



Prince of Peace

Lutheran School

PARENT HANDBOOK

2026-27 School Year

(703) 451-6177 ♥ school@poplc.org ♥ www.poplc.org/school
8306 Old Keene Mill Road, Springfield, Virginia 22152

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CHURCH VISION STATEMENT

Prince of Peace builds disciples of Jesus who know God, grow together, and serve the world.

SUNDAY MORNING:

8:00am - Traditional Worship Service

9:15am - Sunday School for all ages

10:30am - Contemporary Worship Service

ANNUAL FAMILY-FRIENDLY EVENTS:

Oktoberfest

Christmas Family Chapel & Dinner

Christmas Eve Worship Service

Easter Family Chapel & Dinner

Easter Egg Hunt

CONTACT INFO:

Lead Pastor: Michael Hayes, PhD

Ministry Administrator: Brad Womble

Grow Together Director: Sara Wilson

Minister to Children, Youth & Families: Alex Lillis

703-451-5855

info@poplc.org

www.poplc.org

8304 Old Keene Mill Road, Springfield VA 22152

PARENT HANDBOOK HIGHLIGHTS & PRO-TIPS

- ♥ The love we have for children flows directly from the Father's love for us ~
"We love, because God first loved us" 1 John 4:19
- ♥ In the event we need to reach you quickly, please add:
 - the school's phone number (703-451-6177) to your contacts
 - the school's office's primary email addresses to your email provider's approved contacts (school@poplc.org, lisa.wentzel@poplc.org, debbie.gaydos@poplc.org)
- ♥ We provide a tote bag for every student to bring to and from school. Please include a spare change of season appropriate clothing in your child's bag. For our extended day program, children bring an insulated packed lunch in a bag with a handle, a water bottle with a handle, and a nap roll for rest time. Please label everything with your child's name on it. And closed toe, rubber-soled shoes are always best for school.
- ♥ Half Day classes' drop off and pick up is at each classroom's exterior door from 9:00-9:10 and 12:00-12:10. Late arrivals and early pickups come to the main school doors. Extended Day drop off is at the main school doors and pick up is at the main doors before 3pm and at door A on the front playground after 3pm.
- ♥ The school's website has a "Current Families" page where families can find our school calendar, chapel schedule, and this parent handbook.
- ♥ The main page of the school's website will be updated in the event of delays or closures.
- ♥ The online payment portal is available for families to make one-time payments or set-up recurring payments, and it is helpful to login in each time before making a payment. Bank transfers have no processing fee, and credit card payments must include the 3% processing fee. We do not send invoices, families just follow the payment schedule with tuition due the 1st of each month.
- ♥ School families have the opportunity to rent the church's party room by the upper playground for personal events at a reduced rate, subject to availability. Contact the school office for more information.
- ♥ Your child's teacher and the school administrative team are available to you as a resource throughout the school year. Please do not hesitate to reach out to us. It is our joy to partner with you during this season of your child's development and your family's life.



SCHOOL MISSION STATEMENT

To share the gospel of Jesus Christ in word and deed through excellence in education with young children and their families.

PHILOSOPHY OF EDUCATION

We believe that . . .

- + children are gifts from a loving God and they grow and develop at unique and individual rates
- + children's play and engagement are fundamental to their growth, development, and learning
- + children need experience in making choices and are active participants in their own learning
- + children learn from one another and flourish in an environment based on trust

We believe that children learn most effectively with a professional faculty and staff who . . .

- ~ are dedicated to teaching, nurturing, and loving all children
- ~ are knowledgeable and experienced in early childhood growth and development
- ~ are committed to ongoing professional staff development
- ~ are supportive of children's individual differences and learning styles
- ~ are privileged to grow a community of caring learners within the classroom
- ~ are joyful and genuine in their ministry to children, families, colleagues, and our community

A child's early and first school experiences help form the foundation for a lifetime of learning. Our faculty and staff believe it both an honor and a privilege to be in partnership with parents as their children embark upon their first journeys into formal education. It is through experiencing school in the ever-widening circle of their world that children continue to learn about attachment, trust, and community, and continue to develop a "disposition for learning" [Lillian Katz].

We believe in fostering a child's growth, development and learning in all the domains of learning, i.e., social and emotional, intellectual and language, spiritual and physical. We provide opportunities for learning that is integrated and "goes deep" and is meaningful for young children. We see how "hands-on, minds-on" learning happens when children are invited, engaged, and encouraged (as individuals and in groups) by teachers to be curious and thoughtful, wondering and imaginative, and caring and kind.

OUR PHILOSOPHY CONTINUED . . .

Children grow and learn and flourish within the context of play, espoused long ago by Jean Piaget. Not only success and competency, but also true joy and delight in reading and writing and speaking, are grown and flourish in environments that encourage playfulness and invention. As advocates and practitioners, we want to encourage learning for a lifetime and nurture the disposition to read and write and converse and learn and grow within the context of community.

It has been our experience that school families and Prince of Peace Lutheran School together make every effort to determine that our school is the best match for each child enrolled. We work with families to best decide how to meet children's growth, development, and learning needs and challenges. If a situation should arise in which, after conversations and meeting with one another, either a family or the school determines that a child's learning needs cannot be appropriately and adequately addressed here at Prince of Peace, we will do our best to work together to find alternate educational settings and services for that child.

We believe that careful observation, thoughtful inquiry, and lively discourse in a community of learners who care for and encourage one another in respectful, positive ways, generate and support learning that "sticks and stays," and makes a difference in the learning lives of children, of families, and of staff. At Prince of Peace, children learn through a variety of opportunities and interactions, through materials and activities, in a setting in which Jesus ~ the Savior promised and sent by His Father and our Father ~ is at the heart of not only the curriculum, but of our life together.



Prince of Peace Lutheran School welcomes all children and does not discriminate on the basis of race, color, national or ethnic origin.



A WORD ABOUT OUR ACCREDITATION

Prince of Peace Lutheran School is accredited by the National Lutheran School Accreditation organization.

Accreditation through NLSA is one that we intentionally and deliberately chose because it best describes, matches, and affirms the kind of educational setting and services offered by Prince of Peace Lutheran School as a quality choice for parents with young children.

After serving for many years as a national and international accreditation agency for elementary schools, NLSA initiated and developed an accreditation to specifically address early childhood settings, including preschool and kindergarten programs like ours. NLSA directs a rigorous national accrediting process designed to evaluate schools based on their unique purpose as Lutheran schools. It helps schools evaluate both the quality of the academics and programs and the spiritual dimension of a school's programs.

The accreditation process, and the subsequent annual reporting requirements, are an extra layer of accountability for our school as we work together to consider, reflect, and improve where necessary so that we can indeed be the best place and the best people serving young children. NLSA is just one more concrete acknowledgment and proof to parents of our joyful commitment to the young children and families who come to us.

As part of being accredited with NLSA, we are also a member of VCPE, Virginia Council for Private Education, and recognized by the State of Virginia as a State Accredited Preschool and Kindergarten.



PROGRAM GOALS AND OBJECTIVES

Principles of Learning

The following are general assumptions held for all children at Prince of Peace Lutheran School. These principles guide staff and faculty in planning programs based on the understanding that significant and enduring learning for young children:

- + is an ongoing, total process through which learners come to know the world
- + is an active, interactive endeavor
- + is individually planned and paced
- + must be concrete and sensory-based
- + moves from the concrete to the abstract
- + occurs when it connects with prior learning
- + occurs when it influences the behavior of the learner
- + is dependent upon the total well-being of the learner

Objectives within Developmental Areas

Because Prince of Peace Lutheran School believes that fostering learning in children is supporting their growth and development, the school's learning objectives relate to each of the developmental areas. These learning objectives are planned for all children attending Prince of Peace Lutheran School and are cited with the understanding that they will be met in age-appropriate and developmentally appropriate ways, with an attention to individual differences. Teachers plan the environment, gather learning materials and resources, and design learning opportunities to meet the following objectives:

Social/Emotional Objectives are met when children:

- ♥ enjoy and anticipate coming to school
- ♥ feel safe and happy in a place other than home, with adults other than their parents
- ♥ flourish as individuals and as members of a group
- ♥ adopt the notions of respect and esteem, forgiveness, and optimism for themselves and others in a community of caring
- ♥ seek to help others in effective and empathetic ways
- ♥ seek appropriate interactions with others
- ♥ are able to initiate, enter and sustain successful play situations
- ♥ forge friendships and successful relationships
- ♥ seek intervening help from trusted adult facilitators

Spiritual Objectives are met when children:

- † assume there is a trusting relationship with a loving God
- † experience this relationship as reflected in their own interactions with adults and others
- † experience the interactions of staff as representative of their relationship with a loving God
- † feel loved and honored and cherished by the God who made them
- † begin to experience prayer as "talking to God"
- † communicate care and concern, kindness, helpfulness, and forgiveness to one another as a "friend of Jesus" their Savior

Cognitive Objectives are met when children:

- ★ develop and pursue interests and curiosities
- ★ seek to ask and respond to questions
- ★ seek to solve problems and undertake challenges
- ★ begin to address problems themselves, and in partner and group situations
- ★ want and like to learn and teach things about themselves and their world

Language Objectives are met when children:

- ◇ use words with adults and with their peers to communicate their wants, feelings, and thoughts
- ◇ have opportunities to develop speaking, listening, reading and writing skills
- ◇ develop a love of and a disposition for conversation, books and storytelling

Physical Motor Objectives are met when children:

- ~ develop skills and strength in coordination of movement
- ~ evidence fluidity and economy of movement
- ~ feel comfortable and enjoy a variety of motor activities and pursuits
- ~ develop skills and a lifelong disposition for body movement, exercise, and sports
- ~ develop a respect, liking and caring for one's own body

Aesthetic Objectives are met when children:

- ♪ investigate and explore music including singing, instrumentation and listening
- ♪ explore, examine and experiment with a variety of art materials
- ♪ develop a life-long disposition for creating and appreciating music, art, drama, and dance
- ♪ seek art, music, drama and dance opportunities as ways to communicate and express ideas, feelings, questions, wonderings, and interests
- ♪ experience music, art, drama and dance as individuals and in a group

We understand that in the context of development, these objectives take time, and it is our joy to participate in this time together as children learn, grow, and flourish!





OUR CURRICULUM

The Prince of Peace Lutheran School Curriculum is designed to follow our philosophy of education and fulfill our mission ~ to share the Gospel of Jesus Christ with young children and their families through excellence in education ~ in our school community.

Our understanding of curriculum is one that is informed by constructivist theory and the Reggio approach. This view is one in contrast to curriculum planning based solely on a behaviorist theory that sees learning as a transactional process and understands curriculum as a product that is "covered" or "delivered" rather than created. We are grateful for a rich history of shared learning objectives and traditional curricular offerings along with a dynamic approach to enhancing classroom offerings based on the unique giftings of the children and teachers that embody the classroom community. In this way, we are able to create learning communities that value play as an important vehicle for learning, and that recognize and appreciate children's curiosity, interests, and desire for connection and an active role in their own learning.

Prince of Peace Lutheran School curriculum planning and development occurs throughout the year at:

- **Monthly School Faculty and Administrative Staff Meetings** which bring teachers and administrators together for opening devotions and prayer, for sharing successful classroom strategies and highlights, to plan ahead together, and to maintain our unity of purpose. Several times during the year, in addition to the director or specialists on our staff who guide professional growth and development in a number of areas, a guest speaker is invited to strengthen the work in our classrooms. Areas of study and ongoing interest include emergent literacy; learning challenges for children; the Child Find process; the aesthetic arts and music as prompting spiritual growth and development; gross and fine motor growth, development and learning; nutrition; behavioral science; neuroscience; safety and security; and documentation of learning and teaching.
- **Monthly Preschool and Kindergarten Team Meetings with the Curriculum Coordinator**, offer an opportunity for the Preschool Teams (Twos, Threes, and Fours) and the Kindergarten Team (including specialists) to brainstorm, share ideas and strategies, consider learning objectives and standards of learning, and discuss goals and calendar events for the upcoming month.
- **Training Sessions for Teaching Assistant Staff** are conducted at orientations and in-services at the beginning of the year, as well as three to four times during the school year; to equip our staff with the learning needed to meet expectations for best practices in the classroom, for encouragement and support in understanding "the Prince of Peace way," and for fellowship and devotion.



AN UNDERSTANDING OF DISCIPLINE AT PRINCE OF PEACE LUTHERAN SCHOOL

*Train up a child in the way he should go and when he is old, he will not depart from it.
~ Proverbs 22:6*

Discipline is guidance.

At Prince of Peace Lutheran School we are intentional about using positive reinforcement, teaching positive alternatives, redirecting attention or activity, and reinforcing appropriate behavior in order to foster success.

Our staff, informed and guided by appropriate expectations for children according to their different ages and stages of development, scaffold and support the growing social and emotional intelligence of children, while they nurture children's spiritual selves by loving them and by growing the awareness that together we are all becoming loving followers ~ disciples ~ of Jesus.

Our learning environment at Prince of Peace Lutheran School is structured and carefully facilitated to ensure that children see themselves as important members of a kind and caring learning community. As a community of learners, we expect and encourage appropriate behaviors for all children.

Structures that support this growth include:

- Physical arrangement of the learning space
- Teacher observation, intervention, and modeling
- Teacher's encouragement for children to name and discuss their feelings
- Age-appropriate expectations, schedules, transitions, and materials

We praise, role-model, set clear limits, and promote consistency. We guide children to make choices that are appropriate, and we encourage them to "use their words" rather than physical responses or aggression to solve problems.

For a child having difficulty with unacceptable behavior, or one who is uncooperative, we are mindful of the use of logical, age-appropriate consequences, such as being temporarily removed from the situation / group for a quiet time of reflection and redirection. When positive reinforcement and redirection in the classroom prove to be ineffective, a teacher will consult with the school principal or administrator for additional support / strategies. If the behavior persists, or if a child continues to struggle in ways that the teacher and school cannot successfully address, a parent/teacher conference will be scheduled with the school administrator to determine a future course of action.

If a child has needs that cannot be met, or is negatively impacting the learning environment and/or safety of others, we reserve the right to terminate the child's enrollment.

Prince of Peace Lutheran School reserves the right to dismiss a child when:

- A child's individual needs cannot be met
- A child's behavior disrupts the functioning of the group or is a risk to the safety of others
- Parents fail to follow the policies as stated
- Parents fail to make required school payments
- Parents are unwilling to seek recommended specialist support or intervention
- The needs of the parents cannot be met

SNACK TIME



Snack Time is a special time at school.

Teachers and Teaching Assistants model manners and enjoy conversations with the children during this special time together. Snack time is also an opportunity to experience both familiar and new tastes and textures, and to spend time with friends in conversation around the table.

We provide an assortment of healthy snacks, always keeping safety in mind. We are a **No-Nut, No-Peanut school**, which means the snacks we serve do not include nuts in their known ingredients list. And we provide water to drink during morning classes ~ children enrolled in our half day program do not need to bring a water bottle to school.

Included with our annual snack fee(s), our school provides all snacks offered during the school day, **unless** a child has a severe or life-threatening food allergy, or documented dietary restrictions, that the school is unable to accommodate within our normal system of snack planning, preparation, and distribution.*

As is increasingly demonstrated by research, lifelong healthy food habits and attitudes are influenced by early childhood experiences, and snack time together is an important part of our daily routine.

**In the case of a severe allergy or documented dietary restriction, the School Principal or Registrar will communicate with a family directly in order to determine whether the school's shared snack or snacks routinely brought from home will be the best option for the school year, taking many factors into consideration, including (but not limited to) the type and severity of a child's allergy, family preference, and whether the school has the resources necessary to safely accommodate providing a community snack. The final decision on providing a school-offered snack, after consultation with the enrolling parent(s), will be at the sole discretion of the School's Administrative Team. For children with severe or life-threatening allergies for whom snack will be provided by the school, a signed waiver form is required to be on file from the enrolling parent(s) and is available in the School Office.*

BIRTHDAYS & HOLIDAYS

A **child's birthday** is a wonderfully special day. At Prince of Peace Lutheran School, you will find that we are joyfully intentional in the ways that we recognize and celebrate a child's birthday here at school, and we create special times and memories in the classroom for each child's birthday.

As we partner together to celebrate your child's special day, and also shared holidays such as Valentine's Day, we ask that you follow these important guidelines:

**** INVITATIONS**

For a variety of reasons, we ask families to distribute invitations for parties or personal events to classroom friends privately ~ we are not able to distribute invitations at school. Please refer to the class roster, which gives you classroom families' contact information for invites.

**** BIRTHDAY & HOLIDAY SNACKS AND TREATS**

We are always delighted to celebrate together in the classroom.

To help set our classrooms up for success on those special days, we ask that families do not send in anything extra to add to the day's celebration, as we are not able to share sweets, edible snacks, party favors, party bags, or balloons with the children in the classrooms.

On birthday celebration mornings, we welcome families sending in special birthday napkins to use at snacktime.

We thank you and appreciate your support as we celebrate your children!



SCHOOL HEALTH POLICY

One of our commitments to you is to provide a safe and healthy environment in which every child can fully learn. If your child is sick or exhibits symptoms that concern you or could be contagious, please keep them home.

HEALTH CARE PLANS INCLUDING ALLERGIES

Parents or Guardians enrolling a student with a health condition, health-related need, or specific health care procedure that affects the school day, should contact the Principal or Registrar prior to starting school, so that a health care plan can be arranged.

ABSENCES FROM SCHOOL. We appreciate hearing if your child will not be in school on a particular day. Please email or call the School Office at school@poplc.org or (703) 451-6177 to notify us if your child will be absent. If leaving a voicemail message, please state: your child's name and the specific reason for the absence. If absent due to illness, please list specific symptoms and any diagnosis received. We will alert your child's teacher. Should your child contract a contagious disease or condition, such as flu, chicken pox, head lice, or strep throat, please notify the school as soon as a diagnosis has been made.

WHEN TO STAY HOME

Students with symptoms such as rashes, unusual tiredness, watery and/or inflamed eyes, fever of 100.4° or higher, sore throat, cough, vomiting, or diarrhea should stay home until symptoms are no longer present, without the use of medication or a doctor determines they are not contagious. If your child has a temperature of 100.4° or higher, your child must stay home from school for 24 hours without fever-reducing medication. If symptoms develop while your child is at school, the office will contact you to arrange for your child to be picked up. **Please add the school office phone # (703-451-6177) to your contacts so you will recognize the school is calling if we need to reach you.**

RETURNING TO SCHOOL

Many illnesses, rashes, pink eye, hand foot and mouth disease, impetigo, ringworm, head lice, etc. can be passed from one student to another. We follow the recommendations of health and school authorities to determine the timeline for returning to school, and these resources are especially helpful if recommendations for specific conditions (i.e. norovirus) deviate from the standard recommendations regarding the symptoms listed in "When to Stay Home" above. With consideration for the best interest of our school community, we may require a note from a physician from any child with symptoms of contagious conditions, stating they are no longer contagious and can return to school. In addition, recommendations may change if an outbreak has been identified at school and parents will be contacted.

Should you have any questions or concerns about your child's health and readiness for school on a particular day, please contact the School Office: school@poplc.org, (703) 451-6177

SECURITY AND SAFETY

The safety of children at Prince of Peace is a paramount concern for all of us. Limiting access to our facility is a significant factor in keeping our facility a safe place. We have a number of measures in place to maintain the security of Prince of Peace Lutheran School.

Please be aware of and abide by the following:

- ✓ All children are dropped off and picked up at the exterior door designated for their classroom / program. All exterior school doors will be closed by 9:10 AM for our morning classes. Please do not attempt to use any of the side doors for school entry once they are closed, as they remain locked.
- ✓ The only available entrance while school is in session is through the main school doors inside Playground #1, which remain locked throughout the day. To enter the school, parents ring the bell and visitors make an appointment. Children arriving after the exterior classroom doors are closed in the morning should be brought to the main school doors to be greeted and received by school staff there.
- ✓ Once school is dismissed and exterior doors are closed for the day, the office bathroom is available for families to use. Just ring the bell at the main school doors.
- ✓ The people pre-authorized to pick up a child are listed on completed registration forms. Every adult must have their ID available to show the teacher at the door so we can confirm they are on the approved list. Please inform the School Office (703-451-6177, school@poplc.org) and your child's teacher when special circumstances occur. No child will be dismissed to any person not authorized by his or her parent.
- ✓ Never leave a child or children unattended in your car, on our playgrounds, or anywhere at any time. It is against our School Policy and can be a reportable offense.



THE EMERGENCY ACTION PLAN AT PRINCE OF PEACE LUTHERAN SCHOOL

The Faculty and Staff at Prince of Peace Lutheran School seriously regard their commitment to ensuring the safety, security, and well-being of each child attending our school. We want to assure our school families that there are a variety of response and action plans in place to ensure their children's safety during their school sessions, and to address emergency and crisis situations that may arise during these times.

From having designed and implemented a school-wide security system that regulates access and entry to the building; to training onsite personnel in MAT (Medication Administration Training), First Aid, CPR, and EMAT (EpiPen Administration); to practicing fire drills; to planning for shelter-in-place during extreme weather conditions and other emergencies, we have prepared and planned to protect and care for the children in our care.

Making certain that the School Office has all the information necessary for children with special medical needs and allergies helps us keep all children safe. And Thank you for making certain what all contact and emergency care information on your child's registration paperwork is current and accurate and please inform us when updates occur. This is critically important so the school can reach you quickly in the event of a child's injury, illness, or other emergency. We also use that information to develop our Emergency Email Contact System in preparation for a school-wide emergency.

We regularly conduct fire safety and emergency drills and practices with staff and with children so that we will be prepared to move quickly, surely, and non-anxiously to our designated "safe spot." Just as you most likely do with your family in your own home, we have designated safe areas to gather and meet depending on the situation. All rooms have primary and secondary exit routes posted. For more information on specific plans for emergencies, please check with the School Office.



INCLEMENT WEATHER POLICY

Prince of Peace Lutheran School follows Fairfax County Public School system's decisions regarding weather-related closings, delayed openings, etc.

****any changes to our school's regularly scheduled operating status will also be posted on the main page of our school website****

In the event of a **school closure**, all activities at our school will also be canceled. This includes the morning extended day program, morning preschool and kindergarten classes, and afternoon extended day program.

When a **delayed opening** is announced by FCPS, the following will be true for our school:

- morning extended day care starts at 8:30am
- kindergarten class begins at 9:15am
- preschool classes begin at 9:30am
- if it is a regularly-scheduled chapel morning , our chapel service is canceled
- kindergarten and preschool classes dismiss as usual at 12:00pm
- no change to the afternoon extended day program

If the weather is such that you feel uncomfortable driving your children to school, we trust you to make the decision that is best for your family and will understand if you decide not to bring them that day.

If FCPS announces an **early closure**:

- we will announce the time that our school will also be closing. Please check our website's main page for updates

If your child is already at school and the weather seems to be getting worse, please come and pick up your child.

We always want you to be safe rather than at risk in dangerous driving conditions.

PLAYGROUNDS AT PRINCE OF PEACE

At Prince of Peace Lutheran School, we are pleased to have wonderful outdoor playgrounds. Each playground has been carefully designed, created and installed to serve certain age groups of children. All our playgrounds are fenced with secured gates.



The Front Playground (#1) is designed for our Threes, Fours, Kindergarteners.



The Dinosaur Playground (#2) is planned for children who are Two and Three Years Old

The ToddlerTown Playground (#3) is for younger children also, specifically Two and Three Year Olds



The Upper Playground (#4) is designed to serve both Fours and Kindergarteners.



The playgrounds are open and available to families when school is not in session. After our half-day classes dismiss for the day, the front playground is available until about 12:30pm. The upper playground is available all afternoon.

Our staff always keep the following thought in mind:

Playgrounds are only as safe as the adults who are supervising.

Our playground times during school sessions are planned, outdoor learning times, not merely "recess times," with teachers and teaching assistants intentionally watching and interacting with children for safety's sake, to actively support children's physical, emotional, and social development, and to embrace learning opportunities.

We are happy to have school families use our playgrounds when school is not in session. Before and after school, parents and/or caregivers are solely responsible for their child(ren)'s behavior, safety, and well-being on our playgrounds, even if school staff members are present. If our school office is staffed, our office bathroom is available for your use. After school hours, we ask parents to please accompany their children into the building if they need to use the facilities.

Thank you for partnering with us in this way!

PLAYGROUND RULES & GUIDELINES

- ♥ **Please check to see that ALL Gates are always closed.**
 - 1) only adults open and close the gates
 - 2) adults always go first, preceding children when going anywhere, especially out the gate and toward the parking lot ~ not the other way around.
- ♥ **Please keep in mind that after school,** and when your child is tired, they are less able to negotiate successfully, and more prone to accidents.
- ♥ **None of our playgrounds are designed for babies or small toddlers.**
- ♥ **ALL the slides on all the playgrounds at Prince of Peace are "DOWN Slides ONLY."** Children can choose a variety of ways to climb up to come down the slides, but they may not climb up the slides. Our language at school is "Up the stairs, down the slides"
- ♥ **Gentle touches are the only ones permitted here.**
If you see rough housing, please step in to change things in a kind and helpful way.
- ♥ **Playgrounds are for people! (no pets, please)**
- ♥ **Please do not allow any child in your care to climb on the trees, bushes, or fence.**

WORDS WE USE

If we speak the same language, and have the same expectations for children, we can help children learn and can keep them safe. Consistency helps children. If parents and caregivers as well as teachers use the same language and share the same behavior expectation for outside play, children will be more likely to play safely and successfully.

"On our Playgrounds we . . .

. . . Go up ladders and go down slides

. . . Play *under* trees ~ we don't swing on, pull or climb on trees

. . . Keep toddlers within arm's reach of a parent/guardian always

. . . Use kind words with others"



EXTENDED DAY PROGRAM

Our extended day program is designed as a safe and relaxed space for children to extend their school day at Prince of Peace.

It is a mixed age program for children ages 3 to 5. Independent daytime and naptime potty skills are required.

The program starts at 8:00am and ends at 4:30pm.

Children enroll in the extended day program for the duration of the school year, rather than participating on a drop-in basis. Once enrolled, parents are welcome to use as few or as many hours as they need.

This program follows our preschool calendar, running from after Labor Day to before Memorial Day. There are no extended care program hours available after Memorial Day.

For any enrolled child whose 3-year-old preschool class starts with abbreviated sessions, the extended day program begins on the child's first full day of preschool.

The school provides a morning and afternoon snack. Children bring their own reusable water bottle and a packed lunch in an insulated bag with a handle, both clearly labeled with their names.

As with our school snacks, lunches brought from home are expected to be free from any known choking hazards and free from any item that contains peanuts or tree nuts in their ingredients.

There is also quiet time at school each afternoon. Children bring their own sleep roll (also labeled with their name) to use on top of a school-provided cot.

In addition to snack, lunch, and quiet times, the extended day schedule includes gathering times, writing centers, games, puzzles, and indoor and outdoor play.

Religiously Exempt Child Day Centers

PUBLIC DISCLOSURE STATEMENT

Prince of Peace Lutheran School has a Religious Exemption from licensure, according to the Code of Virginia, Section 22.1-289.031, which allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 22.1-289.031, this Center is religiously exempt from licensure and is classified as a "religiously exempt child day center."

QUALIFICATIONS OF PERSONNEL

When interviewing and hiring new faculty, Prince of Peace considers the following criteria: Love for children and for the Lord, experience in early childhood education, ability to pass all required background checks, completion of training courses and health paperwork as required (including CPR/first aid and epi-pen training), and high standards of personal ethics and professional conduct.

DESCRIPTION OF FACILITIES

The Center is located at 8306 Old Keene Mill Rd, Springfield, VA 22152 .

The size of the building is 12,403 sq. ft. .

The number of rooms used for the Center is 11 classrooms and 1 main office .

Kitchen facilities are available for use by the Center: ☒ Yes ☐ No

Play equipment consist(s) of 4 outdoor playgrounds (slides & structures), indoor basketball hoops, indoor climbing structure, 'balance beam', tumbling mats, rocking boat, hula hoops

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

indoor courtyard

ENROLLMENT/CAPACITY

The maximum number of children that the Center will enroll is 160. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 190.

FOOD SERVICE

The Center provides food services: ☒ Yes ☐ No

If food services are provided, check below which snacks and/or meals are provided.

- ☐ hot breakfast
- ☒ cold breakfast
- ☐ combination (hot/cold) breakfast
- ☒ mid-morning snack
- ☐ hot lunch
- ☐ cold lunch
- ☒ afternoon snack

HEALTH REQUIREMENTS FOR STAFF

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

PUBLIC LIABILITY INSURANCE

The Center is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Center as a result of negligence: ☒ Yes ☐ No



PARENT/GUARDIAN ACKNOWLEDGEMENT STATEMENT

Acknowledgement

I acknowledge that I have read, am familiar with, and agree to adhere to the policies and regulations as detailed in the Prince of Peace Lutheran School Parent Handbook for the school year 2026-27. As my child's parent or legal guardian, my signature below represents my family's acceptance of the policies included in this handbook.

Please sign this form and return it to the school office by September 8th, either printed or via email to school@poplc.org.

Thank you!

Child's Name _____

Parent's Name _____

Parent's Signature _____

Date _____

Questions? Please contact the School Office
703-451-6177, school@poplc.org