

**Prince William Academy Infant, Toddler
and Preschool Family Handbook
2019-2020**

Dear Prince William Academy Families,

Welcome to a brand new year! We hope your summer has been filled with fun activities and family adventures. For those of you who are new to Prince William Academy (PWA), it is our great pleasure to welcome you and your children to our community. For those of you who are returning, we are grateful that you have chosen to entrust us with your children once again.

Our students need all of our support to reach their potential as great thinkers, leaders, and global citizens. Our commitment to work together with our PWA parents as partners benefits our students' academic, social, and emotional growth in our ever-changing global environment. We look forward to working with you, and hope that you feel free at any time to come to us with questions, concerns, or observations about your children or our school environment. Our doors are always open.

In this handbook, you will find school policies and procedures, and a great deal of other useful information. Please note that the policies and procedures contained herein are subject to change without notice.

We look forward to a terrific year!

Sincerely,

Dr. Samia Harris, Founder and Executive Director

Dr. Rebecca Nykwest, Principal

I. About Prince William Academy: Our School Vision, Mission, Philosophy, and Curriculum

Vision

Prince William Academy strives to become a model of twenty-first-century education by intentionally growing our school and its programs; constantly adapting to advancing technologies and pedagogies; and maintaining a holistic approach to teaching that nurtures a life-long love of learning.

Mission

Prince William Academy enables each student to meet their academic, developmental, and social potential. We believe in the importance of diversity and respect, and prepare our students to excel in a global environment.

At Prince William Academy

- We respect the individuality, safety, integrity, and equality of all our students.
- We strive to provide the finest education for our students.
- We strive to provide the finest childcare for our students.
- We respect the professionalism and dedication of our teachers and childcare attendants.
- We believe in constant communication with parents.
- We encourage our students to interact with society.
- We set high standards for academic excellence.
- We provide challenging and age-appropriate programs for every child.

Academic Philosophy and Program

Prince William Academy emphasizes foreign language acquisition, and conceptual understanding of all subjects. In addition to the core subject areas (mathematics, language arts, social studies, science, and spelling), our well-balanced program ensures that our students receive instruction in music, physical education, art, technology, and foreign language (French, Mandarin, Arabic, and Spanish).

II. Enrollment Information

Required Records

Upon enrollment at Prince William Academy, parents must provide the following records for their child's file, to be kept in the front office.

- Family data and emergency contact form
- Medical emergency authorization form
- Virginia Health Form
- Birth certificate
- Current physical, including shot records

Other forms we require include:

- Former school information (where applicable)
- Credit card authorization form
- Selection of language classes (Jr K)
- Bookkeeping enrollment form
- Allergy Action Plan (where applicable)

All forms should be signed and dated as specified before your child starts school.

III. Enrollment Contracts and Tuition

Prior to enrollment, parents enter into a contract with Prince William Academy. Preschool contracts are for the duration of 12 months, starting the month when the student is enrolled. The first month will be prorated according to the child's start date. After the first month, tuition will be due on the first of each month.

Voluntary Withdrawal

Parents who wish to withdraw their child must inform the office of their intent in writing 90 days prior to the withdrawal date. All balances must be paid and all books returned before progress reports or transcripts can be released. Refunds will not be issued without a 90-day notice; clients will be responsible for all payments due. In rare circumstances such as emergencies or sudden job transfers, clients may receive a refund or early termination of their contract without giving 90 days' notice. Such exemptions are given at the discretion of school administration.

Tuition and Payments

Tuition is due on the 1st day of each month. If the 1st falls on a weekend, tuition must be paid the following Monday. **A late fee of \$50 will be assessed if tuition is not paid by the 3rd of the month.**

Payment may be rendered in the following ways:

- By check, delivered to the front desk or placed in the tuition box by the front door
- By debit or credit card, paid at the front desk (all card payments incur a 2% processing fee)
- By debit or credit card, paid over the phone by calling the office
- By automatic withdrawal, via the Tuition Express Automated Payment form (which can be found at the front desk and in our weekly email).

We do not accept cash. Please note that credit card payments incur a 2% processing fee.

Any fees that remain unpaid by the 5th of the month may be automatically withdrawn via the credit or debit card on file, along with a \$50.00 late fee, and a 2% processing fee, if applicable.

PWA reserves the right to refuse service due to an outstanding balance.

PWA offers a 10% occupational discount for parents and guardians who work in the following fields and are not currently receiving a tuition subsidy:

- Active duty military
- Law enforcement
- Nursing

- Firefighting
- Teaching

The occupational discount does not apply to tuition already subsidized by the Virginia Department of Social Services, GSA, or NACCRRRA (Child Care Aware).

Regardless of existing subsidies, families who enroll two children will receive a 5% sibling discount on the lesser tuition. Families who enroll three or more children will receive a 10% discount on each child's tuition.

Aftercare Fees

Preschool children who are not picked up at dismissal time will go to aftercare. If they are not enrolled in our aftercare program, parents will be billed accordingly at \$15.00/hour or part of an hour.

A charge of \$7 per minute is assessed for children picked up after 6:30 PM. Failure to pick up your child before closing three times will result in dismissal from our aftercare program for the remainder of the term. All late pickup fees are due when you pick up your child.

Infants and toddlers will remain in their rooms, but parents will be charged a rate of \$15/hour or part thereof for children picked up after their scheduled time.

IV. Attendance Policies and Procedures: Dropoff and Pickup, Attendance, and Dress Code

Attendance

Students should be dropped off on time so as to begin their day together in the classroom. If you'll be bringing your child late, please inform the office.

Absences

Please notify the front office if your child will be absent.

Pickup Times and Procedures

Parents are expected to pick their children up at the time specified by their contract. If you will be picking up your child later than scheduled, please notify the office to make the necessary

arrangements. Preschool children who are not picked up within 15 minutes of their scheduled departure time will be sent to aftercare. Parents will be responsible for covering the cost of this care, at \$15.00 per hour or portion thereof.

Only people specified in the student's file are allowed to pick that student up from school. If a person not on the list needs to pick up the child, a parent must call or write to the office to make arrangements. Identification will be required of this person, so please advise them to bring a photo ID.

Dropoff and Pickup Procedures

Infants and toddlers should be dropped off and picked up in their classrooms. Infant and toddler parents may utilize the doors at the back side of the school. The child's teacher will sign them in and out.

Parents may bring preschool and Jr K students directly to their classrooms in the morning, after signing them in at the front desk.

Jr K students will be dismissed at the side of the building at 3:00 pm, and will be signed out by the teacher in charge of dismissal.

Preschool students who do not attend aftercare will be waiting for pickup at 12:00 in their classrooms, or at 3:00 pm inside the entry of the school, near the front desk. Parents must be sure to sign their child out using our electronic system.

Please notify the office if you intend to pick your child up early, and stop at the front desk to sign them out.

Snow Days

Prince William Academy generally follows the Prince William County Public Schools policy regarding snow days. If the county schools are delayed, we are delayed. If the county schools are closed, we will have limited staff available for child care at 8:00am, provided teachers are able to navigate the roads safely. Please call to ensure that our staff arrived safely.

Early dismissals will be determined on a case-by-case basis. Parents can pick up their children early due to weather conditions at their own discretion without consequence. If the federal or county government closes due to weather, our entire facility will be closed for the day.

The school uses Facebook, email, and a text message alert system to notify parents of school closures or delays. Please sign up for our text message alert system, and check these other sources in inclement weather.

Dress Code

School uniforms are required for Jr K students. Other preschool students do not wear uniforms.

Uniforms can be purchased through Flynn & O'Hara. All students must wear a light blue or white collared shirt. Boys can wear navy pants (no jeans) or shorts. Girls can wear a navy skirt, shorts, skort, jumper, or pants. A coordinating sweater or vest can be worn in winter months. Please label all items with your child's name. A PWA logo is preferred but not required.

On Fridays, Jr K students may wear jeans or other pants, and a shirt of their choosing.

Flip-flops are not permitted at school; students may wear sneakers or other shoes that facilitate free play.

V. Classroom and School Policies and Procedures

Books

Our Jr K students utilize textbooks and workbooks for academics. All textbooks and workbooks are the property of Prince William Academy and must be returned upon withdrawal or at the end of the academic school year. Parents are responsible for paying for lost or damaged textbooks, classroom books, or library books.

Electronic Resources - Authorized User Policy

Preschool students very rarely, but occasionally, utilize classroom computers for activities under close supervision. Preschool and Jr K students are not permitted to bring electronic devices to school.

School Hours

Our infant and toddler center is open from 6:00 am until 6:30 pm. Parents may choose to send their children from 6:00 am until 6:30 pm, or from 8:30 am until 4:30 pm. If your child will be late, or if you will be late picking up your child, please contact the office so we may notify the teachers.

Our preschool day begins at 8:30 am. Students who arrive earlier will go to the before care

classroom. Children who attend for a half day are dismissed at 12:00 pm. Full day students are dismissed at 3:00 pm.

Before and After Care

Before and after school care is available for all preschool students for an additional monthly fee. Before care is available from 6:00 am until 8:30 am, and aftercare is from 3:00 pm until 6:30 pm. Parents may choose a before or aftercare package, or pay an hourly rate of \$15/hr if they don't need the full number of hours offered.

If your child is not signed up for aftercare, but you will be picking your child up late, please call the school. A charge of \$15/hr or part thereof is due when you pick your child up. Parents who are not signed up for a before or aftercare package may utilize the program as needed by making arrangements with the office.

Snacks/Lunches

Prince William Academy is an ENTIRELY NUT-FREE school. Please do not pack nuts, or any items containing nuts, in your child's lunch or snack. We have a number of students with serious nut allergies, and ask that everyone pitch in to help us keep these children safe.

Infants and Toddlers

Infants must have formula or breastmilk available at all times at school. Parents should ensure an adequate supply; teachers will notify you via the HiMama! App if your child's supply is low. Teachers will feed the children according to the schedule agreed upon with parents. Parents should also provide baby food from home for children receiving solid foods.

Preschool and Jr K

Students in our before care program are permitted to bring a breakfast from home. All preschool students should bring a morning snack as well. Any drinks brought to school must be in a sealed or leak-proof container. All containers and water bottles should be labeled with your child's name.

Please ensure that all snacks are nutritious; we ask that sugar or corn syrup not be one of the first

three ingredients.

Students may bring lunch from home, or purchase one here at school. We recommend that students use a thermos or ice packs to regulate the temperature of food brought from home. Microwaves are available in the school for reheating, but children may have to wait to heat their food.

You may also choose to purchase lunch from the school daily; a monthly menu is available at the front desk, online, and in our weekly family email. Toddlers and preschool students pay \$4.15 and elementary students pay \$4.60 per day, including milk.

School lunches must be paid for in advance; parents can pay for the week, or up to two months at a time. Lunch packets are available at the front office and in our weekly family email.

Students who attend aftercare should have an afternoon snack sent from home.

Lunch Schedule

Our typical lunch schedule is as follows:

Toddlers (under 2): 12:00 pm – 12:30 pm in the classroom

Preschool 2s and 3s: 12:00 pm – 12:30 pm in the classroom

Jr K: 11:30 am – 12:00 pm in the lunchroom

Birthday Parties and Special Events

Parents are allowed to arrange small in-class parties for their child's birthday; arrangements must be made with the child's teacher and the front office. We prefer that any snacks brought to share be healthy. **Please do not bring birthday cake or cupcakes for children under 2.** Balloons, decorations, and gift bags are not permitted and we ask that anything provided for the class be small and easily distributed by the teachers. Parents must provide any plates or cutlery needed for an in-class birthday celebration.

Personal Items at School

Please note that Prince William Academy is not responsible for any lost or stolen items. We strive to ensure that your child's belongings are taken care of with respect, but it is the parent and child's responsibility to be sure that they have all of their belongings with them before they leave for the

day. All personal belongings must be clearly labeled with their name. Items of value should be left at home. Preschool students are not permitted to bring electronic devices or phones to school.

Infants and toddler and preschool children should have a change of clothes, including underwear, in their cubbies to have on hand if needed. Please label all items with your child's name, and be sure to change them out according to the weather.

Naps

Pillows and stuffed animals are not permitted during naptime due to licensing regulations.

Infants and toddlers should have a fitted crib sheet for naptime. It will be washed regularly at school, and sent home on the weekends for washing.

2s and 3s preschool students take a nap every day. Parents should provide a fitted cot sheet and blanket for naptime. Bedding will be sent home on Fridays for washing. Naptime is from approximately 12:45 until 2:15.

If you do not wish for your preschool student to have a nap, a special classroom is available. Please speak with the office about making arrangements.

VI. Health Policies and Procedures

Prior to attendance, all students must have a VA Health Form completed and signed by a physician.

We ask that all students maintain up-to-date vaccinations. In rare instances, we may grant religious or health-related exemptions to families who do not vaccinate their children. **However, parents should be advised that unvaccinated children will be sent home anytime a vaccine-preventable illness is reported at the school, and will be required to remain out of school until the risk of contagion has passed.**

We have set up the following guidelines on illness; these guidelines will be followed unless your physician states in writing that your child may attend. Keep your child home if they have:

- A temperature of 101 or above.

- Conjunctivitis (pink eye).
- Impetigo.
- Diarrhea (more than one instance in a 12 hour period).
- Vomiting.
- Severe cold with fever.
- Contagious disease (i.e., roseola, strep, fifth disease, chicken pox, scarlet fever, Coxsackie's virus, croup, hand/foot/mouth, etc.).
- Head lice (child must have 1 treatment and parents must agree to additional treatment 10 days later).
- Ring worm.

We know that keeping a child home may impose difficulties. However, please understand that bringing an unhealthy child to school may affect the health of other children and staff. If treatment requires medication, children must be symptom-free for 24 hours without medication before they may return to school.

Sickness

If a child becomes ill, (i.e.: fever, vomiting, diarrhea, rash, etc.) during school hours at Prince William Academy, parents will be notified and asked to pick up their child within the hour. **All parents should have a plan in place that allows for prompt pickup of their child by another party if they cannot arrive in a timely fashion to pick the child up themselves.**

A child who is suspected of having a communicable disease will be isolated from the other children. The child may return to school when they are symptom and fever free and without medication for 24 hours. Parents will be asked to sign a form at pickup acknowledging our policy that the child must be healthy before returning to school.

Please notify the office immediately if your child is exposed to a contagious disease. We will communicate such information to other parents in the classroom.

All parents will be given notice if a child in the program has been reported as having a contagious disease. Notices will include information on symptoms and general information on the contagion.

Administration of Medication

Our staff members who hold a certificate of Medical Administration Training may administer medicine to your child at school if needed. Parents must provide a form, signed by the child's doctor, stating the need for the medication, the frequency of administration, and the dosage. This applies to both prescription and over-the-counter medication. No medication of any kind will be given to students who do not have the form signed by their physician.

Allergies and Emergency Medical Information

Any allergies to food, chemicals, or other materials **MUST** be listed in the "Allergies" section of your child's information form. This information will be placed on a master list and posted in all classrooms, to be utilized by staff or authorized personnel only. All staff will be informed of a child's allergies, and instructed to avoid these products.

If your child has severe allergies that may produce an anaphylactic reaction, you must fill out our Allergy Action Plan, which tells the school what procedures should be followed if exposure to the allergen is suspected or known to have occurred. If your child requires an epi-pen, you must provide one to the office; it will be kept locked in our medical cabinet to be used as needed. Your child's epi-pen will be taken along on any outing outside the school.

Emergency Procedures

Staff will treat children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings, and stomach upsets, taking note of specifications on the child's health form. An Accident Form will be sent home for all injuries. Sick children will be isolated from other students and have their condition monitored as they wait for parental pick-up. Parents will be informed of any First Aid given to their child. If their child's symptoms persist, parents will be asked to pick up their child as stated in the Health Policy. In the case of a major emergency such as broken bones, puncture wounds, etc., the child will be transported by ambulance to the nearest medical facility. Health forms on file will include child and parent information, emergency numbers to utilize when parents cannot be reached, and a medical release to seek treatment if parents cannot be reached. These forms must be filled out and on file before your child can attend school. Payment for any resulting medical bills is the sole responsibility of the parents.

VII. Behavior and Discipline

Preschool rules

Every student must have the opportunity to achieve his/her potential in a safe, caring environment. For this reason, Prince William Academy has adopted a common set of school rules to help create a positive learning environment for all our students. All students are expected to follow the school rules in order to provide an environment conducive to learning and fun. It is our belief that if we work together as a team to encourage good behavior and enforce our policies when necessary, we create an environment in which children can thrive.

Children in our preschool program are learning to socialize, and to interact with their peers, and our teachers are there to guide them through this stage of development. In the preschool, children are expected to listen to and respect the authority of their teacher, and to learn the boundaries that govern social interaction.

“Quiet time” may be used to help a child refocus or calm down if he or she is having trouble following the rules. Each classroom has a quiet reading corner where a child may sit away from other children for a time if needed.

Hitting, punching, slapping, pinching, biting, or otherwise attempting to cause physical harm to another person is not tolerated. Teachers will address such actions immediately, by sending the child for quiet time, and talking with the child. If the behavior persists, the child will be sent to the principal’s office, and parents will be asked for a conference to develop strategies for addressing the behavior at home and at school. If further instances of the behavior occur, the student may not be allowed to continue at Prince William Academy. We strive to maintain a healthy classroom environment for all students, and violent behavior by any child cannot be allowed to disrupt the classroom, or compromise the safety of other students.

Preschool students must learn to respect the school and its property, to care for their own belongings, and to respect the belongings of others.

Use of inappropriate language may result in a visit to the principal’s office.

Cafeteria Rules

Our Jr K students eat lunch in the cafeteria, and will be expected to follow the following rules:

- Talk in a regular voice--no loud talking or yelling.
- Practice good table manners at all times.
- Clean up if you spill something.
- Put all trash in appropriate containers.
- Keep food in cafeteria.
- Stay at assigned eating table.
- Listen at all times to adult supervision.
- Leave your assigned eating table washed and floor area swept for the next class.
- Push in your chair when you get up to leave the cafeteria.

Students who deface or destroy school property willfully, maliciously or carelessly will be charged with the full amount of damage in addition to the disciplinary procedures outlined in this section.

Positive School-Wide Recognition

Preschool students are praised throughout the day for positive behavior. Jr K students also participate in our Principal's Scholar Awards, which are held monthly to recognize students who exhibit specific virtues, such as "Courage," or "Persistence."

VIII. Diapering and Toilet Training

Infant and Toddler and 2s parents must provide diapers, wipes, and any ointments to be used for their child, and are responsible for maintaining a supply of these items at school. Infants and toddlers are changed as needed, and diapers are checked at very frequent intervals. Infants, toddlers, and 2s will receive a daily report that includes frequency of diaper changes and bowel movements

Please notify teachers if your child has or is prone to diaper rash. If you wish for us to utilize ointments or creams, you must fill out a Medicine Administration Form, which you can get from the front office.

Toilet training takes place at home, but our teachers are willing partners in your efforts to establish this routine. Toilet training can begin in our toddler room; we expect that toilet training will be taking place sometime during your child's time in our 2s preschool class. Typically

children cannot move up into the 3s preschool class until they are toilet trained.

IX. School Work and Grading System

In Jr K, teachers may assign enrichment exercises or workbook pages for students to complete at home. Homework is optional in Jr K, and children will not be penalized if they do not participate in it. However, in Kindergarten, children will have homework, so doing some in Jr K can help set up a routine for success.

Progress Reports and Grading Scale

Progress reports will be made available four times per year, via Chalkable. Parents will be given login information for Chalkable and user instructions before the first grading period.

Preschool students do not receive letter grades, but are assessed on various benchmarks, referred to as “standards” according to our grading system. Our standards marks are BL for “beginning learner”, DL for “developing learner,” and SL for “secure learner.”

Conferences

Please notify your child’s teacher if you would like to schedule a conference. Teachers will make every effort to meet with you before and after school hours, or if possible during nap hours.

Extended Care

Prince William Academy offers before and after school care programs. Before-care is available from 6:00am to 8:30 and after-care is available until 6:30pm. Our facility is open year round, except for federal holidays and days with severely inclement weather. Please see the calendar for specific dates.

All school rules and regulations apply during extended care.

Extracurricular Activities

For the convenience of our families, outside vendors conduct enrichment classes onsite after school hours. These enrichment classes are offered for a fee and are not connected to Prince William Academy’s tuition or payment plans. They include soccer, martial arts, musical instrument lessons, and dance lessons. Please see the front office for details.

X. School Communications

Preschool parents will receive regular updates from teachers, or grade level coordinators regarding in-class activities and special events. Teachers are always available to discuss individual children's progress or any parental concerns, and can be reached via email. Please do not call your child's teacher during school hours so as not to disrupt teaching time. If you need to get a message to your child's teacher, the front office will gladly relay it for you. You can reach the front office by calling 703-491-1444 or emailing office@princewilliamacademy.com.

Infants and toddler and 2s preschool teachers send daily updates to parents via an online app, HiMama!. When a child enrolls, parents will be given information on how to utilize the app. Teacher send updates and photos, and let parents know when certain supplies, such as diapers, need to be replenished.

PWA sends a regular weekly email each Friday to all families containing need-to-know information, schoolwide updates, calendars, and links to important forms. Parents should ensure that the office has their preferred email address to be included in the email list. **Please read this email weekly for important information.**

The office will also send out important messages regarding inclement weather, changes to schedule, etc. Please ensure that you open any email from the PWA office.

Monthly invoices are sent via email.

Text Message Alert System

PWA utilizes a free text message alert system to notify parents of changes to schedule, school closings due to inclement weather, and other vital information. This is the most effective way to spread the word quickly when needed, so we ask all families to opt in to this program. **Please simply text PWA (all caps) to 33222.** You should receive a welcome message promptly. Please let the office know if you need assistance with this.

Contact Us

Our website is www.princewilliamacademy.com. You can also visit our Facebook page (Prince

William Academy, Lake Ridge, VA) to connect with other parents or to receive and view updates and pictures. You can reach our Executive Director, Dr. Samia Harris, via email at drsamiaharris@comcast.net. You may also contact our Principal, Dr. Rebecca Nykwist, at rnykwist@princewilliamacademy.com, or by calling the school at 703-491-1444.

-----Cut and Return to the Office-----

Parent-Student Handbook Acknowledgement

I _____ have read and understand all the Policies and Procedures in the above document and am aware of my parental responsibilities to follow and abide by the polices/procedures set forth by Prince William Academy. My child's name indicates that we have discussed these policies and rules together. This form must be submitted to the office upon receipt and review. Please note: failure to sign this form does not remove the expectation of adherence to the school's policies and expectations.

_____ Parent/Guardian Name (please print neatly) Date _____

_____ Parent/Guardian Signature

_____ Child's Name