



Prince of Peace

Lutheran School

PARENT HANDBOOK

2024-25 School Year

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PRINCE OF PEACE LUTHERAN SCHOOL

PARENT HANDBOOK

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Mission Statement

Prince of Peace Lutheran School

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

Vision Statement

Prince of Peace Lutheran Church

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



THE PHILOSOPHY OF EDUCATION AT PRINCE OF PEACE LUTHERAN SCHOOL

We believe that . . .

- + children are gifts from a loving God
- + children grow and develop at unique and individual rates, often unrelated to chronological age
- + children's play and engagement are fundamental to their growth, development, and learning
- + children need experience in making choices
- + children are active participants in their own learning
- + children learn from one another
- + children 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 joyful and genuine in their ministry to children, their families, their colleagues, and the Prince of Peace Community
- ~ are supportive of children's individual differences and learning styles
- ~ are privileged to grow a community of caring learners within the classroom

We believe that 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. We believe that families are the first and best teachers for their child's learning experiences. It is within the circle of a child's family that children can learn about the world and can learn the love of their Father in heaven. It is through experiencing school as "another ripple" 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]. Experiencing the love of Jesus from adults and children other than those in their own families, provides an increasingly larger picture of the ripples of God's love for them. Prince of Peace is honored with the trust that families give us when they invite us to become a circle in the lives of their children, in the life of their family.

We believe in fostering a child's growth, development and learning in all the domains of learning, i.e., social, emotional, intellectual and language, spiritual and physical. We believe that all children grow and develop on a continuum, and we know that in that continuum we accept and celebrate the range of individual differences that occur.

OUR PHILOSOPHY CONTINUED . . .

We know from experience that children are always learning. We believe in learning that is integrated and "goes deep" and is meaningful for young children. We are convinced that "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. We believe, as does the American Academy of Pediatrics, that children grow and learn and flourish within the context of play, espoused long ago by Jean Piaget. We are convinced that 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 who want to encourage learning for a lifetime and nurture the disposition to read and write and converse, we embrace the research and the position statements of the International Reading Association.

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.

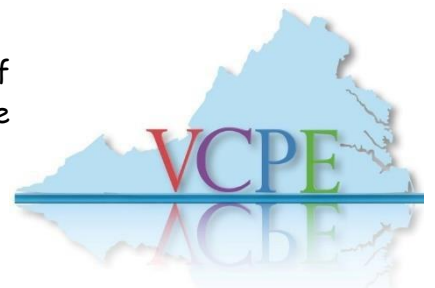
A national and international accreditation agency for elementary schools for many, many years, NLSA has initiated and developed an accreditation that specifically addresses early childhood settings ~ including preschool and kindergarten programs like ours. NLSA directs a rigorous national accrediting process designed to evaluate schools based on their unique purpose as Lutheran schools. It helps schools evaluate not only the quality of the academics and programs, but also ~ most importantly ~ the spiritual dimension of the school.

The mission of Prince of Peace Lutheran School has always been "to share the Gospel of Jesus Christ in word and deed through excellence in education with young children and their families." It is very compelling to know that NLSA is an accrediting body that not only recognizes the energy, the time, the resources, the planning and the commitment of this faculty and staff to that mission: NLSA intentionally celebrates that mission and the many efforts to accomplish it.

With an accreditation through NLSA, we highlight our focus of creating a community of learning that has Christ and His good news as its core. We let our light ~ God's Light ~ shine for all to see. The standards of NLSA match our mission and vision, our program, and the expectations and commitment that we as a faculty and staff have for teaching young children ~ and for learning ourselves ~ in a Christian setting.

The accreditation process itself and the subsequent annual reporting studies encourage us to do what we always endeavor and accomplish so well - to work as a dedicated team considering, reflecting, and improving 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 who come to us and to the families who entrust us with their dearest treasures.

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.



OUR 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.

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

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 and modeling of staff as representative of their relationship with a loving God
- † feel loved and honored and cherished by the God who made them
- † communicate care and concern, kindness, helpfulness, and forgiveness to one another as a "friend of Jesus"
the Savior
- † begin to experience prayer as "talking to God"

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

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

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





OUR CURRICULUM AT PRINCE OF PEACE LUTHERAN SCHOOL

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.

Rather, we believe curriculum is a complex, kinetic process and that deep and meaningful learning occurs in communities of learning that are influenced by the dynamic interaction of teachers, children, materials and the environment. Together, these participants and components 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. We view and celebrate these dispositions towards learning in children as true assets and strengths. We cherish each child as a gift from a loving God, and we view our teaching as a profession, a ministry and a calling that honors, treasures and supports children in their learning. At the core of our curriculum is Christ's love for us, a love that prompts us to love one another as He loved us in active, concrete and dynamic ways.

In creating and planning curriculum, we believe that . . .

"Curriculum is a verb, not a noun. Curriculum is never fixed, linear or unchanging. It is constantly emerging out of children's needs and interests, embracing new ideas and directions, and letting go of those things that are no longer useful. It cannot be duplicated year after year, it is not something that can be put on a shelf and stored but is created in response to the particular dynamics of a specific group of children. It is a process that is constantly inventing and reinventing itself."
~ *Curriculum Is a Verb, Not a Noun, 2005*

Prince of Peace Lutheran School curriculum planning occurs as:

- **Monthly School Faculty and Administrative Staff Meetings** bring teachers and administrators together for opening devotions and prayer, for sharing stories of children's learning and our responses, to review calendar events, and to celebrate birthdays and milestones in each other's lives with a monthly meeting. 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. 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; and documentation of learning and teaching.

- **Monthly Curriculum Team Meetings** bring together the **Preschool and Kindergarten Teams**, the Principal, and the **Administrative Staff** to discuss goals and calendar events for the upcoming month. These meetings always begin with a devotion and prayer. They precede the **monthly Team Planning Meetings** so that information can flow in a timely fashion and the larger plans having to do with the calendar and other circumstances can be relayed and discussed.
- **Monthly Preschool Team Meetings** bring together the **Curriculum Coordinator and teachers** on the respective teams [Twos, Threes and Fours] to discuss goals, to brainstorm, to share ideas and to create learning webs for the upcoming month. In addition, this group of colleagues serves to support one another with prayer, with shared ideas and strategies, and with materials and equipment, as well as with suggestions for identifying and meeting challenges.
- **Monthly Kindergarten Team Meetings** bring together the **Kindergarten Teacher and the other specialists who teach PE, Art and Music**, and the **Principal** to look at learning objectives and standards of learning for kindergarteners, as well as to review the progress of each child, particularly noting challenges and celebrations. The team is graced with a thought from scripture, a reading and a prayer as it begins each meeting.
- **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.

It is not just an opportunity to share food, but also an opportunity to spend time and to talk with friends.

We provide an assortment of healthy snacks, always keeping safety in mind. We are also a **No-Nut, No-Peanut school**, which means the snacks we serve do not include nuts in their ingredients list and are not processed in a facility which also packages nuts.

Our school provides all snacks to all children *except* those with severe or life-threatening food allergies.

As we increasingly know from the literature, lifelong healthy food habits and attitudes are formed by early childhood experiences, and snack time together is an important part of our daily routine.

BIRTHDAYS & HOLIDAYS

A child's birthday is a wonderfully special day. At Prince of Peace Lutheran School, you will find that we certainly want to recognize a child's birthday, 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 that you **DO NOT** distribute birthday party invitations at school. Please refer to the class roster, which gives you the email addresses for the families in your child's class for sharing invitations.

* **BIRTHDAY & HOLIDAY SNACKS AND TREATS**

As you know, we strive to provide children with healthy food choices here at school. Please **DO NOT SEND** any cupcakes, cookies, candy, or birthday cakes as a birthday or holiday snack. Also, please **DO NOT** send in party favors or party bags or balloons to school. Thank you for your understanding!

In our experience, we know that the above guidelines work very well with young children in our school. 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 your child can fully learn. Little people who come to school sick are not ready to learn and can make other little people sick! If your child is sick or exhibits symptoms that concern you or could be contagious, please keep them home.

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, your child's teacher, and the specific reason for the absence. If they are absent due to illness, please list their specific symptoms and any diagnosis they have received. We will alert your child's teacher when hearing from you. Should your child contract a contagious disease such as flu, Covid-19, chicken pox, head lice, or strep throat, please notify the school as soon as a diagnosis has been made.

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.

WHEN TO STAY HOME

Students with symptoms such as rashes, unusual tiredness, watery and/or inflamed eyes, fever above 100°, sore throat, cough, vomiting, or diarrhea should stay home until symptoms are no longer present, without the use of medication or a doctor evaluates and determines whether or not they are contagious. If your child has a temperature above 100°, your child must stay home from school for 24 hours without fever-reducing medication.

RETURNING TO SCHOOL

Many illnesses, rashes, pink eye, impetigo, ringworm, etc. can be passed from one student to another. To protect all children, we may require a note from a physician from any child with symptoms of these illnesses, stating they are no longer contagious and can return to school.

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

AT PRINCE OF PEACE LUTHERAN SCHOOL

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 will be dropped off and picked up at their classroom outside doors. The only entrance to the School Office is the Front Door and ringing the bell or you can make an appointment by phone to enter the school. All School doors will be locked by 9:15 AM for our morning classes. Please do NOT attempt to use any of the side doors for school entry, as they remain locked. Children arriving late to school should be brought to the main school doors. **AGAIN, ALL DOORS TO OUR SCHOOL WILL REMAIN LOCKED AT ALL TIMES.**
- ✓ There is no access to the school via the inside staircase to the right of the Church Lobby doors. The security door, located across from the Youth Room, will be activated and armed from arrival of staff and during all school hours, until our departure in the afternoon. Please do NOT attempt to enter through this security door.
- ✓ All classes will be designated to use the outside doors leading into the side play yards for drop off and pick up. Please use the doors that your child's teacher has requested you to use.
- ✓ On your registration form, you have indicated the people who are pre-authorized to pick up your child. Adults must have their ID available to show the teacher at the door so we can confirm they are on your 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 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.

In addition to having specific plans for addressing a variety of emergencies, we have a system for notifying parents when they need to be alerted. It is critically important that parents and guardians provide the school with current and accurate contact information so that in the event of a child's injury, illness or other emergency, we will be able to reach you immediately. Cell phones are helpful tools for quickly and easily reaching parents, but they need to be turned on, fully charged, and with you for them to ensure ready access!

Thank you for helping us with this and for making certain that all contact and emergency care information on your child's registration paperwork is current and accurate. We use that information to reach you as soon as possible should your child sustain an injury or manifest an illness. 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.



OUR INCLEMENT WEATHER POLICY

For inclement or emergency weather conditions, we do our best to follow FCPS closures and delays, but in the event we plan to follow a different schedule, please be sure to check our website www.popl.org/school, or your email account, for information on our school delays, closings, or special messages.

If FCPS announces a 2-hour delayed opening:

- Morning Extended Day is canceled
- Kindergarten begins at 9:15 a.m.
- Preschool classes begin at 9:30 a.m.
- Kindergarten and Preschool classes dismiss as usual at 12:00pm, and there is no change to the afternoon Extended Day.

If FCPS announces an early closure:

- We ask families in our Extended Day program to arrange to pick up their child as soon as possible.

If the weather is such that you feel uncomfortable driving your children to school, please do not bring them that day.

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.



The **Dinosaur Playground** is planned for children who are Two and Three Years Old

Our **Toddlertown Playground** is for younger children also, specifically Two and Three Year Olds



The **Front Playground** is designed for our Three, Four and Five Year Olds.

Our **Upper Playground** is designed to serve both Fours and Kindergartners.



All our playgrounds are fenced with secured gates. Please do not allow any child in your care to climb on the trees, bushes or fence.

Our staff always keep the following thought firmly in our mind and ask that you do the same:

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 not only for safety's sake: teachers are there to actively support children's physical, emotional, social and language growth, development and always learning.

We are happy to have you, our school families, use our playground with your children when school is not in session. 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.

PLAYGROUND RULES

- ***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 roughhousing, please step in to change things in a kind and helpful way.

Playgrounds are for people!



A NOTE ABOUT OUR TREES, TO SHARE WITH CHILDREN

Please never, ever shake a tree. Trees are living things, God made them, they are gifts from Him. Trees need all their branches and their leaves, that's why we don't pull them off. This is OUR front yard; we want to take care of it. Look at the blossoms with our eyes only, so others can look at them, too. The mulch is on the ground, where it should always stay. Our trees are busy growing, just like you! Please do not ever throw mulch, it could hurt you or someone else. Thank you God, for our beautiful trees, bushes and plants!

WORDS WE USE . . .

If we speak the same language, and have the same expectation 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 . . .



... Treat everyone as a Child of God

... 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

Thank you for partnering with us to keep our playgrounds safe for your children!



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 4:00pm.

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 September to May. 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.

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, including any product that the packaging indicates it "may contain" or is "processed in a facility" with peanuts or tree nuts.

There is also quiet time at school each afternoon. Children bring their own sleep roll to use on top of cots, which are provided by the school for resting or napping.

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

PRINCE OF PEACE LUTHERAN SCHOOL

WHAT YOU SHOULD KNOW . . .

. . . How to make suggestions or offer ideas for improvements

Since 1969, Prince of Peace Lutheran School has continued to strive for excellence in fulfilling its mission of serving young children and their families. We want our school to be "The Best Place" for you and your child, and for all children. We have several avenues to help ensure this. When you have suggestions for improving our school, have questions, or are pleased with innovations, please do not hesitate to tell us. You are always welcome in the School Office. Feel free to offer your ideas, inspirations, comments, and suggestions in person or on paper addressed to your child's teacher the Principal or Registrar. For suggestions relating to school policy and procedures, in addition to sharing them with your Teacher and the Principal, you are also invited to share your suggestions with our Senior Pastor.

. . . How we address and negotiate differences

Sometimes, despite all good will and best intentions, difficulties and challenges occur. Even honest attempts to communicate and share information with one another in effective and successful ways sometimes fail. It is our earnest endeavor here at Prince of Peace to address these differences when they do happen. If you need to voice a concern, please know that your child's teacher may be the very best "first place" to go. While there are annual parent and school conferences scheduled, your child's teacher is available at other times too. She invites your questions, your comments, and your concerns, and looks forward to a strong partnership with you as you work together to offer vital growth and learning experiences for your child. She is happy to talk with you by phone or will make arrangements for a special conference. The next step would be to contact the Principal. She is ready and willing to listen and to help with difficult situations. Finally, our Senior Pastor is the "final step" for reviewing and responding to issues of policy and those concerns that have not been resolved otherwise.

. . . How we review student enrollment

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. Despite these efforts, circumstances may emerge that indicate the placement is not the best, and that another educational setting would better serve the needs of a child and/or his family.

Our school will work together with families to best decide how to meet children's growth, development and learning needs and challenges. If, 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 work together to find alternate educational settings and services for that child.

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 as required (including CPR/first aid and epi-pen training), and high standards of professional and personal ethics.

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 & climbing structures),
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 170. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 191.

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 and am familiar with the policies and regulations as detailed in the Prince of Peace Lutheran School Parent Handbook for the school year 2024-25.

Please sign this form and return it to the school office by September 1st,
either printed or via email to school@poplc.org.
Thank you!

Child's Name _____

Parent's Name _____

Parent's Signature _____

Date _____