



# Paran Preschool

at **Restoration** CHURCH

## Policy Guide

*January 2020 Revision*



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# Paran Preschool

## Mission and Vision

Paran Preschool is a half-day nursery school on a mission to provide a nurturing, developmentally appropriate, Christian environment for children as they begin their journey to become lifelong learners. We strive to achieve this mission by:

- Preparing children for primary school by meeting their cognitive, social, emotional, language, and physical needs.
- Giving children predictability and structure while allowing for space for creativity and flexibility.
- Stimulating a child's growth through love, awareness, and appreciation for God's creation.
- Offering a Christian-based curriculum where differences in culture, ethnicity, gender, and ability are respected and valued.

## What Sets Paran Apart?

We believe there are **three distinctive features** of our preschool that set us apart from other quality preschool programs in the Charlottesville area. **First**, Paran offers **lower than average student-teacher ratios**. Our children are given more individualized attention, and thus they receive higher quality learning. **Second**, Paran operates in a **family-oriented environment**. Parents are always invited to visit and encouraged to volunteer to support their child's preschool education. **Lastly**, Paran offers an **inclusive, Christian environment**. While our curriculum includes a Christian faith-based component, *children are not discriminated against for any reason including race, gender, religion or national origin*. Students who currently attend represent a broad range of religious and ethnic backgrounds. Paran Preschool is a ministry of Restoration Church (UMC) and is thus accountable to the standards of the United Methodist Church at all levels.

## About Our Name

In April 1992, the school was approved by the Albemarle County Board of Supervisors to operate a preschool. The church building where the preschool operates was completed in October 1991 for Paran United Methodist Church (later changed to Grace UMC), from which we derived our name, Paran Preschool.



# Paran Preschool

## Location

Paran Preschool is located at Restoration Church (UMC) in northern Albemarle County at 5145 Dickerson Road, Charlottesville, VA 22911. The facilities on site offer classroom and office space, a fenced playground area, and use of the social hall and kitchen by Paran Preschool as needed. There is a child-sized bathroom located within one of the classrooms, and there are two separate adult-sized bathrooms available for use within the building. The Preschool is covered by the building's property and liability insurance policies on the premises as well as on field trips.

## Enrollment Overview

Paran Preschool currently offers four primary program options:

- A Mother's Day Out (MDO) Program on Mondays/Wednesdays/Fridays or Tuesdays/Thursdays;
- A 2-Day Program on Tuesdays and Thursdays;
- A 3-Day Program on Mondays, Wednesdays, and Fridays; *and*
- A 5-Day Program on all five weekdays.

*Note: Additional options may be available upon request depending on current enrollment levels and at the discretion of the Director.*

Children are accepted and enrolled on a "first come, first serve" basis. The Preschool follows the Virginia State Public School Guidelines for enrollment age and children are placed in classes according to their age as of September 30. For example, a child must be age 2 on or before September 30 for enrollment. However, children between the ages of 24 months and 35 months of age may be enrolled per the discretion of the Director. Those children who will be turning age 5 after September 30 and thus ineligible for Kindergarten in public schools, may be enrolled. To insure a safe, comfortable learning environment, the Preschool reserves the right to withdraw any child if s/he exhibits behavioral incompatibility with our program.

As part of the enrollment process, certain information about your child will be required by Preschool policy, including allergies, immunization, and guardianship information. In addition, specific documents *must* be viewed according to VA State regulations, including an original or notarized copy of your child's birth certificate. Please be prepared to provide us with this information upon enrollment.



# Paran Preschool

## Enrollment Process

In order to enroll your child at the Paran Preschool, complete the following steps:

1. Contact our Director, Marion Hight at 434.973.9077 or via email at [marion@restorationville.org](mailto:marion@restorationville.org) and schedule a visit.
2. Visit Paran Preschool and tour our school location at Restoration Church (5145 Dickerson Road, Charlottesville, VA 22911). If your tour is during our school year, you can meet our staff too. Pick up an Enrollment Packet and read all the enclosed information.

*Optional: Make arrangements with the Director to observe and visit the classroom and to engage in a personal interview.*

3. If Paran Preschool will suit your needs, complete and sign the Enrollment Form and Contract. Please be sure to initial that you have read, understood and agree to be bound by the Policy Guide.
4. Mail completed Enrollment Form and Contract along with your annual *non-refundable*, enrollment fee and the last month's (May) tuition payment to:  
Paran Preschool  
5145 Dickerson Road  
Charlottesville, VA 22911
5. During the Summer, your child will receive an email inviting him or her to attend our Back to School Open House near the end of August. This visit will be separate from our Annual Parent Orientation (see **page 14** for more information).
6. Prior to the start of the school year, submit the required Immunization Form (available at most physicians' offices) to the Director and present an original or notarized copy of the birth certificate for recordation by the Director (This is required by State law.)
7. Bring your child to his or her first day of school during the week following Labor Day (school ends the Friday before Memorial Day)!



## Tuition and Fees

As part of the Enrollment Process, Paran Preschool requires a completed and signed Enrollment Contract, which outlines all financial expectations. There are two financial components of these financial expectations, an annual, *non-refundable* Enrollment Fee and Monthly Tuition payments. Here are the rates approved for the **2019-20 school year**:

**Annual, non-refundable Enrollment Fee** **\$100**

*(Note: When student re-enrollment occurs during the previous school year, this fee is reduced to \$50. Siblings are also eligible for this reduced fee of \$50.)*

### **Activities/Supplies Fees**

At this time, Paran does not charge any annual activities or supplies fees. Activities are funded through direct fees on a participation only basis. (For example, if your child will be going on a field trip, s/he can pay for that activity directly.) Requests for supplies are made and appreciated from parents on an as-needed basis.

### **Monthly Tuition**

- **MDO Program (Monday/Wednesday or Tuesday/Thursday)** **\$165/mo.**
- **MDO Program (Monday/Wednesday/Friday)** **\$205/mo.**
- **2-Day Program (Tuesday/Thursday)** **\$195/mo.**
- **3-Day Program (Monday/Wednesday/Friday)** **\$235/mo.**
- **5-Day Program (Weekdays)** **\$295/mo.**

**NOTE: We offer a \$10/mo. off our regular tuition rates as a sibling discount.**

**BOTH the annual, *non-refundable* (re)-Enrollment Fee and the last month's (May) Tuition payment are due at the time of enrollment to ensure a reserved space on our enrollment list.** Because our class sizes are limited, we cannot guarantee a reserved spot without the appropriate fee payments.

Monthly Tuition is due monthly at the beginning of each month from September through April.



## Payment Policies

1. Tuition is due on the first day of school each month. A late fee of **\$25.00** will be added if a monthly tuition payment is five (5) days late.
2. Prepayment of tuition is permitted and appreciated.
3. If a child enrolls in the middle of a month, tuition will be pro-rated for that month.
4. No adjustment in monthly tuition will be granted if a child is absent from school. Preschool expenses continue even though your child may not attend that day.
5. Tuition according to your contracted plan will remain the same every month regardless of days missed due to illness, holidays or inclement weather. **In the event of unforeseen school closings, the Preschool will consider make-up days if appropriate.**
6. Children will be registered for specific days of the week. Exceptions regarding days attended will be at the discretion of the Director and may be accommodated for special events such as parties and field trips.
7. If you must withdraw your child from the preschool due to an unexpected circumstance (such as family relocation or military redeployment), **please give us 30-days written notice**. You will not be required to pay tuition after this 30-day period. **Please remember that your last month's (May) tuition payment is non-refundable after September 1<sup>st</sup>.**

## Classroom Management and Behavioral Expectations

Our philosophy concerning appropriate treatment of early childhood behavior is based on the understanding that each child is an individual, not only in terms of personality but also development. Therefore, our curriculum and our behavioral expectations are “age and stage appropriate”. We strive to meet the needs of each child with reason and respect. Limits and rules are appropriate, consistent, and understandable to the children.

The young child attending preschool is venturing from his or her home environment for the first time into a world of other children, classrooms and teachers. At Paran Preschool we



strive to guide the children as they learn appropriate social behavior by modeling and positively reinforcing acceptable behaviors and problem solving strategies.

Intervention of inappropriate behaviors occurs on two levels. Redirection to a more positive behavior is attempted first. If this is inadequate, and particularly if the behavior is potentially harmful to the child or peer, the teacher will remove the child for a brief timeout and discuss more appropriate behaviors with the child. A timeout follows the rule of thumb of one minute per year of age of the child. Timeouts rarely occur as the teachers use conflicts and problems as an opportunity to teach children constructive ways of resolving disputes. Behavioral interventions are always neutral and nonjudgmental and never demeaning to the children.

***There will be no discipline that is associated with:***

- 1. Denial of food or a snack***
- 2. Embarrassment***
- 3. Corporal punishment in any form***

### **Inside Behaviors**

All children will be expected to comply with the following rules and behavioral expectations while on the Restoration Church property:

1. Running is allowed outside in grassy areas only.
2. Loud voices should only be used outside. When indoors we speak with an “indoor voice”.
3. Close doors quietly and carefully.
4. An adult must accompany children at all times.
5. Children are encouraged to respect themselves and others. They will be taught conflict resolution strategies to enable them to interact well with each other.

If a child consistently displays disruptive or injurious behavior that cannot be modified in the school setting, the Director will be consulted. A parent conference may be arranged to determine a better strategy.





## Health Policy

If your child has any allergies or dietary restrictions, you must specify them on the enrollment form where indicated. While we will endeavor to accommodate those allergies and/or dietary restrictions we reserve the right to deny admittance to our preschool. It is the responsibility of the child's parent or guardian to provide the child with all necessary everyday items like crayons, paint, clothing, food, drinks and/or snacks appropriate to the child's allergies and/or dietary restrictions. Furthermore, the parent or guardian will provide the staff with appropriate guidance in recognizing any allergic reactions. If a child suffers an allergic reaction or becomes ill or injured while at school, the parent or guardian will be notified at the emergency phone number provided on the enrollment form and if, in the school's opinion, the child's condition warrants, the child may be taken to a hospital emergency room for attention. By enrolling the child, the parent or guardian waives all claims against the school, its staff, and Restoration Church arising out of a child's allergies and/or dietary restrictions.

**All children are required to be certified by their physician that they are current with all immunizations**

<http://www.vdh.virginia.gov/content/uploads/sites/11/2016/04/Min-Requirements.pdf>

Exceptions can be made when submitting the following form:

[http://www.vdh.virginia.gov/content/uploads/sites/11/2016/04/cre\\_1.pdf](http://www.vdh.virginia.gov/content/uploads/sites/11/2016/04/cre_1.pdf)

**An updated immunization record must be submitted annually.**

It is inevitable that children will contract viruses, bacterial infections, and other illnesses. We ask that you, as parents/guardians, honestly determine the health of your child before sending him or her to school. If you were up frequently during the night with your child and suspect illness, please do not send your child to school simply because there is no fever. In addition, if your child has had a fever during the past 24 hours, do not send him or her to school.

If your child has been exposed to a communicable disease, we ask that you notify us promptly of the exposure (e.g., Chicken Pox, Conjunctivitis, Strep Throat, and Impetigo, Head Lice). Do not bring your child to school if the child is ill. If the child has been treated by a physician we will require a note from the physician stating that the child may return to school and does not present a threat of contagion. Do not bring your child to school if there is evidence of head lice. Parents will be notified if a child shows evidence and will be required to keep the child home until problem is resolved.

Each child will be observed upon entering school for the following symptoms:

1. Watery, crusty or inflamed eyes or eyelids
2. Glazed or reddened appearance of eyes
3. Deep cough, hoarseness or laryngitis
4. Nasal discharge that is colored and heavy
5. Unusual irritability or tiredness
6. Facial rash, sores, flushed appearance, clamminess, pallor or other unusual conditions of the skin

The classroom teacher will be aware of changes in your child's behavior or appearance:

1. A sudden pallor or flushing of the skin
2. Unusual number of trips to the bathroom
3. Vomiting, gagging, clammy and sweaty appearance
4. Fever of 100° F or greater
5. Rash or swelling
6. Irritability, sleepiness or unusual aggressiveness

If a child shows symptoms of illness during the school day, s/he will remain in a designated, supervised area, and parents/guardians will be contacted immediately. It is the parent/guardian's responsibility to make arrangements for their child to leave school as soon as possible. If parents/guardians cannot be reached by telephone, we will contact the designated emergency person. When a child has been exposed to a communicable disease or lice while attending school, the parents/guardians will be notified. We will only dispense emergency medications (i.e., an inhaler, epi-pen) as authorized and/or prescribed by the child's physician and with written consent of parent/guardian on file.

**Please note, Paran Preschool and Restoration Church (UMC) strive to be PEANUT FREE. Please DO NOT bring peanut products into our facility at any time for any reason. Thank you!**



## School Closings

Paran Preschool follows the Albemarle County Public School's schedule for holidays, snow days, and work or conference days and will be closed on those days. **If public schools in Albemarle County have a 1-hour delay, Preschool will be open from 10:00 a.m. to 12:00 p.m. If public schools in Albemarle County have a 2-hour delay, Preschool will be open from 11:00 a.m. to 1:00 p.m.** Please listen to radio or television stations for school closing announcements (or you may call the Albemarle Public School Hotline at 434.296.5886). If you miss these notifications, you may call the Director or your child's teacher. **(Note: In the event of school closings, the Preschool Director will consider make-up days if appropriate.)**

**Please remember that tuition remains the same each month** regardless of how many days might be missed because of snow, holidays, illness or other reasons not within our control.

## Drop Off and Pick Up Procedures, and Parking Lot

Preschool doors open at 9:00 a.m. **Please try to be punctual so that your preschooler will have time to settle in.** Please turn off your engine and enter through the front doors. Sign your child in by signing the attendance book and walk him/her to their classroom. Please provide any information that the teacher may need to care for your child in the form of a written note. Please provide, *in writing*, the name of any person who will be picking up your child if it is different from usual. Tell your child that you are leaving and that you will be back after they have had fun and a snack. Do not sneak out when your child is not looking because this only shakes their trust and causes them to cling harder the next day. It is not at all unusual for a child to take four to six weeks to adjust. We will call if your child is excessively upset in your absence.

Preschool ends each day at 12 noon. Please turn off your engine and enter through the front doors. Please remember to come in and sign your child out of school by signing the attendance book at time of pick up. **A ten-minute grace period will be given. After that time, a fee may be charged.**

**Please remember to *drive slowly* through the parking lot.** If you are returning late, you might be tempted to step on the gas to get to the door on time. Please remember how dangerous that can be!



## Snack Policy

Snack time is mid-morning. **Parents will provide an individual snack(s) for their child(ren) to bring to preschool each day.** Please bring a healthy PEANUT FREE snack every day your child comes to school. Please do not send candy or sticky-gooey cookies, gum or soda. We also ask that you not send popcorn, as this presents a potential choking hazard for children. Fresh fruit accompanied with prepackaged crackers, cheese or other healthy foods make great snacks. However, these snacks should be pre-cut into small bite-sized pieces. Please also bring a drink for your child, preferably in a reusable water bottle. Check with our Director if you have a question about what is appropriately PEANUT FREE and facility friendly.

## Personal Belongings and Toys

Children are asked not to bring toys to school. We have “Show and Tell Days” where the children bring a favorite toy to talk about during circle time. We will also have days when we ask the children to bring in something related to our discussion topic at circle time. All personal items should be labeled with your child’s name. **NO TOY WEAPONS, please!**

## Daily Cleaning Duties and Friday Clean Up

At the end of each school day, all floors will be swept, tables wiped and toys put away. Trash will be emptied daily and toddler bathroom sanitized.

On Fridays, the rooms used by the Preschool will be completely cleaned, floors mopped, chairs and fixtures sanitized. Toys are put away and large items are stored. Projects are placed in appropriate storage areas. Posters and charts may remain on display on Preschool bulletin boards.

## Annual Parent Orientation

Parents are invited to attend our Annual Parent Orientation in September during each school year. The purpose of this meeting is to acquaint you with our preschool, our curriculum and policies, and to offer you an opportunity to ask any questions you may have. The Director will inform you in a timely manner about the specific date and time.



## Scholarships

Restoration Church and Paran Preschool understand that the expense of enrolling your child in a preschool program may be a strain on a family's budget. Helping eligible families reduce their cost through scholarships is a key part of our program. Each family that applies for a scholarship is carefully and prayerfully considered. We strive to provide a quality preschool experience to all preschoolers and their families. Please ask the director about the application process and forms.

## **Public Disclosure Statement**

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

### **RELIGIOUS EXEMPTION**

In compliance with the Code of Virginia, Section 63.2-1716, this Center is religiously exempt from licensure and is classified as a "religiously exempt child day center."

### **QUALIFICATIONS OF PERSONNEL**

[x](#) Staff position descriptions are posted for your review in the Policy Guide.

### **DESCRIPTION OF FACILITIES**

The Center is located at [5145 Dickerson Rd, Charlottesville, Va 22911](#)

The size of the building is [5,968 Sq. F.](#)

The number of rooms used for the Center is [3 classrooms.](#)

The kitchen facilities [are not](#) being used by the Center for any meal preparation etc.

Play equipment consist(s) of outdoor playground, dramatic play area.



## **OTHER SIGNIFICANT FEATURES OF THE FACILITIES (IF ANY) INCLUDE:**

The preschool uses the chapel for additional play space.

## **ENROLLMENT/CAPACITY**

The maximum number of children that the Center will enroll is 40. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 200.

## **FOOD SERVICE (Check appropriate response)**

The Center does not intend to provide food service. Children bring their own snack and water from home.

## **HEALTH REQUIREMENTS FOR STAFF**

Staff employed at the Center MUST be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the Center.

## **PUBLIC LIABILITY INSURANCE**

The Center is covered by public liability insurance which provides coverage if someone sues for personal or bodily harm suffered during the operation of the Center as a result of negligence.

## Job Description: Lead Teacher

**Qualifications:** High school diploma or equivalent. 3 years of experience working with preschool children in a group setting. Ability to create a daily age appropriate program. Experience in lesson planning/daily program planning. Must relate well to children, have a warm and friendly personality, and can work in harmony with director and other staff members. Must be able to instruct teaching assistants and delegate activities. Must be willing to receive trainings in the education and development of young children. Must be willing to fulfill responsibilities in accordance with the center's philosophy.

**Responsibilities:** Will include but not be limited to:

1. Plan and implement age appropriate daily program, including the following:
  - a. Treat each child with dignity and respect.
  - b. Recognize and consider the individual needs of each child in relation to cultural and socio-economic background, disabilities, special talents and interests, style and pace of learning.
  - c. Help children learn to think creatively, to solve problems independently, and to respect themselves and others.
2. Supervise the classroom - instruct teaching assistants, especially when out of the room.
3. Supervise snack, play time - indoor and outdoor.
4. Lead and instruct teaching assistants.
5. Maintain professional attitudes and behavior while at work. This includes using the proper channels to air problems and complaints.
6. Participate in professional training that work for the improvement of early childhood education.
7. Maintain strict confidentiality regarding children and their families.
8. Promote a good rapport among staff members.
9. Share the responsibility of maintaining a clean room.
10. Attend outside workshops when appropriate.
11. Maintain open communication lines with director at all times.

### **General Expectations:**

1. Follow personnel policies of the center.
2. Maintain neat appearance.
3. Report problems promptly to director.
4. Come to work rested and able to deal with the demands of children.

## Job Description: Assistant Teacher

**Qualifications:** High school diploma or equivalent. Experience working with preschool children in a group setting. Must be willing to receive trainings in the education and development of young children. Must relate well to children, have a warm and friendly personality, and can work in harmony with other staff members. Must be willing to fulfill responsibilities in accordance with the center's philosophy.

**Responsibilities:** Will include but not be limited to:

1. Assisting the teacher in planning and implementing the daily program, including the following:
  - a. Treating each child with dignity and respect.
  - b. Recognizing and considering the individual needs of each child in relation to cultural and socio-economic background, disabilities, special talents and interests, style and pace of learning.
  - c. Helping children learn to think creatively, to solve problems independently, and to respect themselves and others.
2. Supervising the classroom, per the plans of the teacher when the teacher is out of the room.
3. Helping with snack time.
4. Assisting the teacher in other appropriate ways.
5. Maintaining professional attitudes and behavior while at work. This includes using the proper channels to air problems and complaints.
6. Participating in professional training that work for the improvement of early childhood education.
7. Maintaining strict confidentiality regarding children and their families.
8. Generally promoting a good rapport among staff members.
9. Sharing the responsibility of maintaining a clean room.
10. Attending outside workshops when appropriate.

**General Expectations:**

1. Follow personnel policies of the center.
2. Maintain neat appearance.
3. Report problems promptly to teacher.
4. Come to work rested and able to deal with the demands of children.