

# Loch-Meadow Kindergarten Parent Handbook

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2024–2025 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

We believe each child is a unique individual. We are sensitive to their social, emotional, intellectual, and physical needs. We provide developmentally appropriate programs that focus on the process of learning and encourage a love of learning through play.

We believe in creating a safe, clean, and healthy environment oriented to children's needs. Classrooms offer challenging play and learning choices at a range of developmental levels. Activity centers allow children to explore, experience, and succeed.

Our program's strength lies in the dedication of our teaching staff. Teachers receive training, resources, and the freedom to create unique learning experiences. We promote professional growth, a caring atmosphere, creativity, and a positive self-image.

We use positive methods of discipline and establish consistent, age-appropriate limits to help children function successfully. We encourage independence, responsibility, and respect for cultural diversity.

Parents are the most significant adults in a child's life. We strive to create mutual respect and a strong partnership between parents and teachers for the benefit of the child.

### Purpose

Our goal is to provide a warm and loving atmosphere where your child can develop a positive self-concept. We tailor our program to meet the needs and interests of each child, recognizing that children learn best through active, play-based experiences.

## Religious Affiliation

Loch-Meadow Kindergarten, Inc. 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 does not discriminate by sex, religion, race, or age in hiring or enrollment. Enrollment is open to children ages 18 months to 6 years old.

## Enrollment & Admission

Admission inquiries should be directed to the Director. Registration is complete once the enrollment form, preschool physical form, and non-refundable deposit are submitted. If space is not available, your child's name will be placed on the waitlist.

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.

We require children enrolling in our 3's program to be fully potty trained. If a child is not yet independent in toileting, a \$75/month fee will be added until training is complete.

## Tuition & Fees

Tuition rates for the 2024–2025 school year are payable monthly, biannually, or annually. Payments are due on the 1st of the month. Late payments beyond 60 days may result in withdrawal until the account is settled. A \$35 fee applies to returned checks. LMK requires a 30-day written notice for withdrawal.

Tuition will not be prorated for school closings, family vacations, or student absences.

## 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.

### Extended Day

Available Monday–Friday from 12:00–1:30 pm for \$14 per day. Dismissal begins at 1:25pm. 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.

### Toddler Enrichment Class

For children 18–30 months, meeting Monday, Wednesday, and Friday from 9:00 am–12:00 pm. Children bring lunch and water, eat at 10:45 am, and are ready for nap upon pick-up. Please provide diapers and comfort items. Label all belongings.

### School Year Calendar Highlights (2024–2025)

A detailed calendar will be provided at the start of the year. Highlights include:

- Open Houses in late August
- First day of school in late August
- Holiday breaks (Labor Day, Thanksgiving, Winter Break, Spring Break, Memorial Day)
- Special events: Fall Festival, Trike-a-Thon, Musical Programs, Field Day
- Parent-teacher conferences in fall, mid-year, and spring
- Teacher in-service days throughout the year

### Attendance & Inclement Weather

If your child will be absent, please call the school at (757) 489-2008. In the event of inclement weather, we typically follow Norfolk Public Schools: if they are closed, we are closed. If they open with a delay, LMK will usually be closed. Closures are announced via email and local media. Severe weather days are not made up.

### Arrival & Dismissal Procedures

Doors open at 8:55 and lock at 9:10 am (8:30 am for Early Drop Off). Please assist your child with unpacking, toileting, and washing hands before play. Dismissal begins at 11:55 for the noon dismissal (Toddlers, 2s and 3s) and 1:25pm for 4s, Kindergarten and Lunch Bunch. Carpool safety rules must be followed: name cards displayed, children in car seats, no cell phone use in line.

Late pick-up fees apply after 12:10pm for the noon dismissal, 1:35pm for the 1:30pm dismissal and 2:30pm for after school clubs. **A flat fee of \$25 will be charged plus \$2 per minute.** This fee is used to compensate staff members who are required to remain beyond their scheduled hours. Late fees will be billed to your account and are due promptly.

Repeated late pick-ups may result in the loss of participation in extended programs, including Lunch Bunch and after-school clubs. We understand that occasional emergencies may arise; however, consistent late pick-ups disrupt staffing and are not sustainable. We appreciate your cooperation in enduring timely dismissal.

## **Health & Safety**

### **Medication Policy**

All prescription medication must be in the original container with clear dosage instructions, handed directly to the Director by an adult. Only staff with A.M.A.T. training may administer medication. Written authorization is required. Sunscreen must be applied at home.

### **Allergies & Healthy Snacks**

We follow USDA guidelines for healthy snacks (two food groups per snack). No popcorn, peanuts, or marshmallows. Some classrooms are designated peanut/nut free. Please read all labels carefully.

### **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.

## **Parent Involvement**

We welcome parents to share their talents, assist with holiday parties. Please let your child's teacher or the Director know if you would like to volunteer.

## **School Policies**

### **Discipline**

We use positive guidance and set age-appropriate limits. If a child's behavior becomes unmanageable, parents will be contacted. Physical punishment is never used.

### **Toys from Home**

Two-year-olds may bring comfort items. 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.

### **Birthday Celebrations**

You may send a simple snack to celebrate your child's birthday. We are happy to pass out invitations if the whole class is invited to the party.

### **No-No Items**

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

### **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 background checks and health clearances.

### **Contact Information**

Loch-Meadow Kindergarten

Phone: (757) 489-2008

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

Email: lochmeadowkindergarten@gmail.com

Website: [www.loch-meadowkindergarten.com](http://www.loch-meadowkindergarten.com)

Facebook: Loch-Meadow Kindergarten