



# 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.

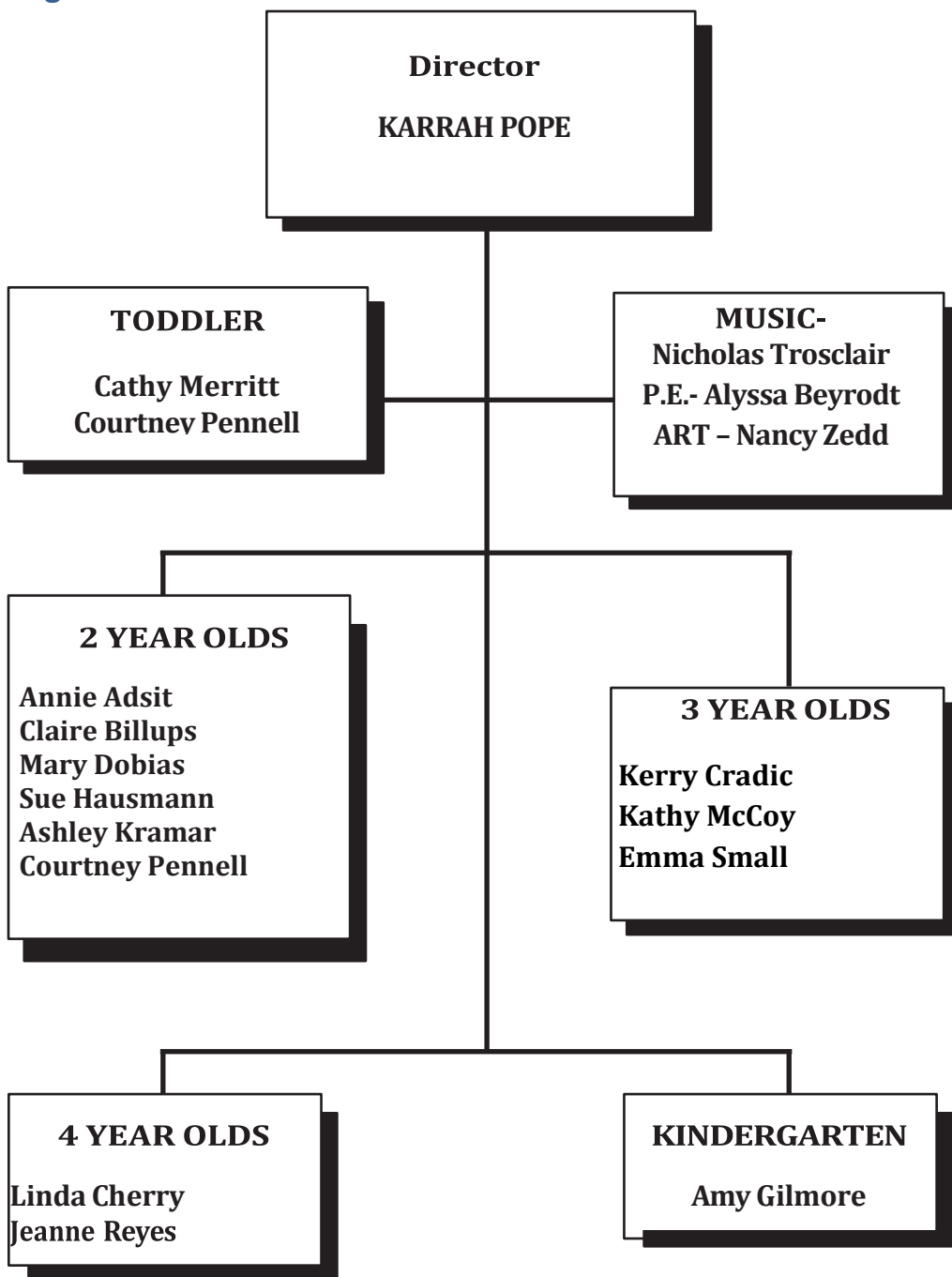
We use positive methods of discipline and establish consistent, age-appropriate limits to help children function successfully. We encourage independence, responsibility, and respect for cultural diversity.

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.

## Organizational Chart



## 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.

## 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.

## Tuition & Fees

Please contact the director for the most up-to-date tuition rates. Tuition is based on an academic year. The materials fee for the year is due at the beginning of the school year, by **September 15, 2025**.

## 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 \$25/month fee will be added to tuition until they are trained.

## Additional Programs

- **Early Drop Off** (8:30 am): \$5/day
- **Extended Day** (12:00–1:30 pm, must be potty trained): \$14/day

## Payment Policies

- Tuition rates are **not prorated** for school closings, holidays, family vacations, or student sick days.
- Payment may be made **monthly, biannually, or annually**.
- Accepted payment methods: **Cash, Check, or Zelle** (make checks payable to *Loch-Meadow Kindergarten*)
- If you opted for the monthly payment plan, tuition is due on the **1st of each month**.
- Statements will only be sent if payment is late.
- Accounts more than **60 days past due** will result in the student being withdrawn until the balance is paid.
- A **30-day written notice** is required for withdrawal. Families are responsible for a full month's tuition if withdrawal occurs mid-month.
- Returned checks will incur a **\$35 fee**.
- Early Drop Off, Extended Day, and monthly tuition payments may be combined into a single payment.

## 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 \$125** covers all other classroom supplies, so no additional school materials need to be purchased.

## 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 teachers about vacancies.

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

### Art

We have process art classes for the 4-year-old and Kindergarten classes once a week. Mrs. Nancy Zedd is providing the classes for us. Fee is included in tuition.

### Music

Children will have music once a week. Ages 2 and older will participate. Mr. Trosclair will orchestrate a Winter and Spring program to let parents see what they have learned.

### Physical Education

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

### Attendance & Inclement Weather

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

### School Year Calendar Highlights (2025–2026)

Open House – Toddlers & MWF 3s	Aug. 25
Open House – 2s, 5 Day 3s, 4s, K	Aug. 26
First Day of School	Aug. 27
Labor Day Holiday	Aug. 29- Sept. 1 (no school)
Fall Picture Day – Toddlers, 3s, K	Sept. 29
Fall Picture Day – 2s and 4s	Oct. 2
Fire Safety Week	Oct 6-10
Teacher in-service Day	Oct. 13 (no school for students)
Original Artwork Due	Oct. 15
Fall Conference Day – 2s	Oct. 16 (no school for 2s only)
Fall Conference Day – 3s	Oct. 17 (no school for 3s only)
Fall Festival	Oct. 22
COGS Trunk-or-Treat	Oct. 26
Veterans Day	Nov. 11 (no school)
Trike-a-Thon Fundraiser for St. Jude	Nov. 12
Thanksgiving Break	Nov. 26 – 28 (no school)
COGS Gingerbread & Jazz	Dec. 14

Holiday Musical Program	Dec. 19 (no long day) early dismissal for Toddlers
Winter Break	Dec. 22 – Jan 5
Return from Winter Break	Jan. 6
Teacher in-service day	Jan. 16 (no school for students)
MLK Jr. Day	Jan. 19 (no school)
Mid-Year Conference Day – 2s	Feb. 5 (no school for 2s only)
Mid-Year Conference Day – 3s	Feb. 6 (no school for 3s,4s,K)
Presidents' Day	Feb. 16 (no school)
Read Across America Spirit Week	March 2-6
Teacher in-service day	March 20 (no school for students)
March Break	March 23 (no school)
Spring Break	April 3 – April 10 (no school)
Teacher Appreciation Week	May 4-May 8
Spring Picture Day Toddlers, 3s, K	April 27
Spring Picture Day 2s and 4s	April 28
Field Day	May 15 early dismissal for 4s & K <b>12:15</b> (no long day)
End-of-year Conferences- 4s & K	May 22 (no school for 4s & K)
Memorial Day	May 25 (no school)
Spring Musical Program	May 28 (no long day)
Last Day of School	June 4
Teacher in-service Day	June 5 (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](http://www.loch-meadowkindergarten.com)
  - Instagram: [lochmeadowkindergarten](https://www.instagram.com/lochmeadowkindergarten)
  - Facebook: Loch-Meadow Kindergarten

## 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

- Serving as a substitute teacher when needed

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.

## Arrival & Dismissal Procedures

### Arrival

- Standard arrival time is **8:55–9:15 am**.
- Early Drop Off is available beginning at **8:30 am**.
- Parents should assist children with unpacking belongings, using the restroom, and washing hands before they join classroom activities.
- The entrance doors will be locked at 9:15 am. If you arrive late, please ring the bell for entry.

### Dismissal

- **12:00 pm** – Toddlers, 2s, and 3s
- **1:30 pm** – 4s, Kindergarten, and Lunch Bunch
- All carpool safety rules must be followed:
  - Display your child's name card in the windshield or on 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.
- A late fee of **\$5 for every 10 minutes** after 12:10 pm will be charged (e.g., 12:11 = \$5, 12:21 = \$10).
- 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 we cannot reach anyone, the Director will determine the safest and most reassuring arrangement for the child until they are picked up. In rare circumstances, the Director may take the child home; if so, a note will be left on the inside school door, and messages will be left on all available phone numbers provided.

## Health & Safety

### Special Needs Support

If your child has identified special needs—medical, emotional, or educational—please inform both the teacher and the Director as soon as possible. Our goal is to partner with your family to provide the support necessary for your child's success at school.

If your child receives services through the public school system and has an Individualized Education Program (I.E.P.), we encourage you to share a copy with us. This allows our staff to align classroom strategies with your child's therapy goals and provide consistent support across environments.

We are committed to working collaboratively with families, specialists, and therapists to create the most supportive learning experience possible for every child.

### Medication Policy

- **All medication must be in the original pharmacy container with the child's name, medication name, dosage, and instructions clearly visible.**
- 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 each medication. Forms are available from the Director. Action Plans must be filled out and signed off by the child's doctor.
- All medication will be stored in a locked cabinet. If refrigeration is required, it will be kept in the kitchen 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
- Green nasal discharge

A child must be **symptom-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.
- 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.

## 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

## 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. Flip flops and open toed shoes are unsafe on the playground.



## Birthday Celebrations

You may send a simple treat 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.

# Goals & Objectives by Age Group

## Two-Year-Olds

### Social Development

- Begin building trust and comfort with teachers and peers.
- Adjust to being away from parents in a supportive environment.
- Transition from parallel play to simple group play.
- Practice sharing and taking turns with gentle guidance.
- Develop independence in simple tasks such as choosing activities and cleaning up.

### Behavioral Development

- Follow simple, clear directions.
- Recognize appropriate versus inappropriate behaviors.
- Begin following classroom routines and transitions.
- Understand that actions have consequences.

### Intellectual Development

- Strengthen gross motor skills through playground and active play.
- Develop fine motor skills through coloring, clay, and simple crafts.
- Explore colors, shapes, and textures through hands-on activities.
- Build awareness of the world through seasonal changes, holidays, and special events.
- Develop oral language through songs, rhymes, and conversation.

## Three-Year-Olds

### Social Development

- Build trust with teachers and peers.
- Communicate feelings and needs with increasing clarity.
- Learn positive ways to manage emotions.
- Build self-confidence through completing tasks successfully.
- Work cooperatively in small groups.

### Behavioral Development

- Understand cause-and-effect in peer interactions.
- Develop respect for teachers and other adults.
- Improve focus and attention during group and independent activities.
- Take increasing responsibility for personal belongings and clean-up.

### Intellectual Development

- Strengthen vocabulary and sentence structure.
- Explore early math skills such as sorting, counting, and recognizing shapes.
- Develop fine motor skills for writing readiness.
- Recognize and begin writing their first name.
- Practice sequencing through stories, songs, and daily routines.
- Strengthen visual tracking and auditory listening skills.

## Four-Year-Olds

### Social Development

- Build a positive self-image and confidence in abilities.
- Develop awareness of self and respect for others.
- Work cooperatively and collaboratively in group activities.
- Take responsibility for personal belongings and classroom tasks.
- Share ideas, materials, and experiences with peers.
- Enjoy school as a place for learning, exploration, and friendship.
- Demonstrate understanding of respectful and acceptable behavior.

### Behavioral Development

- Follow oral directions with growing independence.
- Accept responsibility for actions and decisions.
- Practice good hygiene habits daily.
- Wait patiently for turns and activities.
- Resolve conflicts using words rather than actions.
- Focus for at least 15 minutes on a task, adjusting attention to the activity.
- Persevere through challenges and complete tasks.
- Use time wisely during activities and transitions.

### Intellectual Development

- Strengthen early reading readiness skills, including letter recognition, letter sounds, and sequencing.
- Build math readiness skills through exploring numerals, patterns, and classification.
- Speak in complete sentences to clearly communicate thoughts and ideas.
- Learn and identify the days of the week and seasons of the year.
- Refine both large (gross) and small (fine) motor skills through varied activities.
- Explore and investigate the world through hands-on experiences and observation.

## Kindergarten

### Social & Emotional Development

- Listen attentively and follow classroom rules.
- Demonstrate self-control and problem-solving skills.
- Show respect for self, others, and the school community.
- Work effectively in groups, contributing ideas and leadership when appropriate.
- Complete independent work in a timely manner.
- Show perseverance when tasks are challenging.

### Intellectual Development

- Expand vocabulary and oral communication skills.
- Recognize and print uppercase and lowercase letters.
- Use phonetic principles to identify and write beginning sounds.
- Write for various purposes, demonstrating that print conveys meaning.
- Understand story elements in fiction and nonfiction texts.
- Demonstrate number sense through counting, sorting, and comparing sets.
- Recognize patterns, shapes, and sizes, and explore measurement concepts.
- Gain an introduction to fractions through real-life sharing experiences.

## 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 **Karrah 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!

**Contact Information**

Loch-Meadow Kindergarten

Phone: (757) 489-2008

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

Email: lochmeadowkindergarten@gmail.com