

## Reporting Child Abuse or Neglect

Loch-Meadow will follow the State Code (Section 63.1-248.3) when reporting certain injuries to children. It states that any teacher who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of social services where the child resides. Failure to do so results in a fine.

## Custodial Parent's Rights

A custodial parent shall be admitted to our program at any time the child is present in the program.

## Special Needs

If your child has special needs, please let the teacher and director know as soon as the needs have been identified. If your child's needs are medical, emotional or educational, please know we will do everything in our power to work with your family to help insure your child's success in school. If your child is working with the public schools and has an I.E.P., please make copies of the plan available to us so we can assist in your child's therapy.

## Allergies

We have designated some classrooms as peanut/nut free rooms. This is to insure that no nut products are used in the classrooms or eaten in these classrooms to help make the area safe for children with peanut (life-threatening) allergies. We are extra cautious with these rooms. You can help by reading labels before sending in snacks and especially treats for parties, etc. For example, M & M candies and animal crackers are made in factories that contain peanuts. These will not be allowed in these classrooms. When sending in treats for teachers, make sure they are nut free also. Please keep the school apprised of your child's allergy history.



Welcome to Loch-Meadow Kindergarten. We look forward to a happy year with your children. All your questions should be answered by the information in this handbook. If you ever have any questions or concerns, do not hesitate to contact your child's teacher or me.

Sincerely,

Karrah Pope

## Philosophy Statement

**W**e 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 help children enjoy successful experiences. We encourage not just learning, but the love of learning.

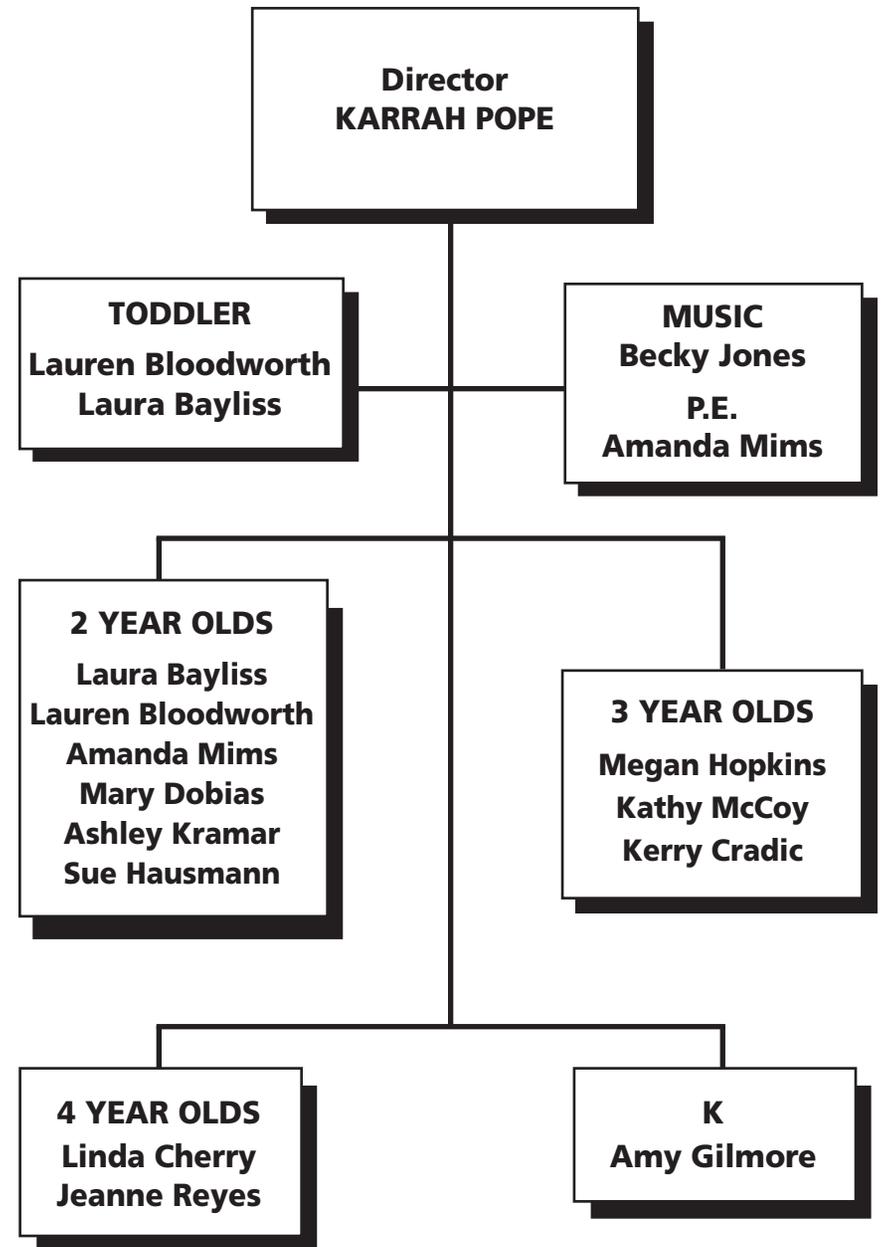
**W**e believe in providing a physical environment that is safe, clean, healthy and oriented to children. Classrooms are arranged to offer challenging play and learning choices at a range of development levels. Activity (learning) centers allow children the opportunity to explore, to experience and most importantly . . . to succeed.

**W**e believe the strength of our program is the dedication of our teaching staff. We support our teachers with training, resources and freedom to create a unique learning experience for children. We provide many opportunities for teachers to share ideas and grow professionally. Our teachers create a caring and nurturing atmosphere and foster each child's creativity and positive self-image.

**W**e believe in positive methods of discipline. We establish consistent, age appropriate limits to help children function in their world. Our program is designed to develop in children a sense of independence and responsibility. We desire to strengthen each child's own cultural identity, while instilling a respect for others who may be different.

**W**e believe parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers; a partnership for the benefit of the child. We encourage daily communication between parents and staff. Our doors are open to parents at all times.

## Organizational Chart



## INTELLECTUAL

- develop reading readiness skills (alphabet, sounds, sequencing)
- develop math readiness skills (numerals, patterns, classification)
- learn name, address, telephone number
- speak in complete sentences
- learn days of the week, seasons of the year
- refine large and small motor skills
- discover the world around them

\*Daily Schedule posted in Classrooms

## Purpose

Our goal at Loch-Meadow is to provide a warm and loving atmosphere in which your child can grow and develop a positive self concept. We are aware that all children do not develop at the same pace. We try to gear our program to meet the needs and interests of each child. We believe that all children learn best through play. We believe that when children are actively involved in the learning process they will not only learn but develop to their own potential. We are anxious to do a good job and appreciate your trust in us.

## 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.

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

## Admission Policy

Inquiries for admission are referred to the Director. Registration is accepted when the enrollment form and pre-school physical form along with a deposit (non-refundable) are presented. If space is not available, the child's name is placed on a waiting list.

A Virginia State Immunization and Health form must be on file with the school. Children of Kindergarten age must have had the Measles Booster, Chicken Pox vaccine and the HIB shot. Before the start of each subsequent school year, we require a statement that all immunizations are up-to-date.

## Tuition Rates for 2022-2023

| Class                    | Year Tuition | Month Tuition | Materials Fee |
|--------------------------|--------------|---------------|---------------|
| Toddler Class-MWF        | \$2700       | \$300         | \$125         |
| 2's (2 day)- T/TH        | \$2160       | \$240         |               |
| 2's (3 day)              | \$2700       | \$300         | \$125         |
| 2's (4 day)              | \$3240       | \$360         |               |
| 2's (5 day)              | \$3600       | \$400         |               |
| 3's (3 day) -MWF         | \$2565       | *\$285        | \$125         |
| 3's (5 day)              | \$3465       | *\$385        |               |
| 4's (5 day)              | \$3465       | \$385         | \$125         |
| 4's (5 day) (9:00- 1:30) | \$4185       | \$465         |               |
| Kindergarten (9:00-1:30) | \$4500       | \$500         | \$125         |

**\*\*We ask that all children enrolling in our 3's program be potty trained before the start of school. If your child is not able to potty independently, a \$20/month fee will be added to the tuition until they become potty trained.**

### Additional Programs:

|                               |          |
|-------------------------------|----------|
| Early Drop Off (8:30am) ..... | \$5/day  |
| Extended Day (12-1:30pm)..... | \$12/day |

Tuition rates will not be prorated due to school closings and cancellations, student/family vacations, and/or sick days.

Tuition is payable by the month, semester or year. There are 4 1/2 months per semester.

Materials fee is payable at the beginning of the school year, by September 9, 2022.

Make checks payable to LOCH-MEADOW KINDERGARTEN.

Statements will only be sent if you are in arrears. Please pay promptly. Payment is due the 1st of the month in advance.

Parents over 60 days in arrears will be asked to withdraw their child until the account is settled.

LMK requires a 30 day written notice before withdrawing your child. You are responsible for a full month's tuition if your child is withdrawn anytime during the month.

There is a \$35 charge for returned checks.

Extended Day, Early Drop Off and tuition may be combined in one check. Include a note to explain what you are paying. Tuition may be paid by cash, check, or ZELLE.

## Goals and Objectives For Four and Five Year Olds

### SOCIAL

- develop a positive self image
- develop awareness of self and others, work with a group
- experience sense of responsibility by taking care of classroom and personal needs
- share; experience give and take
- learn to enjoy school and learning
- learning the importance of acceptable behavior

### BEHAVIORAL

- follow oral directions
- accepting responsibility for actions
- establishing good hygiene practices
- learning to wait one's turn
- settling disputes with words instead of actions
- increasing attention span to at least 15 minutes; ability to adjust according to the activity
- develop perseverance - stay with task until completion
- use time wisely

## Goals and Objectives *For Three Year Olds*

### SOCIAL

- develop trust, alleviate mother separation anxiety
- learn to cooperate within a group
- learn to verbally communicate feelings
- learn acceptable methods of dealing with feelings
- build self image through successful task completion and group appreciation

### BEHAVIORAL

- foster better understanding of peer behavior (cause/effect)
- learn to deal with authority figures
- increase attention span
- accept responsibility in classroom

### INTELLECTUAL

- improve language skills through experiences
- develop knowledge of math concepts through experience (counting, measuring, shapes)
- develop large and small motor skills
- develop shape, color, number recognition
- develop visual and auditory classification skills
- develop sequencing skills through retelling stories, songs
- recognize first name
- develop visual tracking skills (follow dots, etc.)

\*Daily Schedule posted in Classrooms

## School Calendar 2022-2023

Loch-Meadow Kindergarten is open 9:00 am until 12 Noon during the week. Extended days are Monday thru Friday to 1:30 pm.

|   |                                    |  |
|---|------------------------------------|--|
| <b>Open House</b> .....   | (see Full Calendar for times)..... | Sept. 7<br>2s @ 9:30am MMO/3s/4s/K @ 10:00am     |
| <b>First Day of School</b> .....                                      |                                    | Sept. 8  |
| <b>Fall Picture Day</b> .....   |                                    | Sept. 27 & Sept. 30                              |
| <b>Conference Day (3s/4s/K)</b> .....                                 |                                    | Oct. 21 (no school for these classes)            |
| <b>Fall Festival</b> .....  |                                    | Oct. 26 10:00am (no long day)                    |
| <b>Election Day/Teacher in Service Day</b> .....                      |                                    | Nov. 8 (no school)                               |
| <b>Veteran's Day</b> .....  |                                    | Nov. 11 (no school)                              |
| <b>Trike-a-thon Fundraiser for St. Jude</b> .....                     |                                    | Nov. 16  |
| <b>Thanksgiving Break</b> .....                                       |                                    | Nov. 23-25 (no school)                           |
| <b>Holiday Musical Program</b> .....                                  |                                    | Dec. 16 (no long day)<br>early dismissal for MMO |
| <b>Winter Break</b> .....   |                                    | Dec. 19 - 30 (no school)                         |
| <b>Martin Luther King Day</b> .....                                   |                                    | Jan. 16 (no school)                              |
| <b>Teacher in Service Day</b> .....                                   |                                    | Jan. 30 (no school)                              |
| <b>President's Day</b> .....  |                                    | Feb. 20 (no school)                              |
| <b>Teacher in Service Day</b> .....                                   |                                    | March 10 (no school)                             |
| <b>2s Conferences Day</b> .....                                       |                                    | March 30 (no class for 2s)                       |
| <b>3s/4s/K Conferences Day</b> .....                                  |                                    | March 31 (no class for 3s/4s/K)                  |
| <b>Spring Break</b> .....   |                                    | April. 7 - 14 (no school)                        |
| <b>Spring Picture Day</b> .....                                       |                                    | April 17 & 20                                    |
| <b>Teacher Appreciation Week</b> .....                                |                                    | May 1 - 5  |
| <b>End of Year Program/<br/>Last Day of School for children</b> ..... |                                    | May 25   |
| <b>Teacher in Service Day</b> .....                                   |                                    | May 26 (no school)                               |

## Inclement Weather

In the event of inclement weather, we usually follow the public schools. If they are closed, so are we. If they decide to open one-two hours late, **we will be closed.\*** We do not want to run the risk of accidents with the little ones. School closings are broadcast on tv and radio stations. We do not make up severe weather closing days.

\*LMK reserves the right to open school if NPS calls a delay. You will be notified by email.

## **Physical Education**

Children will have physical education on Friday mornings during the school time. They should wear comfortable clothing and appropriate shoes on those days to help with movement. Ages 3 and older will participate.

## **Music**

Children will have music once a week. Ages 2 and older will participate. There will be a Christmas and Spring program to let parents see what they have learned.

## **Medication Policy**

Children that require emergency and/or prescription medication during the school hours must follow the guidelines below.

1. Medication must be presented to the Director in the original prescription bottle. Dosage must be clear on the label.
2. Medication should not be sent in the backpack. A parent or adult must hand the medicine to the Director.
3. Only those with M.A.T. Training will administer medication.
4. We must have written authorization to administer medication. Forms available from the Director.
5. The Director will record the time and date the medication was administered on the log sheet. The sheet and all medications will be stored in the locked closet. Medications requiring refrigeration will be kept in the kitchen refrigerator.
6. It is the policy of the school for all sunscreen products to be applied at home. No sunscreen products will be applied at school.
7. Insect spray sent from home must be labeled with the child's name and date and must be given to the teacher so that it may be kept in a locked area.
8. Diaper ointment is not provided by the school. Any ointment coming from home must be labeled with the child's name and a medication form will be filled out as to its use. It will be kept in the child's bag, out of reach.

## **Goals and Objectives *For Two Year Olds***

### **SOCIAL**

- learning to be away from parents
- go from playing by himself to playing together as a group
- learning to share and compromise
- develop independence

### **BEHAVIORAL**

- learn to follow verbal instructions
- distinguish between appropriate and inappropriate behavior
- learn there are consequences for actions

### **INTELLECTUAL**

- develop large motor skills (through balls, playground, tricycles)
- develop small motor skills (through clay, coloring, painting)
- develop awareness of color, shapes and textures
- develop understanding of world around him (seasons, holidays, events)
- develop oral language through verbalization and music

\*Daily Schedule posted in Classrooms

## Art

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

## Discipline

We have school rules so that all the children can have a positive pre-school experience. When the rules are broken, we will ask the child to sit out and think about the rule and when he/she can remember and cooperate, return to the group. We endeavor to handle all school related behavior problems in a positive manner in the school without involving the home. If we are not successful, we will enlist your help.

Children who are not manageable in the classroom setting will be asked to leave the school. This is a last resort. You will be given 2 weeks notice if this happens, unless the safety of the other children is an issue. The staff of Loch-Meadow will never physically punish your child or withhold food as punishment.

## Emergency Procedures

In the event our building becomes unsafe due to fire, flood, or other emergency, you will be notified where to come and get your child. If the building is deemed hazardous, the children will be taken across the street to Second Presbyterian Church (North Shore and Hampton) and you can pick them up there. Staff members will stay with your children until everyone is safe with a parent. The Director's cell phone number is (757) 282-1262.

We practice fire drills monthly and other hazardous drills quarterly. We have emergency supplies on hand to care for the children in case of a national disaster. In the event word goes out that impending disaster is headed our way, please pick up your child **ASAP**. Your child's safety is of supreme importance to us.

## Parental Involvement

We enjoy having parents share their talents with the class. If you want to help in any way, please let us know. If you are interested in substituting when a teacher is sick, let Karrah Pope know.

We need help with holiday parties. Please let the teacher know if you can help. Thank you in advance.

## Healthy Snacks for Children

With your help we can adhere to the USDA guidelines for nutritious snacks. **Snacks should contain two food groups.**

**Fruits and Vegetables** - Almost all of the snacks served to children should be fruits or vegetables. Fruit can be served whole, sliced, cut in half, cubed, or in wedges. **Grapes MUST BE CUT lengthwise.** Vegetables can be served with dips like hummus, bean dip, or salad dressing.

**Healthy Grains** - (whole grains that are low in fats and sugars) - Serve mostly whole grains, which provide more fiber, vitamins, and minerals than refined grains. (Whole wheat [or other whole grain] should be the first ingredient listed.) Healthy whole grain options can include: English muffins, pitas, or tortillas; breakfast cereal; crackers; rice cakes; tortilla chips; granola; cereal bars; breadsticks; pretzels and goldfish.

**Low-Fat Dairy Foods** - To protect children's bones and hearts, make sure all dairy foods are low-fat or fat-free, such as yogurt and low-fat pudding. Choose lower-fat cheeses.

**Healthy Beverages** - Water.

**Please DO NOT send popcorn, peanuts, or marshmallows.**

Parents are responsible for sending in a snack from **two healthy food groups** each day your child attends school.

## Extended Day

Interested parents may sign their child up on a first come, first serve basis. Children must be potty trained.

Extended Day will be everyday 12-1:30 pm. The cost is \$12 per day. (i.e. if there are 4 Wednesdays in the month = \$48) payable to Loch-Meadow Kindergarten. Payment can be included in tuition check. Drop in – check with Director.

Please send lunch and a drink for the children. **Label with name.**

Lunches must have the **date** prepared written on the outside of lunch box.

Beginning of year - Sign up board in the hallway. Midyear - talk with the teachers about vacancies.

## Toddler Enrichment Class

This program is for children 18-30 months. The hours are 9-12 Monday, Wednesday, Friday. The children bring a lunch and water and eat about 11:30 so they are ready for a nap when you pick them up. Sign up on a yearly basis. Please provide diapers. Feel free to send anything your child finds comfort with – blanket, stuffed toy, etc. No credit for absence. Pay at the beginning of the month. **Label all belongings.**

## Early Drop Off

Children may be dropped off at 8:30 am. Cost is \$5 per morning. **All children arriving before 8:55 am are in Early Drop Off.** Sign in log book is in the hallway. Do not need reservations. We are always ready for the children.

## Potty Training

We want to encourage parents to work with children between the ages of 2 and 3 on training. Our goal is to have all 2's trained before entering the 3 yr. old class to enable the 3 yr. old teacher to teach and not spend the morning in the bathroom!

## Solicitations

Sometimes during the year I am asked by different educational companies to send home offers for book clubs or reference materials. When I send these home you are under no obligation to buy them. In turn for sending them home, the school receives free books or school equipment - too good to pass up!

## Clothing

Children should wear play clothes to school. We play, paint and do other fun messy things and cannot always prevent stains to clothing. Comfortable tennis shoes are appropriate. Flip flops are unsafe on the playground.

Please be sure to label layered clothing. We go outside every day that the weather is nice. See that your child is dressed appropriately for the weather.

TWO YEAR OLDS - Please provide labeled diapers for clean up. If potty training, send a change of clothes in backpack in case of accidents. **Label everything.**

Anytime your child outgrows something we can use for potty accidents, we would appreciate donations. We also need old towels.

## Conferences

Conferences are scheduled twice a year for 3s/4s/K and once for 2s to help you be informed of your child's growth. A cumulative record is kept on each student including health information, educational progress, permission information, and samples of the student's work and drawings. This information is shared with you at parent conferences.

If you feel the need to discuss your child's progress at any time, feel free to schedule a conference with the child's teacher. Conferences should not be held during class time.

Please keep us informed of things that can be affecting your child's behavior at school. (i.e. Dad is away, medicine child is taking.)

In the event we cannot find someone to pick up your child the Director will determine the safest, reassuring method of keeping your child until such time as they are picked up. In the event the Director must take your child home with her, a note will be left on the inside door of the school and messages will be left on answering machines.

## Toys

With the two year olds, we are flexible about dolls, etc. needed to help the child feel more secure. With the other ages we suggest toys be brought from home only on Friday (or another day specified by the teacher). Toys should be small enough to be carried by the child himself. Teachers cannot accept responsibility for the toy. Children need to understand that the other children may want to play with the toy and be prepared to share. Do not send toys with little parts that can get lost.

Books, CDs, DVDs, may be brought at any time. These are not considered toys. Please label with the child's name. Items should fit in backpack or cubby.

## Book Bags

A NECESSITY!!! It is extremely helpful if each child has his/her own bookbag/backpack in which to carry home treasures. Please check this bag nightly for important news from school. **Label the bag with name.**

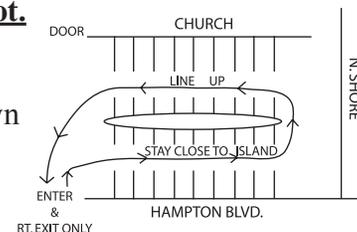
## Monthly Calendars

Monthly calendars will come home with your child at the end of the month. Newsletters will be sent to you via email. This will keep you posted on events during the coming month. School closings and special events will be noted. We also will give you clues about what the children are doing that day to help you with following up at home. **Post calendars on the fridge so you won't lose them.** The school has a webpage at [www.loch-meadowkindergarten.com](http://www.loch-meadowkindergarten.com) and a facebook page Loch-Meadow Kindergarten.

## Arrival and Dismissal Procedures

1. Everyone in the carpool should have a name card. Display this card in the car windshield. Hang on rear view mirror **every day** for us to read.
2. Please send a note if your child is to be picked up by anyone other than your carpool. (i.e. friend or grandparents). Verbal messages cannot be accepted from the children. Even if your child is going with another carpool we need a note. Without the note, we will send your child the usual way. Call the SCHOOL at (757) 489-2008 if you have a problem in the morning. Ask to get a message to your child's teacher before dismissal or leave a message.
3. The school door will be locked at 9:15 am. Ring the bell for entry. Outside door is locked at 9:30 am.
4. Children must have a carseat in the car. We can not put children in cars without a restraint device.

**ARRIVAL - NO EARLIER THAN 8:55 AM.** (unless you sign in for Early Drop Off) Use door at back of parking lot. **Do not leave car engines running in the parking lot.**  
**Do not leave car in fire lane.**



**DISMISSAL -** Line up in cars as shown in diagram. Make sure card is visible. We will bring the children to your car. Move to parking space to belt the children in, do not hold up the line!!! If you are picking up more than one child, please follow this procedure for safety reasons.

**\* PLEASE DO NOT PARK AND WALK UP TO THE DOOR, IT SLOWS US DOWN AND CREATES CONFUSION. IT CREATES A DANGEROUS SITUATION WITH SO MANY CARS.**

**WALKERS -** Go to the main door and get children from the teacher at the door.

**LATE PICK UP POLICY.** Children not picked up by 12:10 pm will be placed in Extended Care. Parents will be charged \$5.00 for each 10 minute interval following 12:10 pm.

For example: 12:11=\$5, 12:21=\$5. **(PAYABLE AT PICKUP TIME.)**

Make sure your child is under your control in the parking lot.  
**(Hold their hand.)**

## Birthday Parties

The children enjoy celebrating their birthday at snack time. You can send in a simple snack, if you choose, and we'll all sing.

If you are having a home party and not inviting the whole class, please MAIL your invitations so no one feels left out. If the whole class is invited, we'll send the invitations home with the children for you.

## No - No's

Please **DO NOT** send: FOOD, GUM, CANDY, GUNS, VIDEO GAMES or UMBRELLAS to school. Breakfast should be eaten at home. Children are discouraged from playing guns and war games at school.

## Illness

Please keep your child home when he/she has a fever, diarrhea, rash, vomiting, discharge from the eyes or green discharge from the nose. Not only is your child contagious, but his resistance is down and he could get sicker. Child should be free of symptoms for 24 hours before returning to school, without medication.

Make sure we have 2 up-to-date emergency numbers.

Children need to be up-to-date on immunizations. A signed health form must be on file for each child.

Contact the school if the child is not coming to school. (757) 489-2008 Children who become sick at school will be separated from the class and kept comfortable until you pick them up.

We reserve the right to have you take your child home if they exhibit the above mentioned symptoms when entering the classroom.

## Bookorders

Go to [www.scholastic.com](http://www.scholastic.com). On the left side, select "Parent", then sign in. Set up an account - Add child. The class activation code is GLVBH.

## Staff

All members of our staff are of the highest calibre, both academically and morally. Our teachers have college education and/or years of experience in early childhood education. This knowledge and ability is augmented each year through scheduled workshops, in-service training and conventions. Our staff completes a minimum of 16 ours of Professional Development each year.

All members of our staff must have yearly doctors' certificates stating that they are free from any disease which would prevent them from teaching.

All persons hired in any capacity in our school must be fingerprinted and checked against the National Registry that they have no criminal background, and a check through the Department of Social Services for child abuse convictions.

## Policy For After Hours Pick-Up

Loch-Meadow Kindergarten wants to insure the safety of all children in its care. If you are unavoidably late to pick up your child please notify the school as soon as possible. If no one comes to pick up your child we will call the phone numbers you have given to us in the following priority:

Mother home

Mother work

Father home

Father work

Emergency phone number 1

Emergency phone number 2