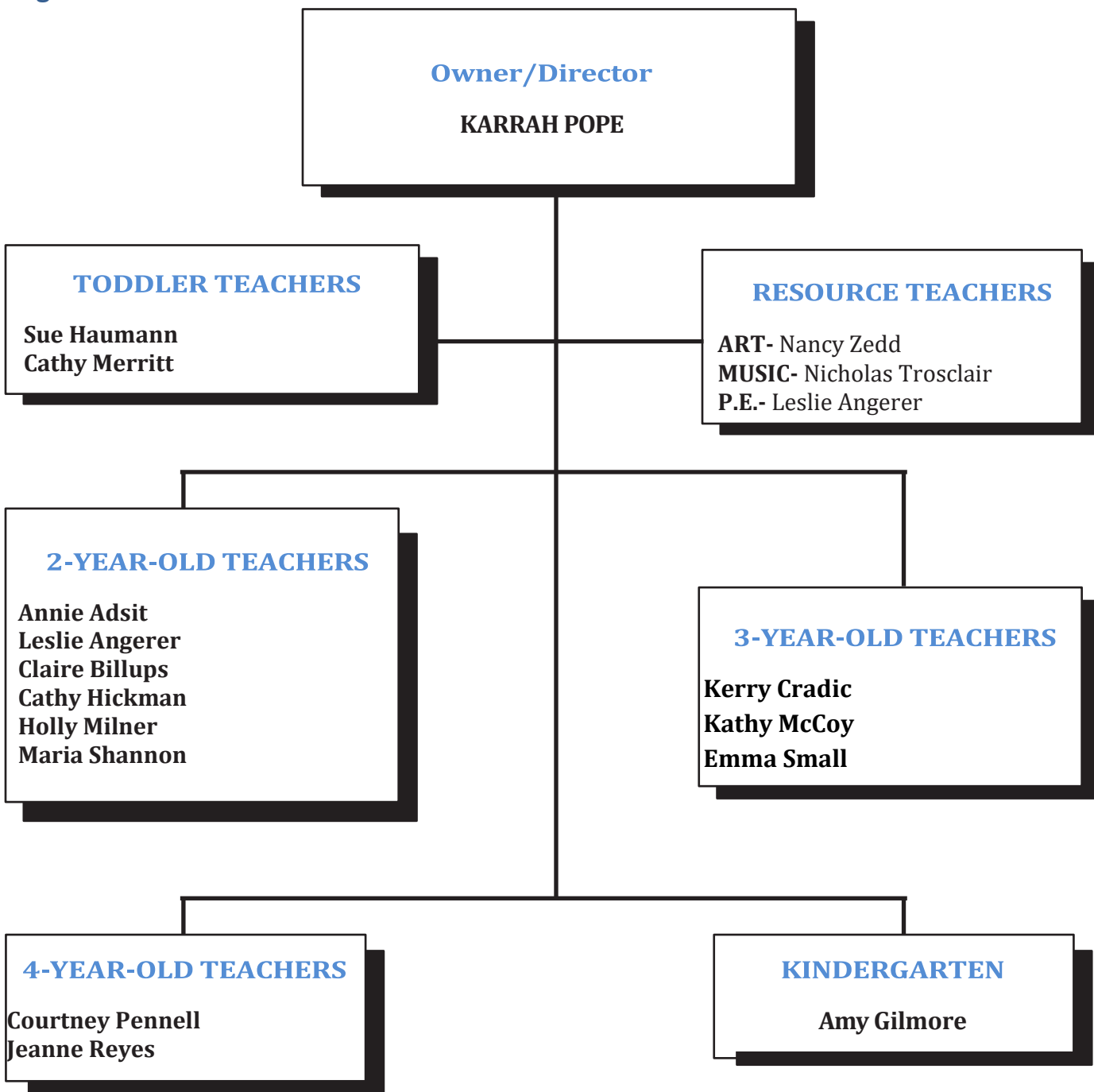
Goals & Objectives

- Demonstrate responsibility, perseverance, leadership, and respectful relationships.
- Develop strong reading, writing, speaking, and listening skills through a balanced literacy approach.
- Build mathematical understanding through number sense, computation, geometry, measurement, data, and problem-solving.
- Explore science through observation, experimentation, and scientific inquiry.
- Develop an understanding of history, geography, citizenship, and community.
- Strengthen critical thinking, creativity, collaboration, and communication skills.
- Continue developing fine and gross motor coordination through purposeful activities and structured play.
- Demonstrate independence, organization, responsibility, and confidence as learners in preparation for first grade.

Our Staff

Our teachers are experienced and/or college-educated in early childhood education. They complete at least 16 hours of professional development annually, and all have passed the required background checks and health clearances.

Organizational Chart



Religious Affiliation

Loch-Meadow Kindergarten is privately owned and operated by Karrah Pope. We are not affiliated with the Church of the Good Shepherd; we are a tenant of the facility.

Non-Discrimination Policy

Loch-Meadow Kindergarten admits students of any race, color, national origin, ethnic origin, religion, sex, disability, or other protected status as provided by applicable law. We do not discriminate in enrollment, employment, or the administration of our educational programs and policies.

Enrollment & Admission

Admission inquiries should be directed to the Director. Registration is complete once the enrollment form and non-refundable deposit are submitted. If space is not available, your child's name will be placed in the waiting pool. A Virginia State Immunization and Health form must be on file before the first day of school. Children must be current on all required vaccinations. Kindergarten-age children must have had the Measles Booster, Chicken Pox vaccine, and HIB shot. Failure to keep health forms current may result in exclusion from attendance until required documentation is received.

Tuition & Fees

Please contact the Director for the most up-to-date tuition rates. Tuition is based on an academic year. The annual Materials Fee (\$150/per student) is due at the beginning of the school year, by **September 15, 2026**.

Potty Training Policy

All children enrolling in the 3's program must be fully potty trained before the first day of school. If a child is not able to use the bathroom independently, a \$75/month fee will be added to tuition until they are trained.

Additional Programs

- **Early Drop Off** (8:30 am): \$5/day
- **Lunch Bunch** (12:00–1:30 pm, must be potty trained): \$15/day

Payment Policies

- Tuition is based on the academic year and may be paid annually, biannually, or through a 10-month payment plan.
- Tuition payments are due on the **1st of each month** (August 1 through May 1) for families enrolled in the monthly payment plan.
- Tuition is not prorated for school closings, holidays, family vacations, student absences, or sick days.
- Accepted methods of payment include **cash, check, or Zelle**. Please make checks payable to **Loch-Meadow Kindergarten**.
- Families choosing to pay by Zelle may search the school using lochmeadowkindergarten@gmail.com.
- Statements are issued only for past-due balances.
- Accounts more than **30 days past due** may result in the student's withdrawal from the program until the outstanding balance has been paid in full.
- A 30-day written notice of withdrawal must be submitted to the Director. Families remain responsible for tuition during the 30-day notice period, regardless of whether the child continues to attend.
- Returned checks are subject to a **\$35 returned check fee**.
- Early Drop Off and Lunch Bunch fees are billed at the end of each month and sent home in the child's backpack or folder.
- Early Drop Off, Lunch Bunch, and tuition payments may be combined into a single payment.
- Tuition and fees remain the responsibility of the parent or legal guardian regardless of student attendance. Any unpaid balance remains due even if enrollment is suspended or terminated.

Required Belongings

Each child should bring the following items to school each day:

- **Backpack** – Large enough to fit a standard-size folder
- **Lunch Box** – Include an ice pack if packing perishable items
- **Water Bottle** – Filled daily
- **Handful of Diapers, if needed**- Clearly labeled with Child's name in permanent marker

All belongings must be **clearly labeled with your child's name** to help prevent loss or mix-ups. Snacks/Lunches should be labeled with child's name and dated each day.

The **annual supplies fee of \$150** covers all other classroom supplies, so no additional school materials need to be purchased.

Lost & Found

Lost items are a normal part of preschool and provide opportunities for children to learn responsibility for their belongings! Unlabeled lost items will be placed in the school's Lost & Found area, located near the front entrance. Families are encouraged to check the Lost & Found regularly throughout the school year. Items that remain unclaimed at the end of each month or before school breaks may be donated, discarded, or otherwise handled at the school's discretion. Loch-Meadow Kindergarten is not responsible for lost, stolen, or damaged personal belongings.

Additional Programs

Early Drop Off

Available daily from 8:30 am for \$5 per morning. No reservation required—please sign in at the entrance table.

Lunch Bunch

Available Monday–Friday from 12:00–1:30 pm for \$15 per day. Children must be potty trained. Families may sign up in advance or drop in if space allows. Lunch should be sent from home, labeled with name and date.

Beginning of year - Sign up on board in the hallway

Midyear - talk with the Director/teachers about vacancies

Black marker = guaranteed, **Red marker** = drop-in, if space is available

Art

We provide a Process Art resource class for the 4-year-old and Kindergarten classes once a week. Art class is typically held on Thursdays. Please “dress for mess” on Thursdays for art!

Music

Children will have music once a week. Ages 2 and older will participate. Our Music teacher will orchestrate a Winter and Spring musical program to invite parents to see what they have learned.

Physical Education

3s, 4s and Kindergarten will have PE class on Fridays. They should wear comfortable clothing and appropriate shoes to help with movement.

Attendance & Inclement Weather

If your child will be absent, please notify the school by calling (757) 489-2008 or inform your child's teacher. In the event of inclement weather, Loch-Meadow Kindergarten follows Norfolk Public Schools for weather-related closures. If Norfolk Public Schools are closed, LMK will also be closed. If Norfolk Public Schools operate on a delayed schedule, LMK will be closed. Families will be notified by email and social media. Severe weather closures are not made up. The Director reserves the right to close the school independently of Norfolk Public Schools when conditions warrant.

School Year Calendar Highlights (2026–2027)

Open House – Toddlers & MWF 3s	Aug. 24
Open House – 2s, 5 Day 3s, 4s, K	Aug. 25
First Day of School	Aug. 26
Labor Day Holiday	Sept. 4- Sept. 7 (no school)
Fall Picture Day – Toddlers, 3s, K	Sept. 21
Fall Picture Day – 2s and 4s	Sept. 22
Fire Safety Week	Oct 5-9
Teacher Workday	Oct. 5 (no school for students)
Fall Conference Day – T/Th 2s	Oct. 8 (no school for T/Th 2s only)
Fall Conference Day – Toddlers, 5 day 2s, 3s, 4s, K	Oct. 9 (no school)
Fall Festival	Oct. 23
COGS Trunk-or-Treat	Oct. 25
Teacher Workday (no school for children)	Nov. 3
Veterans Day	Nov. 11 (no school)
Trike-a-Thon Fundraiser for St. Jude	Nov. 18
Thanksgiving Break	Nov. 25 – 27 (no school)
COGS Gingerbread & Jazz	Dec. 13
Holiday Musical Program	Dec. 11 (no lunch bunch) early dismissal for Toddlers
Winter Break	Dec. 21 – Jan 4
Return from Winter Break	Jan. 5
MLK Jr. Day	Jan. 18 (no school)
Teacher Work Day	Jan. 19 (no school for students)
Presidents’ Day	Feb. 15 (no school)
Mid-Year Conference Day – T/TH 2s	Feb. 25 (no school for T/Th 2s only)
Mid-Year Conference Day – Toddlers, 5 day 2s, 3s, 4s, K	Feb. 26 (no school)
Read Across America Spirit Week	March 1-5
Spring Break	March 26 – April 2 (no school)
Teacher Workday	April 5 (no school for students)
Return to school from Spring Break	April 6
Teacher Appreciation Week	May 3-May 7
Spring Picture Day Toddlers, 3s, K	TBD
Spring Picture Day 2s and 4s	TBD
Field Day	May 14 Early Dismissal for 4s & K @ 12:10 (no lunch bunch)
Spring Musical Program	May 20
Memorial Day	May 31 (no school)
Last Day of School	June 3
Teacher Workday	June 4 (no school for students)

Monthly Calendars & Communication

- At the end of each month, a monthly calendar and/or newsletter will be sent home with your child outlining important events, school closings, and upcoming activities for the following month.
- You will also receive a monthly newsletter by email, which will include:
 - Reminders for special events and school closures
 - Any additional announcements from the Director or teachers
- We encourage families to post the calendar/newsletter in a visible place, such as the refrigerator, for quick reference.
- Depending on the teacher's preference, additional communication may be shared via a text chain or classroom app.
- For ongoing updates and photos, visit:
 - Website: www.loch-meadowkindergarten.com
 - Instagram: lochmeadowkindergarten
 - Facebook: Loch-Meadow Kindergarten

Emergency Closings

In addition to weather-related closures, Loch-Meadow Kindergarten may occasionally close, delay opening, or dismiss early due to circumstances beyond our control, including but not limited to:

- Power outages
- Water or plumbing issues
- Heating or air conditioning failure
- Building maintenance or safety concerns
- Public health emergencies
- Other unforeseen emergencies

Whenever possible, families will be notified promptly by email, and/or social media.

Because tuition reserves your child's space and supports the ongoing operation of the school, **tuition will not be prorated or refunded for emergency closures.** Makeup days are not guaranteed.

Parent Involvement

We value the partnership between home and school and welcome parents to be active participants in our learning community. There are many ways to get involved throughout the year, including:

- Sharing your talents, hobbies, or career experiences with the class
- Volunteering to help with holiday parties and special events
- Assisting with classroom activities or projects

If you are interested in volunteering or substituting, please let your child's teacher or the Director know. We appreciate and value your time, creativity, and support! Your involvement enriches our program and benefits every child.

For the safety and security of our school community, all volunteers and visitors must check in with the Director or designated staff member upon arrival before entering classrooms or other areas of the school. Volunteers and visitors are expected to follow all school policies and maintain the confidentiality and privacy of all children and families.

Arrival & Dismissal Procedures

Arrival

- Standard arrival time is **8:55-9:00 am**.
- Early Drop Off is available beginning at **8:30 am**.
- Parents bring children in in the morning and assist with unpacking belongings, using the restroom, and washing hands before they join classroom activities.
- The entrance doors will be locked at 9:10 am. If you arrive late, please call the school phone for entry.

Dismissal

- **Begins at 11:55am**– Toddlers, 2s, and 3s
- **Begins at 1:25 pm** – 4s, Kindergarten, and Lunch Bunch
- All carpool safety rules must be followed:
 - Name placards are **REQUIRED** for authorized pick-up.
 - Children will only be released to individuals authorized on the child's authorized pick-up form unless the school receives written authorization from the parent or legal guardian.
 - Staff may request photo identification from any individual picking up a child.
 - Display your child's name card from the rearview mirror.
 - Children must be secured in appropriate car seats before leaving.
 - **No cell phone use in the carpool line.**
 - Stay in the carpool line. Do not park and walk up unless you have prior approval.
- Hold your child's hand in the parking lot at all times for safety.

Late Pick-Up

- Children not picked up by **12:10 pm** will be placed in Lunch Bunch, and standard Lunch Bunch fees will apply.
- In addition, a late fee of **\$2 for every 1 minute** after 12:10 pm (or 1:40 for 4s & K) will be charged (e.g., 12:11 = \$2, 12:21 = \$22).
- Late fees are **payable at pick-up time**.

After-Hours Pick-Up

If you are unavoidably delayed, please notify the school as soon as possible.

If a child is not picked up and we have not heard from you, we will begin contacting the individuals listed on your emergency contact form in the following order:

1. Mother – cell phone
2. Mother – work phone
3. Father – cell phone
4. Father – work phone
5. Emergency Contact #1
6. Emergency Contact #2

If a child has not been picked up and no authorized contact can be reached within a reasonable period, the school may contact the appropriate authorities in accordance with state guidelines.

Health & Safety

Medication Policy

- **Prescription medications** must be in the original pharmacy-labeled container with the child's name, medication name, dosage, and administration instructions clearly visible.
- **Non-prescription (over-the-counter) medications** must remain in the manufacturer's original packaging and be clearly labeled with the child's name.
- Medication must be handed directly to the Director by a parent or authorized adult. Please do not send medication in backpacks.
- Only staff members with current M.A.T. (Medication Administration Training) certification may administer medication.
- A completed medication authorization form is required for **all** medications. Physician-signed action plans are required for medications such as epinephrine auto-injectors, inhalers, seizure medications, or other medications when required by the child's healthcare provider or licensing regulations.
- All medication will be stored in a locked cabinet. If refrigeration is required, it will be kept in the school refrigerator.
- The Director will record each administration, including date, time, dosage, and the administering staff member's initials.

Topical Products -

- Sunscreen must be applied at home before arrival; it will not be applied at school.
- Insect repellent sent from home must be labeled with the child's name and date and will be stored in a locked area.
- Diaper ointment from home must be labeled with the child's name. A medication form must be completed, and ointment will be kept out of children's reach.

Allergies & Healthy Snacks

We follow USDA guidelines for healthy snacks (**snacks must contain two healthy food groups**). No popcorn, peanuts, or marshmallows. **Grapes and tomatoes MUST BE CUT lengthwise**. Some classrooms are designated peanut/nut free. There will be a sign outside the classroom door and you will be notified if your child is in a classroom with an allergy. Please read all labels carefully.

Illness Policy

To protect the health of all children and staff, please keep your child home if they exhibit any of the following symptoms:

- Fever
- Diarrhea
- Vomiting
- Rash of unknown origin
- Eye discharge or redness
- Nasal discharge accompanied by fever, inability to participate, or other signs of illness.
- Persistent cough that interferes with participation or is accompanied by other symptoms of illness.

A child must be fever-free, vomiting-free, and diarrhea-free **for at least 24 hours without the use of medication** before returning to school. This policy helps prevent the spread of illness and ensures your child is healthy enough to participate in daily activities.

Additional Guidelines:

- Please ensure the school has **two up-to-date emergency contact numbers** on file.

- Parents are responsible for keeping emergency contact information current throughout the school year.
- All children must be current on required immunizations. A signed health form must be on file for each child before the first day of school.
- If your child will be absent, call the school at **(757) 489-2008** to notify us.
- If a child becomes ill at school, they will be separated from the class and kept comfortable until a parent or authorized adult arrives for pick-up.
- We reserve the right to request that a child be taken home if they show any of the above symptoms upon arrival.

Accident & Incident Reports

Children are naturally active, and minor bumps, trips, and falls are a normal part of childhood and active play. Our staff closely supervise children and respond promptly whenever an injury or incident occurs.

Parents will be notified of any injury that results in a visible mark (such as a bump, bruise, scrape, cut, swelling, or bite), requires first aid beyond routine comfort measures, involves a head injury, or is otherwise considered significant by staff. In these situations, a written Accident/Incident Report will be completed and shared with the parent or legal guardian at pick-up or as soon as reasonably possible.

Minor incidents that leave no visible injury and do not require first aid or ongoing monitoring may not result in a written report. However, staff will always use their professional judgment and communicate with families whenever they believe it is appropriate.

If emergency medical care is needed, parents or emergency contacts will be notified immediately, and emergency medical services (911) will be contacted when necessary. Parents or legal guardians are responsible for any medical expenses incurred.

Emergency Procedures

In case of emergency, children will evacuate to the side field of the Church lot on Shirland Avenue. Fire drills occur monthly; other safety drills occur quarterly.

Reporting Child Abuse or Neglect

LMK follows Virginia State Code Section 63.1-248.3, requiring staff to report suspected abuse or neglect to the local department of social services immediately.

School Policies

Behavior Support, Discipline & Enrollment

At Loch-Meadow Kindergarten, we believe every child deserves to learn in a safe, nurturing, and developmentally appropriate environment. Our goal is to help children build self-regulation, confidence, empathy, independence, and positive relationships while recognizing that every child develops at their own pace.

We believe discipline means teaching—not punishing. Our teachers use positive guidance strategies that help children learn appropriate behaviors while preserving their dignity and self-esteem.

Our guidance strategies may include:

- Positive redirection
- Modeling appropriate behavior
- Teaching emotional regulation skills
- Helping children identify and express feelings
- Coaching problem-solving and conflict resolution
- Offering age-appropriate choices
- Reinforcing positive behavior through encouragement and praise

- Providing a supervised break or "reset" when a child needs time to regain self-control
- Encouraging children to repair relationships when appropriate, such as helping a friend, offering an apology, or assisting with cleanup

Children are never subjected to corporal punishment, humiliation, ridicule, intimidation, threats, withholding of food or restroom privileges, or any other form of physical or emotional punishment.

Supporting Individual Needs

LMK values open communication and strong partnerships with families. We recognize that children develop at different rates and may occasionally require additional support.

Because LMK is a private preschool program, we do not provide therapeutic, medical, behavioral, or one-on-one support services. We will make reasonable efforts to support each child within the scope of our program, staffing, and available resources.

When concerns arise regarding a child's developmental, behavioral, emotional, medical, or educational needs, the school may:

- Meet with parents to discuss concerns
- Document observations and progress
- Develop a behavior or support plan
- Recommend outside evaluations or professional services
- Request collaboration with outside providers when appropriate
- Request parent-provided support when necessary to ensure safety or successful participation

LMK considers reasonable accommodations on an individualized basis consistent with applicable law and the school's available resources.

Safety & Ongoing Behavioral Concerns

Young children sometimes display behaviors such as biting, hitting, kicking, pushing, throwing objects, or difficulty regulating emotions. These behaviors can be developmentally appropriate; however, maintaining a safe learning environment for all children remains our highest priority.

Families will be informed of significant behavioral or safety incidents.

If concerns become ongoing, the Director will partner with the family to determine appropriate next steps. Factors considered include:

- The child's age and developmental level
- Frequency, severity, and duration of behaviors
- Response to interventions
- Collaboration between home and school
- Impact on the classroom community
- Staffing and supervision required
- The school's ability to safely meet the child's needs

Depending on the circumstances, LMK may:

- Continue classroom interventions
- Implement a formal behavior support plan
- Recommend outside evaluation or services
- Modify the child's schedule on a temporary basis
- Request additional support
- Require a temporary pause in attendance while supports are explored

The Director reserves the right to bypass progressive interventions when a child's behavior presents an immediate safety risk to themselves or others.

Withdrawal or Dismissal

LMK strives to work collaboratively with families whenever possible. However, there may be circumstances in which the school determines it can no longer safely or appropriately meet a child's needs within the scope of our program.

The Director reserves the right to withdraw, dismiss, or refuse continued enrollment when, in the Director's judgment, continued enrollment is not in the best interest of the child, other students, staff, or the school community.

Reasons may include, but are not limited to:

- Repeated aggressive or unsafe behavior
- A child requiring services or supervision beyond what the program can reasonably provide
- Failure to comply with school policies
- Nonpayment of tuition or fees
- Disruptive, threatening, or abusive behavior by a parent, guardian, or authorized pick-up person
- Failure to maintain a productive partnership between home and school

Whenever appropriate, LMK will communicate concerns, collaborate with families, and attempt reasonable interventions before making an enrollment decision. However, the school reserves the right to dismiss a child immediately if continued attendance presents a significant safety concern or otherwise jeopardizes the well-being of the school community.

Parent Conduct

Loch-Meadow Kindergarten is committed to providing a safe, respectful, and welcoming environment for children, families, staff, and visitors. We value positive partnerships with families and believe respectful communication is essential to a successful school community.

Parents, guardians, and visitors are expected to interact respectfully with staff, volunteers, children, and other families at all times. The following behaviors are not acceptable on school property, during school-sponsored events, or in communications with staff:

- Threatening, intimidating, or abusive language or behavior
- Harassment, discrimination, or bullying
- Physical aggression or threatening gestures
- Disruptive behavior that interferes with the operation of the school
- Profanity directed toward staff, children, or other families
- Conduct that compromises the safety or well-being of children, families, or staff

If concerns arise, the Director will work with the family to resolve the situation whenever possible. However, behavior that jeopardizes the safety, well-being, or respectful environment of the school community may result in restricted access to school property or dismissal from the program. This policy also applies to emails, text messages, social media interactions, and other electronic communications directed toward staff. This policy applies to parents, guardians, emergency contacts, authorized pick-up persons, family members, and guests acting on behalf of the family.

Confidentiality

At Loch-Meadow Kindergarten, we respect the privacy of every child and family. Student records and personal information are kept confidential and shared only with staff members who have a legitimate educational or supervisory need to know, or as otherwise required by law.

Teachers and staff may discuss a child's developmental progress, learning needs, health information, or behavior with one another when necessary to support the child's education, safety, and well-being. This includes communication between current and former teachers, support staff, and the Director to help ensure consistency and continuity of care.

To protect the privacy of all families, staff members are unable to discuss another child's behavior, developmental progress, disciplinary actions, or personal information with anyone other than that child's parent or legal guardian.

Custody & Court Orders

The school recognizes that family circumstances may vary. Unless Loch-Meadow Kindergarten has received a current court order or other legally binding documentation stating otherwise, both parents or legal guardians will be considered to have equal rights regarding their child's education, records, and pick-up.

If custody, visitation, or restraining orders affect who may pick up a child or access school information, a copy of the applicable court order must be provided to the Director. The school will follow the terms of the court order on file. Verbal instructions cannot override a court order. School staff cannot interpret custody agreements or provide legal advice regarding custody matters.

It is the responsibility of the parent(s) or legal guardian(s) to provide the school with the most current legal documentation and to notify the Director promptly of any changes.

Photography, Video & Media Release

Throughout the school year, photographs and videos may be taken during classroom activities, special events, field trips, performances, and other school-related activities.

These images may be used for:

- Classroom displays
- School newsletters
- Loch-Meadow Kindergarten website
- School social media pages
- Promotional and marketing materials

Parents will indicate their photo/media consent preferences on the enrollment forms. Loch-Meadow Kindergarten will make reasonable efforts to honor each family's consent preferences regarding the use of their child's image.

Parents and guests are welcome to photograph or videotape their own child during school events. We respectfully ask that families be mindful of the privacy of other children and avoid posting identifiable images or videos of other students on social media or other public platforms without the permission of their parent or legal guardian.

Because many school events involve group activities and performances, children whose families have declined public use of their child's image may unintentionally appear in group photographs or videos taken by the school or by other families. While Loch-Meadow Kindergarten will make reasonable efforts to honor all media consent preferences, we cannot guarantee that a child's image will never appear incidentally in group photographs or recordings made during public school events.

Parents may revoke media consent in writing at any time; however, previously published materials may not be able to be retrieved or removed

Nothing in this policy restricts the school's use of photographs or recordings for educational documentation, health and safety purposes, security, licensing requirements, or other purposes permitted by law.

No-No Items

Please do not send gum, candy, popcorn, toy guns, video games, umbrellas, or rain boots to school.

Toys from Home

Toddlers and Two-year-olds may bring comfort items, especially in the beginning of the school year. Older children may bring toys only on designated days (e.g. Show & Share day). All items must fit in backpacks and be labeled.

Clothing

Children should wear play clothes and closed-toe shoes. Label all items. Outdoor play occurs daily as weather permits. Flip flops and open toed shoes are unsafe on the playground.

Birthday Celebrations

We love to celebrate birthdays! You may send a treat to celebrate your child's birthday. Store bought is best. We are happy to pass out invitations if the whole class is invited to the party.

Additional Resources & Opportunities

Scholastic Book Orders

Each month, Scholastic book order forms will be sent home. This is a wonderful way to add to your child's home library — and every order also earns points for LMK. We use these points to purchase new books for our shared school library, so it's a win-win for everyone!

Key Details:

- Participation is optional — there is no obligation to order.
- Orders are due **by the 15th of each month**.
- **Holiday Gifts:** If you would like your order to be a gift, please let the Director know so it can be held aside and not placed in your child's backpack.
- **Payment:** Please do not send checks or cash to the school. All orders must be placed online.

How to Order Online:

1. Go to Scholastic Book Clubs
2. Click "**Connect to a Teacher**"
3. Enter ZIP Code **23505**
4. Select **Loch Meadow Kindergarten** from the dropdown list
5. Choose **Karraah Pope** so our school earns points
6. Create your account and place your order

Thank you for supporting our love of reading and helping us grow our school library!

Handbook Revisions

Loch-Meadow Kindergarten reserves the right to revise, update, interpret, or modify the policies and procedures contained in this handbook at any time as circumstances, licensing requirements, or operational needs change. Families will be notified of significant policy changes. Enrollment constitutes acknowledgment that policies may be updated during the school year.

Reservation of Rights

Loch-Meadow Kindergarten reserves the right to refuse enrollment, discontinue enrollment, modify schedules or services, or decline participation in optional programs when the school determines such action is in the best interest of the child, the school community, or the safe operation of the program, consistent with applicable law and licensing requirements.

Contact Information

Loch-Meadow Kindergarten

Phone: (757) 489-2008

Director's Cell (emergencies): (757) 282-1262

Email: lochmeadowkindergarten@gmail.com



Parent Handbook Acknowledgment

I acknowledge that I have received and read the Loch-Meadow Kindergarten Parent Handbook.

I understand that it is my responsibility to become familiar with the school's policies and procedures and to comply with them throughout the school year.

I understand that the handbook is intended to provide general policies and guidelines and does not create a contractual guarantee of enrollment or services. I understand that Loch-Meadow Kindergarten reserves the right to revise or interpret handbook policies as described in this handbook.

Child's Name _____

Parent/Guardian Print Name _____

Parent/ Guardian Signature _____

Date _____