

HERNDON  
UNITED METHODIST CHURCH  
PRESCHOOL  
2009-2010 School Year  
Parent Handbook



An outreach of HUMC

701 Bennett Street  
Herndon, Virginia 20170

703-435-5688

Fax: 703-435-3863

Email: [preschool@herndonumc.org](mailto:preschool@herndonumc.org)

[www.herndonumc.org](http://www.herndonumc.org)

In Case of Emergency:

(703) 471-0627\*

*\*This number is the Church Office and should only be used if you are unable to reach the Preschool Office and there is an emergency.*

Debby Burt, Director



Leslie Petty, Office Administrator



## 2009-2010 Preschool Staff

### Office Staff

Debby Burt – Director

Leslie Petty – Office Administrator

### Teddy Bears

Margaret Clendenin  
Jennifer Skinnell

### Rainbow Bears

Carol Keesling  
Bobbie Montague

### Corduroy Bears

Kay Vassar  
Robin Law  
Linda Benson

### New Class TBD

### Honey Bears

Shari True  
Mary Glenn Mancini

### Snuggly Bears

Heather McCullough  
Sally Sullivan  
Helen Smagh

### Panda Bears

Betty Arey  
Ruth Dail  
Alice Cosner

### Music

Tammy Lemmons

### **Philosophy:**

A preschool child develops in many ways, including physically, cognitively, socially, emotionally and spiritually. At Herndon United Methodist Church Preschool the goal is to provide a safe and nurturing Christian environment, giving each child the room, the guidance and the encouragement to develop confidence through active participation in carefully designed activities. There will be opportunities to play and learn; to be curious creatively; to feel success through achievement in an atmosphere of faith, hope and love.

### **Goals:**

To emphasize the importance of the relationships with peers, teachers, staff and other adults by:

- learning to share with others and work in a group setting
- showing respect for other children and adults
- feeling care and acceptance from his/her peers

To focus on a healthy self-image, a sense of worth and the security a child needs by:

- promoting his/her creativity and self-expression
- developing his/her self-reliance and self-confidence
- experiencing self-discipline and independence

To prepare each child for future learning experiences--socially, cognitively, emotionally, physically, and spiritually by:

- making a successful transition from home to school
- developing an interest and joy for learning
- learning through his/her senses while participating in developmentally appropriate activities

To experience the environment around him/her and to better understand his/her place in it by:

- feeling success through achievements in an atmosphere of faith, hope and love
- honoring the many cultures our Preschool welcomes
- discovering the sense of community that our Preschool represents

## **Professional Staff:**

Staff members are carefully selected for their early childhood experience, educational background and dedication to the specific needs of young children.

## **Licensing:**

The HUMC Preschool is licensed under the *Commonwealth of Virginia Code of Licensing* by the Department of Social Services. The Commonwealth of Virginia helps assure parents that childcare programs assume the responsibility for the supervision, protection, well being, and safety of a child. State licensing insures a number of things that provide the greatest safety and protection for your child:

- The Preschool ensures that there will be a MAT (Medication Administration Training) Certified person on the premise during school hours, allowing for the administration of prescribed and non-prescribed medication. The training received was approved by the Virginia State Board of Nursing and meets all VA Dept. of Social Service Requirements.
- The majority of the Preschool staff has been PMAT (Pre-Medication Administration Training) Certified, allowing for the administration of emergency injections of epinephrine. It is the goal of the preschool to certify all new staff members in PMAT at the earliest possible date. The training provided has been approved by the Virginia State Board of Nursing and meets all VA Dept. of Social Service Requirements.
- Criminal Record and Child Abuse/Neglect registry checks are done on all employees
- The Preschool meets fire, safety, health and building codes
- Staff-child ratios requirements are met
- Record keeping requirements are maintained to provide a safe and secure environment
- Staff qualifications are documented
- Required lists of equipment/materials are available so that children can participate in certain activities/experiences
- Announced and unannounced visits to the Preschool by licensed staff within the Department of Social Services
- Any teacher employed in a private school who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local Department of the County or City wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll free child abuse and neglect hotline.
- Our center stresses the importance of protecting the rights and privacy of children, their families, and our teachers. The practice of maintaining the confidentiality of verbal information and written records is a basic policy of our center. This practice is in accordance with one of the primary ethical principles of professional behavior in early childhood settings.

If you have a concern and feel that you have not received satisfactory results from the HUMC staff and administration, you may call the Department of Social Services of the Commonwealth of Virginia at 703-934-1505.

## **Insurance:**

HUMC Preschool has liability insurance.

### **Registration:**

Current students, alumni and members of Herndon United Methodist Church have priority registration. Priority registration for these children begins in late January. Lottery registration is held at the end of February to fill the remaining openings.

### **Program:**

HUMC Preschool will accept children aged 3 to 5 (toilet trained) without regard to race, color, creed or religion.

4 year olds - must be 4 by Sept. 30, 2009

3 year olds - must be 3 by Sept. 30, 2009

Exception: one T, Th morning class - must be 3 years by Dec. 31, 2009

The program operates from September through May and generally follows the Fairfax County Public School calendar. Please note the exceptions on the school calendar on page 1 of this handbook.

Hours: 9:00 AM—12:30 PM.

### **Scholarships:**

A scholarship program is available for those in need of financial assistance. Please contact the Preschool Director for information.

Our Families in Crisis Scholarship Fund has been established in memory of K.C. Clendenin, daughter of Margaret and Barry Clendenin. This fund will be used to provide the means to continue a child's enrollment in our Preschool while his/her family is having a financial crisis

Families are invited to help us continue this important outreach of our program by contributing to our scholarship fund. If your means allow, donations may be made to the preschool that allow us to assist the needs of our community. All contributions will be tax deductible. In this way we will be able to continue to honor the memory of K.C.'s loving, giving and caring spirit.

### **Termination Policy**

It is Herndon United Methodist Church Preschool's policy to review continued attendance at the Preschool if the experience is no longer positive for the child or the Preschool. We reserve the right to restrict attendance or terminate enrollment if the situation remains unresolved.

### **Payments:**

Payment may be dropped off at the Preschool Office, sent with your child attached to the student tote bag or mailed to:

HUMC Preschool  
701 Bennett Street  
Herndon, Virginia 20170

Please make checks payable to *HUMC Preschool*. Any money sent to school should be placed in an envelope and labeled with your child's name, his/her teacher's name and the purpose. Please do not hand staff members tuition payments during carpool.

## Fee Schedule:

Program	Monthly Tuition	One-Time Activity Fee
2-day	\$185.00	\$30.00
3-day	\$235.00	\$35.00
4-day	\$285.00	\$45.00
5-day	\$330.00	\$50.00

**Registration fee:** \$60.00 (additional sibling - \$20.00). The registration fee is not refundable once a class placement has been made.

**Tuition:** (A 10% discount is applied to additional siblings' tuition.) The annual tuition is divided into nine equal installments. The first installment, which is an advance payment, is due May 1, 2009 in order to hold your child's place in the program. **This payment will be applied as the final tuition payment due for your child for the 2009-2010 school year.** If this payment is not received by the Preschool by May 1, 2009, your child's place in the Preschool will be forfeited. The remaining eight installments for tuition are due and payable on the first of each month beginning September 1, 2009 with the last installment due April 1, 2010. **A late fee of \$10.00 will be assessed for any installment received after the 1st of the month.**

**Activity Fee:** A one-time payment for special materials and activities is assessed at the beginning of the year. This fee is not refundable once the school year has begun.

**Lunch Bunch Fee:** Lunch Bunch is an optional program (see page 7 for more details). The fee is \$10 per session.

**Returned Check Charge:** There will be a \$10 charge for any check that is returned to us as unpaid.

**Late Pick-Up:** We reserve the right to assess a \$20 fee per occurrence for children who are repeatedly not picked up by school dismissal time. We ask your cooperation in observing our dismissal times, as staff members must stay with children until they are picked up and this does infringe upon the staff members' personal time.

**Re-enrollment Fee:** If your child is withdrawn from the program during the school year for any reason, there will be a re-enrollment fee of \$60

## Withdrawals, Refunds & Extended Leave:

The Preschool requires a 30-day written notice when a student is withdrawn from the program. Parents or guardians will be responsible for any tuition due for 30 days from the date that the written notice is received by the school whether or not the child attends during that time (i.e. – if written notice is received on January 1, the tuition for January is due; if notice is received on January 15, tuition is due for January, in addition to a prorated tuition thru February 15).

It is the parent or guardian's responsibility to notify the school when a child will not be attending for an extended period. If your child is absent from school for an extended period for any reason, but expects to return to school, tuition will be charged to reserve his place in the program. If a child is absent from school for more than 2 weeks (consecutively) without notice from the parent or guardian, HUMC Preschool reserves the right to begin termination procedures. Attempts to contact the family will be made by the Preschool. One month of consecutive absence without notice will result in termination of the child from the program. The parents or guardians will still be responsible for tuition due for 30 days from the final termination date.

Tuition refunds will be given only under the following circumstances:

- **Prior to the start of the school year** – written notice of your intent to withdraw must be received **no later than July 1, 2009** to receive a refund of the advance tuition payment.
- **After the school year has started** - A written 30-day notice must be given when withdrawing your child from the Preschool. If notice is received prior to April 1, 2010, the advance tuition may be refunded.
- **After March 1, 2010** – A written 30-day notice must be given when withdrawing your child from the Preschool. You will be responsible for the balance due for that 30 days. In addition, you will forfeit the advance tuition payment. Vacancies are not filled this late in the school year.

## Lunch Bunch

Lunch Bunch is an optional program that will begin in October. It offers the opportunity for your child to stay an hour later to eat their lunch (brought from home) and to play with friends. The fee for Lunch Bunch is \$10 per session. Lunch Bunch Registration Coupons are provided in your orientation packet (usually mailed in April or given at the time you register if after April). You may choose to register for as many or as few days as you would like. If you choose not to register and later decide you'd like to, you may call the preschool office at least one day in advance. If there are any openings, you may register at that time. Lunch Bunch payments are due with your registration coupon and can be included on the same check with your tuition payment.

To register for Lunch Bunch, Please complete the registration coupon and return it to school with your payment by the 25th of the prior month. Lunch Bunch staffing will be determined based on the number of registration forms received by the deadline. Registration forms received after the deadline will only be accepted if space is available. **Lunch Bunch payments are due with your registration coupon.** If you happen to be paying your tuition at the same time as the Lunch Bunch fee, you may include it all on one check. Lunch Bunch will run from 12:30 until 1:30. Fees are \$10 per Lunch Bunch session (one lunch). Checks should be made payable to *HUMCPreschool*. The schedule for Lunch Bunch is as follows:

- 12:30 – 1:00 – Lunch and quiet activities
- 1:00 – 1:30 – Playground/Indoor play time
- 1:30 – Carpool dismissal.

Notify us of cancellations as soon as possible. **Refunds will not be given for Lunch Bunch absences.** However, we will give you a Lunch Bunch “credit” if you let us know of an *absence one week in advance or if you call to let us know your child will be absent from Preschool & Lunch Bunch that day due to illness.* The credit can be used for a future Lunch Bunch session. Our current preschool staff members will be our Lunch Bunch counselors. Lunch Bunch will be offered on Wednesdays and Thursdays beginning in October.

### **Snack & Food Allergy Procedures:**

Snacks are provided by the child/parent about once per month for his/her class only. Teachers will prepare a monthly snack calendar for each class. Drinks, utensils and paper products will be provided by the Preschool. An age-appropriate grace will be said before snack each day. Teachers will arrange the snack schedule so that each child may bring a special snack to celebrate his/her birthday. It is our policy *not* to distribute party invitations at preschool.

Herndon United Methodist Church is a nut free building. We encourage nutritious snacks and require that all snacks be free of nuts and nut products. Please read ingredient labels carefully and avoid peanuts, tree nuts, peanut butter, nut oils, and nut traces. A food that does not contain nuts in its ingredients may be processed in a plant that processes foods that do contain nuts, which causes cross-contamination. Cross-contaminated foods are inappropriate for persons with nut allergies. For children with food allergies, strict avoidance is the only way to prevent an allergic reaction. Because of the potentially life-threatening situations that can occur when a child with a nut allergy comes in to contact with nut products, it is our policy to not serve a snack that lists any nut as an ingredient or that states it is processed in a plant that processes any nut products. If your child brings in a snack labeled as such, we will have to send that snack back home with your child and an alternative snack will be served. Label reading can save lives. As food allergies become more common, we must do all we can to provide our students with a safe learning environment. With your help, we will achieve this goal.

At Herndon United Methodist Church Preschool, any child with a food allergy that necessitates having an EpiPen must bring his or her own snack to school. Even though all parents are asked to provide snacks that are free of nuts, we cannot be positive that they will always be safe foods. If desired, parents can provide two kinds of snacks for their allergic child, one for regular snacks days and another snack for special days, such as birthdays or holidays. These snacks can be sent in daily or provided in advance and kept in the child's classroom. In addition, the classroom teachers will do special food related activities periodically. For an allergic child to eat or touch these foods, we will need written permission from the parents, after reviewing the ingredients provided by the teacher. The classroom teacher will make every effort to exclude a food that any child in her class is allergic to when planning cooking or other classroom activities. We feel this policy is the best way we can protect the children of our Preschool.

### **Medication:**

1. All medications kept at school require a Medication Authorization Form signed by both physician and parent:
  - The Physician Authorization section of the form must be completed and signed by your child's physician.
  - The Parental Permission section of the form must be completed and signed by a parent.
2. Medication containers must be labeled in permanent ink with the child's name and the dosage amount.
3. **All medication must be in its original container.** Prescription medication must be in the original container with the prescription label attached, if applicable. Epi-Pens should be brought to school in their boxes, as the prescription label is attached to the box. We can copy the label for parents who request it so that they may retain the prescription information, such as refills, date of expiration, etc. Medications should be in child resistant containers.
4. If at all possible, please send in medication that will not expire during the school year. If this is not possible, please make a note of the expiration date and replace the prescription before that date.
5. For liquid oral medications, such as Benadryl, the parent must provide the administration device with clearly marked measurements (medicine spoon, medicine cup, dropper or syringe). This should also be marked with the child's name.
6. The parent should bring the medication to the Preschool Office in a large zip-loc bag labeled with his or her child's name and class to be checked for compliance with licensing requirements. Please **do not** send medication in your child's school bag.
7. Children who have life threatening allergies requiring an epipen *must* bring medications to school before the child can begin. Please pick up medication from your child's teacher on the last day of school.
8. **Sunscreen/Insect Repellant:** It is our policy **not** to apply sunscreen or insect repellent. If a parent wishes to have these applied to their child, they may do so at home before the child comes to school.

### **Illness:**

Please call to notify the school when your child is ill and won't be attending. Illness is defined as:

1. A cold accompanied by runny nose, coughing, sneezing, etc.
2. Vomiting and/or diarrhea- keep your child home until he/she is free of either for at least 24 hrs.
3. Fever – children may return to school when they are fever free (without medication) for 24 hours.
4. A rash on the upper chest or torso.
5. Infections requiring antibiotics - return only after medicated for 24 hours.
6. Any condition that may be contagious or would prohibit your child from active participation in class.

\*Please inform your child's teacher of any allergies your child has so we can accurately observe symptoms.

\*When an illness occurs at preschool, we will call parents first. If the parents are unreachable, we will then call the emergency numbers listed on your Authorization for Emergency Treatment Form. Once contacted, arrangements should be made to pick your child up from school as soon as possible.

Parents must inform the preschool within 24 hours or the next business day after their child or any member of their immediate household has developed any reportable communicable disease as defined by the State Board of Health, except for a life threatening disease, which must be reported immediately.

### **Health Form:**

A Commonwealth of Virginia School Entrance Health Form, which needs to be completed by all **new** students, is also required. If your child was enrolled at HUMC Preschool last year we have your Health Form on file and will only need updates as they occur. This form can be downloaded by following the link on our website at [www.herndonumc.net/Table/Preschool/](http://www.herndonumc.net/Table/Preschool/).

### **Proof of Identity:**

For all **new** students, parents must provide proof of their child's identity and age which may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician, or midwife record) or passport. Proof of age and identity *must* be brought to the Preschool office for verification before the beginning of the school year.

### **Emergency Form:**

In the event a parent cannot be reached, this form provides authorization for your child to be treated by a licensed professional (i.e. paramedic, emergency room physician, etc.). This form is of the utmost importance in the event of an emergency. **A child without a completed emergency form will not be allowed to attend Preschool.**

### **Emergency Procedures:**

In the case of serious medical emergency (such as unconsciousness, broken bones, serious cuts, foreign objects in eye, nose, ear, etc.), the following procedures will be followed:

1. Call 911 and ask for ambulance. (One staff member remains with the child, while another staff member makes the call, when possible.)
2. Alert the Preschool Office Staff.
3. Call the parent.
4. Pull health and emergency forms from file in office. These forms will accompany the child to the hospital. Be sure to inform another staff member of the hospital to which the child is being taken so that this information can be conveyed to parents.
5. The staff member who knows the child best will remain with the child and ride to the hospital with the child, unless the parent has arrived and feels that it is unnecessary. The staff member will stay at the hospital until a parent arrives and feels comfortable being left.
6. Notify the Preschool with an update of the situation as soon as possible.
7. Upon return to the center, the staff member will complete an accident report and give it to the Director.

When a less serious injury occurs, parents will be notified by phone or written note, depending upon the degree of injury.

### **Emergency Preparedness**

HUMC Preschool will do everything in its power to protect your children should an emergency occur. Your child's safety and well-being are of utmost importance to the staff at HUMC Preschool. We will make decisions based on the knowledge provided by our community of professionals, but welcome any thoughts or suggestions you may have to offer for our consideration. Our complete Emergency Preparedness Manual is available in the Preschool office for anyone wishing to review it. Please see Appendix A of this handbook for our Emergency Preparedness Plan, including evacuation routes.

### **Inclement Weather and Delayed Openings:**

We typically follow the Fairfax County Public School schedule for closings due to inclement weather, however the final decision is at the Director's discretion. Fairfax County schedule changes due to inclement weather are broadcast on most major radio stations, local network TV stations and Fairfax County School TV (cable TV – Channel 21). You can also sign up for the Fairfax County Keep In Touch Service, which delivers email messages to you regarding school closings and delays. To sign up for this service, visit [www.fcps.edu](http://www.fcps.edu) and click on the "Keep In Touch" button. Additionally, the voice mail at the preschool phone number will include any schedule changes. Our hours will change as follows:

**Delayed Opening:** When Fairfax Co. Public Schools have a **TWO** hour delay - we open at 10:00 and close at our regular time, 12:30.

**Early Closings:** When Fairfax Co. Pub. Schools close **TWO** hours early, we will close at 12:30.

**Makeup days:** It is our policy **NOT** to make up days lost due to inclement weather. However, should the number of days be excessive, holiday and/or year-end schedules may be adjusted, based on availability.

## Discipline:

At Herndon United Methodist Church Preschool, our discipline policy is based on our belief that positive interaction between adults and children is essential. Children develop good self concepts, problem solving abilities and self-discipline when adults and others communicate with them in a positive, non-violent, and understanding manner. Our discipline methods include:

- Redirect child to another activity.
- Positive reinforcement for positive behavior.
- Natural and logical consequences.
- 1-2-3 Magic – An effective discipline strategy that involves a simple counting technique that encourages children to stop negative behavior and start positive behavior. 1-2-3 Magic was developed by Dr. Thomas Phelan, an internationally renowned expert and lecturer on child discipline and Attention Deficit Disorder. Visit [www.parentmagic.com](http://www.parentmagic.com) for additional information on 1-2-3 Magic.

The child may be taken to the Preschool Office for a brief time if he/she has difficulty regaining control or remains extremely disruptive. If the child cannot regain control, a parent will be called and the child will be sent home for the day.

## Curriculum:

Our Developmental Curriculum areas include but are not limited to: social and emotional development; language; literacy; mathematics; science; creative arts; and health and physical development. Based on these Developmental Curriculum areas we apply many approaches to learning in a great variety of creative, developmentally appropriate activities are planned and implemented in a safe, stimulating, and nurturing environment. Teachers individualize their classroom curriculum to the age group and special needs of their students.

## Typical Daily Schedule:

**Circle time:** Pledge of Allegiance, calendar, weather, songs, sharing, stories, classroom jobs, discussion of theme.

**Centers:** blocks, manipulative, dramatic play, quiet area for reading, writing, easel painting, sensory table, science, music, listening, art, etc.

**Daily Project:** small group or one-to-one theme related activity to develop fine-motor, language and cognitive skills.

**Fitness Fun:** monthly session with fitness teacher emphasizes non-competitive gross motor movement activities that reinforce listening skills and cooperative play.

**\*Snack time:** each child shares in the fun of being the “snack passer” when it is his/her turn to provide the class with snack.

**Playground:** or indoor activity room play when the weather does not permit.

**Music:** weekly session with music teacher encourages creative expression through songs, rhythm instruments, and movement, reinforcing auditory discrimination and music appreciation.

**Story time:** Christian based monthly stories with the church staff held in the Sanctuary.

**Lunch Bunch:** Lunch Bunch is an optional program that runs twice a week from October through May. It offers the opportunity for your child to stay an hour later to eat their lunch (brought from home) and to play with friends. The fee for Lunch Bunch is \$10 per session.

\*Children with food allergies requiring an EpiPen must provide their own snack.

### **School Pictures:**

All children will have an opportunity to have their school pictures taken in the Fall. The purchase of individual or class pictures is optional. School Pictures are scheduled for October 5 & 6, 2009. In addition to school pictures, photographs are taken throughout the year during the school day and at special events. If you do not want your child's picture to be taken, please contact the preschool office. When sharing any pictures online that you have taken of your child, please use discretion and do not use the name of the Preschool or of other children.

### **Tote Bags:**

Each child will receive a tote bag from the school. Encourage your child to carry it to school each day to bring home papers and projects. Children may bring toys to school only on his/her designated sharing day. Please do not allow your child to bring weapon-oriented toys and articles to preschool.

### **Potty Training:**

Children must be in underwear and be able to take care of their own bathroom needs to be considered potty trained. Please be sure they wear clothing that they can manage themselves when using the bathroom. Due to lack of proper facilities as defined by Fairfax County, we cannot hygienically handle bowel movements; therefore, a parent will be called to change their child so they can return to class.

### **Communication:**

HUMC Preschool encourages open communication between staff, parents and the director. Feedback on your child's adjustment is offered within the first six weeks of school. There will also be an opportunity for you to schedule parent-teacher conferences in the Fall and Spring. In addition, a parent may request a conference anytime during the year.

### **Parent Participation:**

Parents are encouraged to participate in the child's preschool experience. The staff looks forward to developing a partnership with parents to create unity and continuity in the child's life. Parents may assist by helping in the classroom or office and by sharing their individual talents and interests in many other ways. We welcome and encourage all parents to join our Preschool Parent Association (PPA). The PPA organizes special events for the children, plans and attends workshops and social events, and assists with preschool activities. Unfortunately, due to space limitations, we are not always able to invite siblings to preschool events. Please check with your child's teacher before bringing siblings to a preschool event.

### **Clothing:**

Washable play clothes are ideal for preschool. Each class has playground time daily, so please keep the outside temperature in mind when dressing your child for the day. **Please send appropriate outdoor wear for the season, such as hats, hooded jackets and mittens.** Students also need to wear suitable shoes for outdoor play. (*We discourage cowboy boots, clogs, backless shoes and sandals*). Umbrellas are not allowed for safety reasons. We also request that jewelry remain at home, as it tends to get lost or broken. A change of seasonal clothing should be kept at school. Please label all items of clothing clearly, as many coats and sweaters are similar.

### **Facility:**

Herndon United Methodist Church built its original building in 1987. The addition to HUMC was built in 2006 and houses the Sawyer Education Center consisting of a library and church classrooms, the Doe Fellowship Hall, and a kitchen. The Preschool occupies eleven of the classrooms in the original building with occasional use of other rooms in both buildings. There will be no more than 100 children occupying the facility at one time. Preschool doors will be kept locked at all times. This policy has been instituted for the safety and protection of our preschool children. Though our doors are physically locked, we retain our "open door" policy. When coming in to the preschool, parent will need to press the call button located outside the Preschool main entrance and a staff member will let you in.

## **Carpool:**

We encourage all parents to use this system. It has been designed for the safety of our children as well as your convenience. To maintain a smooth flow of traffic, carpool will begin 5 minutes before the start and close of each session. Please familiarize yourself with the attached carpool map prior to the start of school.

### **Carpool Procedures:**

**Arrival** – For the safety of both preschool parents and church staff or visitors, we request that everyone enter the Bennett Street parking lot using the entryway closest to Dranesville Road. Once you've entered the parking lot, please be sure to reduce your speed to no more than 10 miles per hour until exiting the parking lot. Please follow the curb along the sidewalk in front of the church to the driveway entrance that leads to the back of the building. Follow the driveway around the building to the set of double doors at the back of the building, which is the Preschool entrance (look for the Preschool sign). A staff member will assist your child in exiting your car. **PLEASE DO NOT ALLOW CHILDREN TO LEAVE YOUR CAR UNTIL A STAFF MEMBER IS THERE TO ASSIST THEM. If carpool has been completed, you must walk your child in to school and be certain that a staff member is aware of his/her arrival.**

**Departure**- After the first couple of weeks of school you will be given a card with your "carpool number". (You will have a name card for the first few weeks.) When you get in the pickup line, have your "carpool number" visible. A staff member will bring your child to your car. At arrival and departure, please put your car in park before your child gets in or out of the car. In addition, please keep automatic van doors closed until you have put your car in park and a staff member is there to either put your child in the car or take your child out of the car.

We must be able to load and unload children through a car door on the right hand side. For safety reasons, we will not be able to load children into the left side or rear doors of any vehicle. **IT IS UNSAFE FOR THE CHILDREN TO BE WALKING AROUND THE CARS.**

Any child remaining at the end of carpool dismissal will be brought to the Preschool office to wait to be picked up. The pickup person must ring the call button and come to the office to pick up the child. We reserve the right to assess a \$20 fee per occurrence for children who are repeatedly not picked up by school dismissal time. We ask your cooperation in observing our dismissal times as staff members must stay with children until they are picked up and this does infringe upon the staff members personal time.

**When not using the Carpool System**- If you choose to walk your child into or out of the Preschool, please park and then carefully cross the parking lot to the sidewalk so as not to interfere with the cars in the carpool line. Please do not cross directly in front of or in between cars in carpool line. When walking to pick up your child, please come to the sidewalk in front of the handicap parking spaces with your carpool number visible. Your child will be brought outside to join you. For the safety of those using the carpool system, we request that anyone wanting to walk their child to or from school enter and exit through the back parking lot (Dranesville Road) and not drive past the cars waiting in carpool line. The driveway used for our carpool system is a one way, single file line.

**Changes in Pick Up Routine**- When someone other than your regular carpool person will be picking up your child, you must notify us in writing. Your child will only be release to persons you have authorized in writing (i.e. on your Registration Form, Emergency Care Form, or written notice) and identification will be required from these persons.

**Transportation/Field Trips**- Herndon United Methodist Church Preschool does not go on any field trip nor do we provide any transportation.

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**If you have any questions regarding any policy of the HUMC Preschool outlined in this handbook, please don't hesitate to call the Preschool Office at (703) 435-5688.**

INSERT  
CARPOOL  
MAP  
HERE