



THE KING'S  
CHAPEL  
**ACADEMY**

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## **About This Handbook**

This handbook will help to explain our school and our operational policies further. We reserve the right to update this handbook at any time, but we will let families know if we do. Please take a few minutes to become familiar with this information, along with the Enrollment Agreement provided to you. On your Enrollment Agreement, you will be asked to acknowledge your receipt and agreement to the policies outlined in this handbook.

## **Who We Are**

### **Mission and Values**

The Mission of our school is to provide a Christ-centered, play-based, nurturing and accessible learning environment for preschoolers and pre-kindergarteners while fulfilling the larger mission of TKC to love our Savior, serve our neighbor, teach our people, and reach our world.

### **Philosophy**

Our mission is to serve and teach through well-rounded academics, parent partnership, and biblical education. We believe, at this age, most learning should be through movement, play, and scaffolded learning - the process of breaking lessons into manageable sizes, with the teacher providing decreasing levels of support as students grasp new concepts and master new skills. With biblical education as the cornerstone of our young ones' faith journey, we find it important to explore what God's word has in store for us every day. Students will learn how Bible stories from long ago apply to them today at an age appropriate level. The best way to make this all stick is through partnering with parents to encourage and promote learned skills and habits.

Each week, students will work towards their academic and developmental goals through play-based learning, paired with a different Bible lesson and memory verse. Students will thrive as we pursue academic excellence with curriculum tailored towards preschool (ages 3-4) and pre-k (ages 4-5) groups. We will foster an encouraging learning environment through providing individualized attention to student's needs through the support and care of a lead and assistant teacher in each room. Through conducting assessments at the start of each year and the conclusion of each semester we will help track areas of growth and identify new developmental objectives. Our program includes

a combination of worship, Bible stories, gross motor activities, teacher guided science and process art activities, teacher led literacy and math, child led sensory play, dramatic play and plenty of time outside.

Our curriculum is thoughtfully designed to foster early learning, creativity, social development, and spiritual growth. Through stories, teachings, and activities grounded in biblical principles, we aim to nurture both the hearts and minds of our young learners. Additionally, we have implemented comprehensive safety measures, including secure facilities, emergency protocols, and health guidelines, to create a safe and welcoming space for all.

## **The Staff**

The quality of the program is due to the quality of the staff. It is vital to attract staff that are experienced and knowledgeable in the field of early childhood. Each classroom is staffed with a minimum of one Lead Teacher and one Assistant Teacher.

The King's Chapel will conduct training and continued education in child development or special education each year for our classroom instructors. All teachers must have some level of experience with young children, education, and demonstrate a genuine interest in children. All staff members must have an initial physical, TB test, criminal records check, and a reference inquiry before employment begins.

## **Licensing and Accreditation**

Our school is state-licensed and regularly inspected to ensure everything meets or exceeds standards, including child-to-teacher ratios and safe facilities. The King's Chapel Academy is subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. If you have any questions regarding licensing or regulations, please speak with the Director.

## **Educational Programming**

### **Classrooms**

The individual developmental needs of each child are considered when placement decisions are made. Students will receive age appropriate assignments that challenge and support their academic and developmental progress.

- The Jungle Room (Preschool)- A maximum of 14 children, between the ages of 3-4 with 2 teachers. We maintain a ratio of 1:10 at all times and abide by a two-adult policy.
- The Farm Room (Pre-K)- A maximum of 14 children, between the ages of 4-5 with 2 teachers. We maintain a ratio of 1:10 at all times and abide by a two-adult policy.

## **Curriculum**

At The King's Chapel Academy, we focus on child-centered learning, developmentally appropriate practices, and the belief that 'play is a child's work.' Our goal is to develop each child's confidence, creativity, and life-long learning skills in our program.

Our BASICS curriculum is based on objectives for development and learning that focus on all the most critical areas for success: Bible, Art, Science, Investigation, Critical Thinking, and Sensory Play. These objectives are built into every classroom activity, which means that the teacher helps your child develop skills and knowledge in these critical areas all day long. Our academic curriculum is designed to promote lifelong success with early academic skills in phonics, writing, and math. Each activity will help children develop these critical skills as well as the physical, emotional, and social skills needed to promote success.

## **Assessment**

Child assessment is a vital component of all high-quality early childhood programs. Assessment is essential to understand and support young children's development. The King's Chapel Academy will conduct ongoing observational assessments. All staff members are trained in early childhood best practices which include the purpose and value of assessment and appropriate assessment tools. The King's Chapel Academy assessment policy is derived from the NAEYC and FCPS developmental standards.

### Assessment Plan

- We will maintain formal assessment alongside informal classroom assessments such as written observations, work samples, and checklists and is built into our classroom activities.
- Initial enrollment and annual forms allow parents to provide information about their child that may assist the teacher when completing assessments.
- Children are assessed 3 times a year
- Children will be assessed in familiar spaces, and assessments will be conducted by adults the child is familiar with.
- Assessments will be conducted via observation during the natural course of the child's day.
- This may include during one on one, small group, or large group opportunities.

### Assessment results

- Teachers use the information gathered during the assessment process to:
  - Identify children's interests and needs
  - Be intentional in their teaching
  - Develop goals for each child and plan for individual student needs
  - Guide instructional/environmental planning that best meets the needs of all children
  - Share progress with families by pinpointing where children are along a continuum of development and education.
- Assessment results and developmental progress is shared with parents at their parent-teacher conferences.

## **Behavior Guideline Philosophy**

Our foundational goal at The King's Chapel Academy is to help our students develop strong social and emotional skills. We use guidance, relational understanding, and well communicated consequences for discipline. Guidance is about building an encouraging

setting for every person in the group. It means helping young children understand they can learn from their mistakes, and it starts with showing them how (NAEYC).

To support our students in developing prosocial skills, we take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors.

- **Our Environment:** We provide children with exciting materials and engage them in activities that are appropriate for their age to keep them focused and attentive. We develop schedules that meet the needs of young children by avoiding long periods of wait time without activity. Yet, our schedule is flexible enough to follow the children's interests as well as their cognitive, physical, and biological needs.
- **Our Teachers:** We work to develop a strong rapport with each child speaking to children calmly, especially during redirections. We help children put words to their emotions. We use social stories to help teach our students healthy social skills. We strive to serve the individual needs of each child while ensuring the safety of young children.
- **Our Families:** We communicate regularly with families to ensure consistency in guidance between home and school. We partner with families to offer support, guidance and, if necessary, connect them with experts to help give their children the best foundation for academic and life success.

## **Guidance Procedures**

When any student at The King's Chapel Academy presents with challenging behavior, teaching staff shall follow the standards of the National Association for the Education of Young Children (NAEYC):

- Observe the children to identify events, activities, interactions, and other factors that predict and may contribute to challenging behavior.
- Teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child's appropriate behavior.
- Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the child's safety and the safety of



others in the classroom. Our response will be calm, respectful and give the child information on what is acceptable behavior and what is not.

- We will document the challenging behaviors and the intervention methods that were attempted in a log. Documentation may include incident reports, ABC charts, or Behavior Plans.
- Teacher-parent discussions regarding a child's behavior shall be held in private. They shall focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.
- All discipline decisions will always be individualized, consistent, and appropriate to each child's understanding level.

**The King's Chapel Academy does not condone or tolerate the use of physical punishment of any kind on The King's Chapel Academy property. This policy restricts parents and staff from using physical punishment on their children while on The King's Chapel Academy property. Also, The King's Chapel Academy will not tolerate psychological abuse, coercion, threats, derogatory remarks, withholding, or threatening to withhold food as a form of discipline.**

Despite these efforts, some children may continue to exhibit significant, challenging behaviors. The following steps will be completed if a child must be removed for challenging behaviors that constitute an imminent danger to the child or others:

- Make a referral to an early childhood mental health specialist or Healthy Social Behavioral Initiative specialist through the Child Care Resource & Referral and refer to the agency responsible for early childhood special education services. If a child's behavior is such that it necessitates temporary removal on a repeated basis, there should be sufficient documentation for consideration of special education services.
- Maintain documentation on file of the incident's outcomes, subsequent parent conference, and the plan developed that includes appropriate intervention strategies. The parent conference's purpose is to create a plan jointly with the family and available resources to address the specific behaviors that constitute an imminent danger (recurring violence, behavior, or aggression)

- If a child continues to exhibit persistent, severe challenging behavior that is unsafe to themselves, other children, or the teachers, The King's Chapel Academy may recommend and/or require alternative placement.
- Suppose a child with an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP) exhibits persistent challenging behaviors. In that case, special considerations are enacted due to procedural safeguards and due process rights ensured under the Individuals with Disabilities Education Act (IDEA), Parts C and B. The King's Chapel Academy will follow all state special education rules and regulations governing suspension/expulsion.

## **Biting**

Biting is a normal part of child development. Young children bite for various reasons, such as teething or exploring a new toy or object with their mouth. Biting can also be a way for toddlers to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions, and toddlers lack the language skills to deal with them. If they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting.

Biting tends to occur most often between 12-24 months of age. Biting past the age of two and a half to three is less common. For repeated biting instances with preschoolers, we may request a parent/teacher conference. The purpose of the parent-teacher conference is to discuss what may be causing the child to be upset, frustrated, confused, or afraid and therefore lead to biting. Additionally, we would develop a joint plan of action following our behavior guidance procedures listed in this handbook. If your child bites or is bitten, you and the family of the other child involved will receive an Incident/Accident Report that keeps the identity of both children confidential.

## **Enrollment**

### **Admissions Process**

Children are eligible for admission at the age of three. If space allows, enrollment will be open on a rolling basis through January. If a student turns three after January, they are encouraged to register for the following school year. Children are enrolled on a first-come, first-serve basis, depending on availability in the most developmentally

appropriate class. Children are placed on a waitlist if there is no availability in the most appropriate class.

Spaces are filled from the interest list according to the following priority system:

- The King's Chapel Academy staff children
- Siblings of currently enrolled children
- Previous The King's Chapel Academy families
- General Public

Children must be able to benefit from participation in an inclusive group setting. If, after a tour and discussion of the child's needs, it is determined that The King's Chapel Academy is not a good fit for the child, The King's Chapel Academy will attempt to give resources and information about other programs that may benefit the child and family.

### **Registration & Requirements for Enrollment**

After parents are notified of the admission date, you must complete The King's Chapel Academy Tuition Agreement (sent through Brightwheel) and pay the non-refundable registration fee.

Upon receipt of the enrollment application and payment of registration fees, the parent receives the enrollment agreement, family handbook, permission forms (photo, CACFP, sunscreen), nutrition forms (if applicable), and health and immunization forms.

On the first day a child attends school, the office must have in each child's file:

- A completed Enrollment Application, including Schedule & Tuition Agreement
- A completed set of enrollment paperwork
- Completed medical action plan (if applicable)

Within 30 days of a child's first date of attendance:

- A health assessment by a licensed physician
- A record of immunization or a completed exemption form

PLEASE NOTE: We are required to have each of these forms in our files in order to maintain our license to operate. State law requires us to exclude from school any student whose files are incomplete until we have received their missing paperwork. We appreciate your cooperation.

## **Withdrawing**

If you need to withdraw your child from The King's Chapel Academy, you must give 30 days advance notice in writing. The 30 day notice begins the day it is received in the school office. You will be charged tuition during this notice period, whether your child is in attendance or not.

## **The School Day**

### **Your Child's First Day**

Preparing for the first day of school can be exciting, but it can also be an overwhelming and anxious time – we understand! We will work with you to make your child's first day the best it can be. Don't hesitate to share any concerns you have before that first drop-off. Each child is unique in their patterns and ease of adjustment to new situations.

Be sure to talk with the staff daily during the afternoon transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment.

On the first day, we ask that you send in the items listed below. Please make sure to label each item with your child's name. These will stay in your child's backpack until needed.

- Please provide one complete set of extra clothes, including socks, for your child. It's always a good idea to keep a sweater or sweatshirt in the bag, too. Clothing should be updated periodically to make sure it still fits and is appropriate for the season.
- A child-sized tote or backpack to send soiled clothes and art projects home in.
- A water bottle is requested to be sent each day.

### **Hours of Operation**

The King's Chapel Academy operates from 8am-1:30pm. Standard hours of care and instruction are from 9am to 12pm or 1pm depending on the class. There is optional before care from 8am-9am. The facility's hours of operations for church staff are Mondays- Thursdays, 9am-4pm. For preschool related questions, Brightwheel will be the best form of communication and answers can be expected within 24 hours, Mondays-Thursdays. For emergencies during school hours please call the front desk.

### **Drop-off and Pick-up**

To ensure our children's safety, it is of utmost importance that we practice safety and courtesy while in the parking lot. Please watch out for others and drive slowly.

We have a Kiss & Ride drop off from 8:45am-9:00am. Traffic will flow through Doyle Rd, through the car port, and out the Braddock Rd exit. We want each of our students to gain the most they can from their experiences at The King's Chapel Academy. When children consistently arrive late, they miss out on educational opportunities and fun activities that the teachers have carefully planned. Drop-off will close at 9:00am meaning that families arriving after that time must park and walk students to the door. Parents will ring the doorbell to notify staff of their arrival and will be met at the door to complete the sign-in process.

Mornings can be busy times, and they often set the tone for our day. Help your child have a successful start to their day by doing the following when you and your child arrive at school:

- Sign your child in using the Brightwheel App and your check-in code. There is a kiosk at the entrance, or you can use your smart device to check in.
- If you have questions or updates prior to the start of the day please communicate them through Brightwheel to alleviate congestion at drop off.

For afternoon pick-up, we ask that parents park and walk to the front door to greet their child. This is a great opportunity for teachers to update you on the day's progress and any updates we may have. Students will be waiting in the lobby with their teacher playing an end-of-day game when you arrive. All authorized pick-ups must scan for check-out upon arrival.

### Separation Anxiety

The first few weeks of school are always a time of adjustment, and many students (and parents) feel a sense of separation anxiety which is perfectly normal. Here are a few strategies to help with the process. Remember, separation anxiety is a phase, it is perfectly natural, and it will pass.

- Make the goodbye prompt and cheerful. Giving your child "one more minute" prolongs the inevitable. As a parent, the best thing you can do is hug your child, say "I love you," and reassure them that you will be back soon.
- Establish a goodbye routine. Children crave routine, and parents who establish a consistent goodbye routine have better luck with successful goodbyes. This could be a secret handshake or a special 'I Love You' ritual. This provides a special moment between the two of you that offers a sense of reassurance.
- Trust your child's teacher. This may be difficult to do when you do not yet know them, but keep in mind that our teachers have chosen this profession because they love children, and they have a wealth of ideas and strategies to help settle an upset little one.
- Acknowledge how your child is feeling. It is important to accept and respect your child's temporary unhappiness as it is genuine and normal. Say things like, "I know you feel sad when Mommy leaves, but you will have a good time, and I will be back very soon."

Also, be prepared for regression. Sometimes a change in schedule like a long weekend or an illness that keeps your child home for a few days can make you feel like you are right back to square one. As frustrating and upsetting as this can be, it is perfectly normal. Stick to the above strategies, and you should notice a significant difference in a couple of days.

### Absences, Sick Days & Vacations

For children to learn from our program, they need to be here on a regular basis.

- Please notify your child's teacher if you know that your child will be out of school ahead of time for an appointment or vacation. If your child is sick, please notify us as soon as you can. You can send all notifications to your child's teacher via messaging within the Brightwheel app.

- If your child has been absent two days in a row for unknown reasons, a staff member will touch base with you to check in and ensure the child is well and when to expect their return.

## **Classroom Schedule**

The primary school day is from 9:00am - 12:00pm. Staff is sensitive to the attention spans of young children and plan accordingly, making activities extensive enough to be challenging and fun but short enough to avoid overwhelming a child. Each classroom has a schedule posted that lists approximate times of activities. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

## **Classroom Activities**

Teachers plan activities for the learning centers in the classrooms weekly. Teachers strive to be culturally aware and sensitive in their approach to planning. They plan concrete activities that can be modified to meet all children's needs and provide challenges in skill development.

The classrooms are organized into centers or defined interest areas. Activities are planned for each center in which the children move freely throughout each day.

## Learning Experiences

Teachers connect with and use their community's resources and the families we serve to expand our curriculum and provide additional hands-on learning experiences. In-house learning events may include cultural experiences through community members as well as a cultural experience provided by families within the center, demonstrations by community helpers, or scientific investigations.

## **Play Yard and Outdoors**

We play outside every day that weather permits. When the weather keeps us inside, we find safe and fun ways to get active indoors. Teachers plan outdoor activities to address multiple areas of skill development, including climbing, balance, and coordination, throwing, kicking, running, jumping, and exploring.

## Air Quality

The King's Chapel Academy staff monitor the conditions and make decisions using <https://www.airnow.gov/> . On days that are labeled code yellow, outdoor time will be reduced. Children will not go outside on days labeled code red, and gross motor activities will occur indoors. It is our goal to spend about an hour outside every day pending suitable weather conditions. In exceptional cases such as a child with asthma or an extreme allergy condition, a doctor's note is required outlining proper care for the child.

### **Snack Time and Dietary Needs**

Healthy, balanced snacks are just what growing bodies need! Each snack will provide a combination of at least two food groups: Fruits, Veggies, Proteins, and Grains. We also strive to add new textures and preparation styles to stimulate the senses and expand our comfort zones!

### **Water Bottles**

Please send students with water bottles every day so that we can help keep everyone hydrated! Please do not send water bottles filled with liquids other than water. This will help to keep our classrooms clean.

### **Personal Belongings**

To prevent items from becoming misplaced or lost, **please label ALL items brought from home with your child's name**. Within each classroom, each child has a hook and/or cubby assigned to them. This will provide storage space for your child's personal belongings.

### **Clothing & Shoes**

A full day at our school includes fun activities like singing, painting, playing indoors and out, dancing, and eating, so we recommend easy-fitting, washable clothes. Being comfortable lets kids focus on learning and having fun!

Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, cowboy boots, and slick-bottomed shoes often cause children to fall when running outside and limit their play. Please be sure that your child's shoes are rubber-soled and closed-toe with a closed heel or heel strap. Shoes are required for all students.



- Please provide a complete set of extra clothes, including socks, for your child. It's always a good idea to keep an extra pair of shoes and a sweater or sweatshirt at school, too. Clothing should be labeled with your child's first and last name and checked periodically to make sure it still fits.
- Please provide appropriately layered clothing to keep warm in cold weather, including mittens or gloves, caps, hoods, or hats, sweaters or sweatshirts, socks, and warm, waterproof outerwear and footwear.
- Please have your children wear sun-protective clothing such as clothing made with fabrics rated for ultraviolet protection or clothing that protects skin areas most prone to sun damage.
- Sometimes learning and fun can get messy! The King's Chapel Academy isn't responsible for lost, stained, soiled, or torn clothing.

### Belongings from Home

Your child will be provided with stimulating, educational toys every day. Please leave other toys and belongings at home, as bringing a treasured object to school can create tension between children and stress for children and staff if something is lost or misplaced.

Toy weapons (guns, water pistols, swords, shields, or other items that resemble weapons) are not permitted at The King's Chapel Academy. All personal electronics (except augmentative communication devices) brought to school must be stored in the "off" position in the child's cubby. Use of personal electronics is not permitted in the classroom. We cannot assume responsibility for lost or damaged personal belongings.

### **Change in Pickup Person**

The safety of our students is our top priority. Please notify your child's teacher if someone other than you will be picking up your child. The King's Chapel Academy staff will only release your child to the parents and guardians or the other adults you authorized on the student's Enrollment Application or within the Brightwheel App. If you need to authorize a new pickup person, please send the request via email to [school@thekingschapel.org](mailto:school@thekingschapel.org). For your child's safety, any time a person we do not recognize comes to pick up your child, we will ask for a government-issued photo ID.

### **Departure**

It is important to sign your child in and out each day. You can sign your child out via the Brightwheel app through scanning the QR code provided or typing in your designated pick up code. It's also critical that you check in with your child's teachers before leaving. The school closes at 12:15pm sharp. A late pick-up fee of \$1/minute will be assessed when a child is left beyond the center's operating hours. The late pick-up fee does not constitute an agreement to provide after-hours service. If you believe you will arrive after 12:15pm, please alert administration via the Brightwheel app as soon as possible. Failure to pick up your child or contact The King's Chapel Academy, and if you or another authorized emergency contact cannot be reached within 45 minutes after closing time, The King's Chapel Academy staff will contact the local authorities.

### Custodial & Foster Care

Some families have legal custodial orders that address who is permitted to pick up or visit a child. If there are custody orders or protection orders relating to your child, a copy must be provided to The King's Chapel Academy for your child's file. This information is confidential and solely for the safety and well-being of your child. Families must update the Preschool Director when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted in our centers.

For enrolled children in the foster care system, The King's Chapel Academy will need to receive a copy of the foster care paperwork. The King's Chapel Academy will release the child only to the foster parents or the child's caseworker, who must sign the child in and out on the visitor's list and provide proper identification. The caseworker must verify any additions or changes in writing (by letter or fax).

## **The School Year**

### **School Calendar**

The King's Chapel Academy maintains the right to change the calendar at any time. Tuition and fees are not prorated for illness, holidays, inclement weather, or emergency closures.

The school year will run from September 2, 2025 - May 21, 2026.

- Preschool (3-4 years old): Tuesday - Thursday from 9am-12pm
- Pre-K (4-5 years old): Monday - Thursday from 9am-1pm

- Optional before care from 8am-9am\*
- Optional Lunch Bunch for preschool from 12pm-1pm\*

\* additional fee

Holidays observed:

- Labor Day: September 1, 2025
- Columbus Day: October 13, 2025
- Veterans Day: November 11, 2025
- Thanksgiving: November 26-26, 2025
- Winter Break: December 22, 2025 – January 2, 2026
- MLK Day: January 19, 2026
- Presidents Day: February 16, 2026
- Spring Break: March 30, 2026 – April 3, 2026

### **Inclement Weather Days**

In case of inclement weather, The King's Chapel Academy decision to close will be influenced by Fairfax County.

- If Fairfax County Schools are closed, The King's Chapel Academy will close unless otherwise stated.
- If Fairfax County Schools are opening on a 2-hour delay, The King's Chapel Academy will strive to open at 9am for regular school hours pending road and parking lot conditions. Before care will be canceled for that day.

### **Celebrations & Birthdays**

Celebrations and birthdays are special days for kids, and we want to share in the fun! If you'd like to provide a small treat for the celebration, all items must be nut-free (including peanuts, tree nuts, peanut butter, and food processed in plants using nuts) and commercially packaged with ingredient statements so we can be sure we're accommodating any allergies or dietary restrictions. Please do not send in any treats or candy, which may be a choking hazard to our students. Healthy snack options such as whole-grain items, vegetables with dip, fresh fruit, fresh fruit popsicles, or yogurt are always a great choice. Please be sure to provide enough for everyone in your child's

classroom and check in with your child's teacher before the special day so they can share any tips and plan accordingly.

## **Transitioning to a New Classroom**

The King's Chapel Academy strives to make the transition from one classroom to another as smooth as possible. When the time comes to transition from one class to the next, we look at your child's developmental and maturation levels, as well as space availability in other classrooms. A letter will go home to make you aware when your child is transitioning to a new classroom. Your child's current teacher will share with the new teacher about your child's strengths, areas for growth, and supportive strategies. If you are interested in setting up a conference centered around transition, feel free to reach out to your child's teacher.

## **Communication & Family Involvement**

### **Brightwheel App**

Upon enrollment, you will receive an invite via email or text to set up your Brightwheel account. Through the app, you can communicate with your child's teacher or administration via messaging, as well as pay tuition and receive your child's daily report.

- Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthdays, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up.
- Add your payment information. Brightwheel offers secure, automated online payments that save time and give you advanced tools and reporting.

### Family vs. Approved Pick-Ups vs. Emergency Contacts

We ask that you add and edit Family Members, Approved Pickups, and Emergency Contacts on your child's profile. When adding contacts, you are given four options: Parent, Family, Approved Pickup, and Emergency Contact. Each one has slightly different functions and privileges, as listed in the chart. We do not recommend listing anyone as an Emergency Contact as emergency contacts do NOT have pick-up privileges. Only parents, family, and approved pickups may check a child out. For more information on how to add contacts to your child's profile, [click here](#).

## Check-In Codes

You must use your check-in code to ensure proper record keeping! To make this easier, Brightwheel allows you to customize your check-in code at any time. Here's how to do this from your profile in the app.

1. Tap the Edit icon next to your check-in code
2. You will see a red-orange screen with your current code displayed
3. Enter a new 4-digit code
4. If your code matches that of another staff or parent, a warning message will be shown, you can still save and use that code, but it is not recommended\*
5. Once you enter a unique code, tap the Save button

\*Please Note: If your check-in code is not unique, you will be required to take a second step and enter the last four digits of your phone number to verify your account before completing a check-in.

## Conferences

Family participation is encouraged and welcomed. The King's Chapel Academy uses Family Conferences to offer family support and communication. Family Conferences are designed:

- To guide families and teachers with a way of sharing valuable information about their child.
- To individualize the planning process for each child in the context of their family, culture, and community.
- To explore ways to use a child's family's strengths to promote growth and development.
- To create an ongoing process for recording the growth and development of the child.

We schedule two formal conferences each school year, but we encourage you to reach out to your child's teacher through Brightwheel or at pick-up if you have questions, concerns, or want an update on your child's progress. While conferences are not

mandatory, they are encouraged, as they allow parents the opportunity to follow the progress that their child is making. During these conferences, you will be provided with a written report about your child's strengths and areas for growth.

### Developmental Concerns

If at any point you have developmental concerns for your child, please reach out to your child's teacher to discuss. We are happy to provide strategies, resources, or community programs that may be of support.

### **Family Support**

While The King's Chapel Academy specializes in providing high-quality early childhood education, we recognize that our students and families may have needs outside early education. We have a variety of ways that we can support our families. These include:

- Assist families with locating community resources
- Help families obtain emergency assistance in areas such as food, clothing, utilities, housing, and counseling
- Assist families with a successful transition to school

Please reach out to [school@thekingschapel.org](mailto:school@thekingschapel.org) if you are in need of support.

### **Home Language**

It is important to The King's Chapel Academy that all families are given the opportunity to fully understand, interpret, and become involved in their child's education. The King's Chapel Academy will work with the family to provide written information in the language they are most comfortable with for any family that makes a request.

### **Confidentiality**

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with VDOE, protective services, or other government agencies will not have access to your child's records without your written authorization or court order. All The King's Chapel Academy staff members and contracted therapists must sign a Statement of Assurance of Confidentiality upon employment and annually after that.

## **Family Involvement**

The King's Chapel Academy believes that children thrive when the relationship between the family and the center is a partnership. We have an open-door policy—parents and guardians are always welcome at the center, so just let us know when you'd like to come to say hello! We strongly believe in positive two-way communication. Families are encouraged to communicate with teachers and administration in whatever way is most convenient for them. This may include by phone, notes, email, or in person. Information is shared with families through verbal conversations, the Brightwheel app, newsletters, flyers, family bulletin boards, notes, phone calls, posters, conferences, and e-mail.

Opportunities include:

- Volunteering is always welcome. We would love to have you share your time and talents with the class. We encourage you to read a book, play an instrument, or share a hobby with the children. Ask your child's teacher about the many ways you can help.

All The King's Chapel Academy employees are expected to treat all children and families with respect and dignity. In return, we expect the same from all of our families. If difficulties arise, we encourage families to share their concerns with the Director verbally or in writing. Inappropriate language directed toward staff and/or in front of children will not be tolerated. Through communication, we will work to resolve the issue. If you are not satisfied with the solution, we encourage you to contact the Executive Pastor. Please do not confront children or other parents in our program. When any member of The King's Chapel Academy community shows behavior that threatens the safety of others or shows repeated disrespect towards other members of our community, The King's Chapel Academy reserves the right to ask the family in question to leave the school immediately and terminate that child's enrollment at The King's Chapel Academy.

## **Tuition & Fees**

### **Tuition**

We know that your child's early education is important and doesn't come without a price. Paying tuition on time helps ensure that we can continue to retain our highly trained teachers and provide them a positive work experience. Information about current tuition

rates is available on our website [HERE](#). Tuition increases occur prior to the start of a new school year and typically reflect a cost-of-living increase. All tuition is due in advance of services provided and in accordance with your tuition agreement.

The best way to pay tuition and fees is online through Brightwheel. Tuition balances will generally be posted seven days before they are due on the 16th of each month.

Through Brightwheel, you can make recurring or one-time payments online using a checking or savings account for no additional fee. If you choose to use a credit card, a processing fee will be added to your payment. The King's Chapel Academy is committed to the security of your personal information online. Paper checks should be placed in a labeled envelope specifying the purpose of the check and turned in via tithe box during church on Sunday or handed to the director **during pick-up** on school days. This is the best way of guaranteeing the security of your payments. **Do not send checks in your child's backpack.**

All tuition should be paid by the 16th of the month. While we are a non-profit organization and strive to take the needs and problems of our families into consideration, we must maintain financial stability. Repeated failure to pay tuition by the due date may result in the termination of services. A late fee will be assessed on any account that has not been paid in full by the 16th of the month unless an exception is applied by the Director. Upon enrollment at The King's Chapel Academy, all families will be expected to sign a statement that they have read, understand, and will abide by the tuition agreement.

Receipts can be printed out via your Brightwheel payment portal for employer reimbursement or tax purposes.

### **Returned Checks**

There will be a service charge for any returned checks. In the event of a returned check, a money order will be due immediately, late fees will apply, and immediate termination of services may apply. Payments from customers with prior unpaid returned checks must be, from there on out, in the form of a money order or cashier's check.

### **Temporary Withdrawal**

On a case-by-case basis, The King's Chapel Academy may be able to work with families who wish to withdraw their child for ten weeks or less (i.e. due to an extended trip outside the country). If this is the case, you must send the request in writing to the



Director at least one month in advance. To guarantee the child's space upon return, 60% of the tuition that would typically be due during that time frame must be paid. If tuition fees are not paid promptly, the child's space will not be held, and re-registration will be required upon return.

## **Health & Safety**

We all know that safety comes first! At The King's Chapel Academy, our first goal is to keep children safe, which starts with paying attention to every detail - big and small. Every day at our center, you can be confident that your child is in the very best hands.

### **Daily Health Checks**

Each morning when your child arrives, we will conduct a daily health check. This is a quick physical observation where we check and observe a child's behavior/mood and physical condition, including breathing, skin, eyes, ears, nose, and mouth. Additionally, we ask that you please alert us of anything out of the ordinary we need to know regarding sleep, appetite, bowel movements and urination, mood, and behavior at home and/or unusual events.

### **Illness Policy**

We realize that it is difficult for working parents to keep their children home, but exclusion from school will help prevent contagion and promote the health and safety of your child. Children should be kept home from school if they are feverish, have diarrhea and/or vomiting, have nasal mucous discharge that isn't clear, or if they show signs of becoming sick (listlessness/drowsiness, productive cough, sore throat, ear pain, eyes that are pink, burning, itching, or producing discharge). If your child cannot comfortably participate in the day's usual activities or your child needs to stay indoors and/or have additional rest, these signs are generally indicative that the child should not be at school.

The King's Chapel Academy has established guidelines in accordance with state child care law and other best practices concerning sick children. In case of a communicable disease or condition, and at the discretion of the Director, other parents will be notified to watch for symptoms in their children.

If your child becomes ill during the school day, every effort will be made to make them comfortable, away from the other children, but with a familiar caregiver. A parent will

immediately be called to come and pick them up. The King's Chapel Academy is not able to provide arrangements to care for sick children. Parents are required to respond as soon as possible concerning the sick child when contacted by The King's Chapel Academy staff. If we cannot reach the parent within thirty minutes, we will reach out to the family's emergency contacts as stated on enrollment/annual forms. If the illness warrants, the child's pediatrician will be contacted for consultation.

It is always helpful if you can provide The King's Chapel Academy a doctor's note, when applicable.

## **Medications**

Our program will not administer prescription or general medications at this time. Medications should be administered at home before school or after pick up. Emergency medications may be administered in the event of an emergency.

### Emergency Medication

If your child requires the use of emergency medications (i.e., Inhalers and Epipens), you will need to complete the corresponding medical action plan. Blank medical action plans may be found on brightwheel , and these plans MUST have a doctor or healthcare professional's signature. Emergency medicines will be kept unlocked and easily accessible to adults but out of children's reach (at least 5 feet off the ground). This is to ensure easy access in the case of an emergency.

## **Topical Creams and Sunscreen**

Please apply sunscreen to your child before arriving at the center and dress them in hats/visors and tightly woven clothing to help prevent sunburn during outdoor play.

## **Medical Report & Immunization Record**

A record of immunizations (or religious exemption) and a children's medical report must be completed and on file at school within the first 30 days of each child's first day of attendance. Records should also include results of any screenings, prescribed medications, descriptions of any allergies, and current or chronic health conditions. If an immunization and medical report are not on file within 30 days of the child's first day of attendance, this may warrant a suspension until the documents are provided. You will be charged tuition during the suspension period.

As the child receives new immunizations, the date and type of shot or immunization should be reported to administration to be added to the child's record. Immunizations may be obtained either through the pediatrician or the [Fairfax County Health Department](#) . A schedule of immunizations can be acquired through the Center office. See <http://www.cdc.gov/vaccines/> for the current national immunization schedule.

## **Cleaning & Sanitation**

Cleaning and disinfecting are part of our broad approach to preventing infectious diseases at The King's Chapel Academy. Each classroom has a “yucky bucket” for toys that have been contaminated with bodily fluids. Contaminated toys are specifically washed, sanitized, and air-dried. All surfaces and toys are sanitized and air-dried daily upon departure.

## **Hand Washing**

Handwashing has long been established as one of the most important things to prevent the spread of illness.

In our school, hand washing requirements for staff are as follows:

- Before and after setting up snacks/food for student consumption
- Before and after helping students use the bathroom
- After handling items soiled with body fluids such as blood, drool, urine, stool, or discharge from nose or eyes
- After handling an ill child
- After using the bathroom or taking care of other personal needs (i.e., nose-wiping) and eating

In our school, hand-washing requirements for students are as follows:

- After using the bathroom
- Before and after eating food
- After sensory play

- After they have touched a child who may be sick or who has handled soiled items
- After blowing/wiping their nose

## **Universal Precautions**

The King's Chapel Academy follows universal precautions to prevent the transmission of HIV/Aids, Hepatitis B, and other bloodborne pathogens. Universal precautions refer to infection control measures that all healthcare workers and childcare providers follow to protect themselves and the children in their care from disease-producing microorganisms. The concept requires workers to treat all blood and various other bodily fluids as infected with HIV, hepatitis B virus, and other bloodborne pathogens. The King's Chapel Academy staff follow the following universal precautions when encountering blood or bodily fluids:

1. Gloves are worn for contact with blood, body fluids, mucous membranes, open wounds, and handling items or surfaces soiled with blood or body fluids. Gloves are never to be washed and reused.
2. Hands and other skin areas are washed thoroughly if they contact blood or body fluids. Hands should be washed immediately after gloves are removed.
3. Saliva is not considered by the Center for Disease Control to transmit HIV. Still, it is a body fluid, and mouth-to-mask ventilation devices will be available for resuscitation and shall be used by trained personnel.
4. Staff must review information and procedures about universal precautions, HIV/HBV infections/transmissions, and handling of infectious waste annually.

## **Toilet Training**

We understand that every child begins toilet learning at a different age and progresses at a different rate. It is our general expectation that students will be potty trained before arriving for their first day as our program is not designed to provide extensive toilet training assistance. For families that have begun the process but still need more time we are flexible to assist in the process. We also are aware that the transition to a new environment might lead to accidents in the beginning. Several complete changes of clothes and two pairs of shoes should be kept in the students bag during toilet learning.

## **Safety**

### Supervision

The King's Chapel Academy staff assume responsibility for enrolled children when they enter the classroom or are escorted by a staff member onto the The King's Chapel Academy property. Children 3-5 years of age are supervised primarily by sight, but supervision for short intervals by sound is permissible, as long as teachers frequently check on children who are out of sight.

All classrooms monitor attendance by updating their attendance records throughout the day and counting and matching the numbers of children present with names on attendance records. "Name to Face" headcounts occur throughout the day, particularly when moving about the center at every threshold.

### Injuries/Accidents

Your child's safety is of our utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Known minor injuries sustained at school are reported to parents on an Incident Report Form, of which you will receive a copy. If your child is injured in our care, our first step is to administer first aid. A first aid kit is available in the office, and each class always has a small first aid kit with them. The most common treatment is ice on bumps, soap and water cleansing, and a bandage on a minor wound. All permanent staff members are trained in First Aid and Infant/Child CPR within the first 90 days of their employment, and they must maintain their current certification every two years.

If an accident is more than minor, a parent will be called to discuss the need for possible medical treatment. If the accident is more serious, a parent will be contacted and requested to come immediately. In the event of a life-threatening illness or injury, an ambulance will be called. To ensure your child's safety, your Enrollment Agreement provides a record of names, addresses, and phone numbers of the people you have authorized to pick up your child. We ask you to keep this information current and supply names and phone numbers for your child's doctor and preferred hospital.

### Emergency Procedures

We make every effort to be prepared for potential emergencies. The King's Chapel Academy has an emergency response plan for fire, inclement weather, or if a lockdown

becomes necessary. This plan is updated annually and submitted to the VDOE. These plans are reviewed annually with the staff. Additional precautions we take in the event of an emergency are:

- Emergency phone numbers are posted by all phones.
- The King's Chapel Academy keeps an emergency “To-Go” bag in the main office and classrooms with first aid supplies and emergency contact information for all students and staff.
- Fire drills will be practiced four times throughout the year. Twice at the beginning of the school year and two more times as a later reminder during the year.
- Emergency evacuation plans are posted in each room.
- Annual inspections by the Fairfax County fire inspector. If an emergency requires evacuation, we'll notify you as soon as the children have been relocated to a safe area.

### **Mandated reporting requirements**

It's our mission to ensure all children in our center are safe and well cared for, not only while they are at our center, but at all times. Virginia law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to local law enforcement. Those who fail to report can be held accountable under the law. The law prohibits interference with an individual's attempt to report child abuse or neglect. Our school will offer full cooperation during the investigation of the reported incident.

- Should a staff member have reason to suspect abuse, they will contact The King's Chapel Academy administration and follow up with an immediate phone call to Fairfax County Human Services. If an administrative staff member is unavailable, staff members have the authority to make the call and to prepare a written report of the account.
- The King's Chapel Academy will not hire a person who has been convicted of abuse of any type, and all staff undergo a fingerprint and criminal background check before employment begins.
- All staff members are responsible for protecting all children from abuse from any child or staff member.

- All staff members are required to report any suspected cases of abuse, whether it is suspected at The King's Chapel Academy or away from The King's Chapel Academy.
- All The King's Chapel Academy staff receive training in recognizing and responding to child maltreatment, including abuse and neglect through the Ministry Safe training course.
- The King's Chapel Academy strictly prohibits the mistreatment, neglect, or abuse of any child in the program by any staff member. Any employee found in violation of the abuse and neglect policies shall be immediately terminated. If the charges are not upheld, the Director will determine eligibility for reinstatement.

## **School Policies**

### **Smoke-Free and Weapon-Free Environment**

The King's Chapel Academy is a smoke-free and tobacco-free environment. Smoking and the use of any product containing, made, or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the childcare center or during any off-premises activities. Additionally, firearms and ammunition are prohibited in all licensed childcare centers, including The King's Chapel Academy, unless carried by a law enforcement officer.

### **Transportation**

The King's Chapel Academy does not transport children to and from school or for any off-premises activities. Parents are expected to provide transportation for their children.

### **Babysitting**

The King's Chapel Academy strongly discourages families from entering employment arrangements with staff.

However, we recognize that our staff members are highly trained, wonderful people and are often the people that know your child best, next to you. Any arrangement between a family and a The King's Chapel Academy employee for employment or services outside the program and services of The King's Chapel Academy is an individual endeavor and private matter, not connected or sanctioned by The King's Chapel Academy.

## **Program Oversight**

Our program's quality and compliance with State laws are carefully regulated and evaluated annually by the VDOE. In addition, we also ask parents to complete and return an evaluation of the program intermittently. Summaries of evaluations are presented to our leadership team to enable them to monitor the quality of our services.