



# Kinhaven School

## Parent Handbook, 2017-18

*Welcome to Kinhaven School. We anticipate a fun year learning with and from your child. This booklet will support your family's experience at Kinhaven and contains essential information for the start of the school year. Please read this thoroughly prior to your child's first day. The Parent Handbook, and many other essential documents, are available online via the school's Yahoo!groups site for your reference throughout the school year. You may access it in the "Files" section of the Yahoo!Groups site.*

*Our teachers and staff will support you and your child as you enter the Kinhaven community. We encourage you to utilize the Open House and subsequent park playdate to make contact with parent and child peers so that each of you recognizes a few friendly faces in the days ahead. We shall provide a mixture of enticing and familiar activities for children to build upon their confidence and excitement. Together we can make a smooth start and lay the foundation for a strong year.*

*I look forward to working with your family this year.  
Please do not hesitate to contact me at any time.*

Amy Hitchcock  
Executive Director

School Address beginning September 2017

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## Overview

The staff and families of Kinhaven School are committed to the value of learning through play and the infinite possibilities that play lends to children's development.

### **Mission**

Kinhaven believes that play is the foundation of joyful growth and meaning in children's early years. We promote purposeful play to foster our children's intellectual, creative, social, emotional and physical development. Our child-initiated and teacher-guided curriculum encourages confidence, curiosity and compassion in our young learners. Through governance, collaboration, and participation, parents are essential to the Kinhaven community. We believe that parents are children's first and most important teachers, and their involvement inspires a love of learning.

*At Kinhaven School, we:*

Honor children and their potential by providing a joyful and challenging environment and the time to pursue play and meaningful experiences.

Honor families for their differences, as children's first and most important teachers, and for their generosity in sharing their skills and talents.

Honor our educators for the diverse experiences they bring to Kinhaven, the regard they hold for our children, and their commitment to continued pedagogical growth.

Honor the founders and previous members for their vision and stewardship in shaping the Kinhaven we enjoy today by pledging to ensure the viability of our school and its defining elements as Kinhaven celebrates its fiftieth year in 2021, and for fifty years into the future.

### **School Philosophy**

Kinhaven School strives to take advantage of the teachable moments that happen every day by fostering the intellectual, creative, social, emotional, and physical growth and development of our students and to inspire a lifelong commitment to learning. Kinhaven is a non-denominational, independent school that accepts children of all religious, cultural, and social backgrounds. It fosters a caring, cooperative school environment that supports positive relationships and respectful interactions. We believe a play-based approach provides a child-centered curriculum directed by teachers in which children are encouraged to construct their own knowledge. Kinhaven teachers provide an environment that allows children to learn by doing – moving from concrete, hands-on experiences to more abstract concept development. Our priority is to provide a healthy balance of child-directed and teacher-guided activities, as well as time for children to work individually, in small groups and in large groups. Kinhaven School

subscribes to the development of the “whole child” and is attentive to a constant monitoring and provision for this development. Finally, Kinhaven strongly believes that parents are the first and most important educators of children. We look forward to working closely with families to provide an integrated, comprehensive approach to learning.

### **Our Approach**

With support from the Director, each teaching team plans and implements a developmentally appropriate curriculum for their class, in consideration of the needs and interests of the group of children and individual development. Faculty members then reverse map both the child initiated and teacher supported activities to align with *Virginia’s Foundation Blocks for Early Learning: Comprehensive Standards* utilizing a tool with online access for families.

### **School Structure**

The Kinhaven School has three administrative elements: the Board of Directors, the Officers of the Corporation, and the Executive Director. The Board of Directors is elected by the membership (families). The Board sets and oversees policies for the school. The Officers consist of the President, Vice-President, Treasurer, Secretary and Director at Large. The Executive Director works with the Board to provide direction for the school and oversees the day to day operations. Board Meetings are typically held the third Wednesday of each month and all parents are welcome to attend.

### **Licensing and Compliance Plans**

Kinhaven School is licensed by the Virginia Department of Social Services and the Arlington County Child Care Services Division. Licenses are posted in the main office. Compliance and management plans are available for review upon request.

### **Non-Discrimination Policy**

Kinhaven School does not discriminate on the basis of race, color, creed, national origin, marital status, sex, sexual orientation, or handicapping condition. We are an open and affirming program seeking diversity in children, staff, and families. Kinhaven School is a non-religious institution. We strive to uphold and celebrate each child and family in a myriad of ways. We welcome and support families from various religious and non-religious traditions alike.

# Getting Off to a Good Start

## Arrivals

It is important to your child and his/her group to arrive on time. Teachers plan a brief welcoming period, and then the activities of the day begin right away. Attendance is taken during this time. Children thrive on routine and a good start to the day facilitates their enjoyment of the program. Latecomers may find it difficult to enter, and are disruptive to the program.

## Beginnings

A good beginning sets the foundation for a relaxed, secure and enjoyable experience. Some children find that new faces, change in routine, and a different location can be overwhelming. We offer some suggestions.

- Go over our daily schedule and activities with your child. Talking about some of the things they do during the course of a day is a good idea.
- Bring along something familiar from home such as a favorite stuffed animal or family photo.
- Trust your child's teacher. Our staff has significant experience with difficult transitions and will help by having enticing activities available. Watch for cues from the teacher on when to leave if your child is having difficulty separating from you.
- Do say "Good-bye" to your child, sneaking away can erode the trust you and your child have developed. You may phone the office mid-morning to ask how your child is settling in, or you may wish to return a little early the first day or two.

## Access and Security

### Our Doors are Always "Open" to Kinhaven Families

Custodial parents may have the right of entry to the school and access to their child at any time the enrolled child is in attendance. Only an order of the Court alters this right.



### Our Doors are Secure

Families of Kinhaven students are issued a FOB, secured by a modest deposit, to grant access to the building. Place the FOB on the reader to activate the electronic strike on the left side of the door frame. All families are asked to exercise vigilance: please be sure that the door closes firmly behind you; **do not provide access to any person unknown to you.** Ask unknown persons to show their Kinhaven FOB before holding the door open to them. Use the doorbell and intercom to call the office for assistance. To be most effective, the security system requires the continued vigilance of the individuals using it.

# A Typical Day

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## **Class Meetings**

Provide the framework for the day as children and teachers greet one another- often in song, discuss the topic of the day, and choose a primary area of work for the morning. Music and literacy activities are key experiences in Morning Meetings which are tools for community building and daily organization.

## **Work Time**

The longest period of the day is “work time” encompassing a protracted period of play including individual and small group play devised by children as well as thematically relevant experiences designed by the teachers for small groups of children in response to children’s development and interests.

## **Meals**

Social conversations, manners, safety, and healthful choices are essential elements to school meals. Children and teachers gather for a morning snack, and later in the day lunches brought from home. Parents provide a fruit or vegetable component for their child’s snack to be supplemented by a cracker or grain product.

## **Outdoor Time and Gross Motor Activities**

Each class will spend at least 30 minutes per day in a neighborhood playground, barring severe weather. Utilizing local resources, nearly every classroom experience can be conducted outdoors. Playground play, group games, connections to nature, painting, building, gardening, and bubbles are among the limitless possibilities. Maury Park, located behind the Arlington Arts Center at the corner of Monroe and 8<sup>th</sup> St is our primary outdoor play space. Children and teachers will walk to and from Maury Park. Occasional visits to Oakland and Quincy Parks may be held without notice.

Families are encouraged to equip children for the weather including rain, snow, cold, and sun mindful of coverage from head to toe- and fingers too. In cases of significant inclement weather, gross motor activities will be conducted in the first floor Parish Hall.

## **Neighborhood Connections**

Our urban setting affords possibilities for walkabouts to visit local merchants and professionals related to the topic at hand. Central Library and Arlington Arts Center are likely targets for exploration.

# Daily Care

## Snack

Each child should bring a produce component for morning snack, well labeled as distinct from lunch each day. Reusable containers are strongly preferred. Please label snack containers with first/last name as with all items brought from home. Allergies are posted in the classroom, and teachers will use a variety of pragmatic strategies to reduce risk of cross-contamination.

## Lunch

Each child should bring a nutritious well-balanced lunch including a drink in a reusable container to school each day. Please label your child's lunch box or lunch bag with his or her full name. EACH DAY, please affix a date label, provided by the staff to your child's lunch container. Foods easily causing choking, such as but not limited to hard candy, popcorn, raisins, seeds, nuts, whole hot dogs, hot dogs sliced into rounds and uncut grapes are not to be sent for children under the age of three years.

## What to Wear

Children should wear comfortable clothes, which they can easily manage and provide ease of movement. Clothes should be washable because our art and play activities can be messy at times. Sneakers provide the freedom and protection your child needs each day, inside and on the playgrounds. Shoes must have rubber soles and enclose the foot and be tied, velcroed, or slipped on. **For your child's safety, flip-flops, sandals, tevas, jellies, clogs and similar footwear are not acceptable on the playgrounds. Do not send your child to school with these kinds of footwear, except as an extra pair of shoes for water play.**

## Extra Clothing

Please bring a complete change of seasonally appropriate clothing, including underpants, a shirt and pants or dress, socks, and shoes. Clearly label items with your child's full name, and place them in a labeled plastic bag for storage. Two complete changes of clothing are recommended for children who are being potty trained.

## Diapering and Toilet Learning

Teachers make diaper changing a valuable, positive time to interact with children. Teachers work in partnership with families to create toileting plans that reflect family culture and values, the child's individual needs and our approach to living and learning at Kinhaven. If your child wears diapers, please check the supply in your child's cubby each day and make sure that there are always at least three diapers available.

## Sunscreen

Please apply sunscreen lotion to your child before school when seasonally appropriate. Keep in mind that our staff is not allowed to

apply lotion to your child. Hats are encouraged as additional sun precaution.

## **Toys**

Please leave personal toys at home or in the car rather than bringing them into school. Our toy policy is one soft toy for comfort, unless solicited or related to the topic of study in class. When personal items are brought to school, they frequently get lost or broken. They can also cause disagreements and hurt feelings, and distract children from the wealth of materials and experiences available to them at school.

Occasionally, children may want to bring a special book, a photo, a great find from nature, or some other “treasure.” We honor that delight and enthusiasm in children, and a book, natural object or other “big excitement” are welcome. Please consider that the classroom is a busy space, with lots of children, so you may want to think twice about fragile items or family heirlooms.

Some suggestions for how to say “no” to your child in a positive way, when your child wants to bring toys to Kinhaven:

- “Kinhaven has an agreement: only one soft toy at school.”
- “Kinhaven has lots of school toys. This is a home toy.”
- “I will keep this toy safe for you, at home/in the car, until this afternoon.”

Though it’s sometimes hard for a child to part with a cherished toy, our experience is that it’s much easier to do so before leaving home, rather than delaying that negotiation until you arrive at school.

## **Other Program Activities**

### **Afternoon Adventures**

Kinhaven School offers a variety of optional content-based afterschool enrichment activities led by members of our own staff and by visiting teachers. These classes are typically offered on a semester-long basis. A Kinhaven teacher is assigned to the Afternoon Adventures program providing consistency for children joining us for more than one afternoon experience. Afternoon Adventures are open to children aged 3 years or older on September 30.

### **Early Birds**

Early Birds is an optional, early drop-off program of Kinhaven School. Families are greeted at the door at 9am after which children will play in mixed age groups. Teachers support children's entry to their primary classrooms at 9:30am.

### **Field Trips**

Kinhaven defines field trips as walking trips in excess of six blocks in any direction from the school building, or those involving use of public or parental transportation. Parents will be advised in advance of planned field trips and written parental permission will be requested. Guidelines and expectations for chaperones can be found on the school's Yahoo!Groups site.

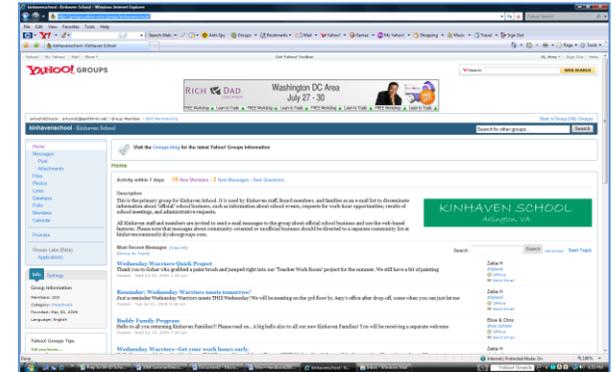
### **Walk-Abouts**

Kinhaven defines walk-about as small trips outside the school grounds fewer than six blocks from the school building. Such trips may be extensions to daily playground trips or spontaneous explorations to enhance a classroom activity. Permission for these types of excursions is included on the emergency card.

# Home-School Communication

At Kinhaven, we strive for clear and open communication between families, staff, and children. It is the parent/guardian's responsibility to read all written communications from teachers and the Kinhaven administration, including posted signs, newsletters, and personal communications, and to respond when necessary. Please see below for further details on our forms of communication. Also, families should notify Kinhaven, in writing, of any important changes or information regarding their child's health, attendance, authorized pick-ups, schedule, etc.

Email is used as a regular form of communication between Kinhaven and families. School, community and classroom list-serves support the timely distribution of information among our members. Classroom updates are typically distributed electronically each week. The accompanying "Yahoo!groups" sites are resources for documents, files, and photos. *If you do not use email or irregularly check it, please inform the Director to ensure that hard copies of emails are distributed to you.*



Each classroom has a system for communications between families and teachers, usually including a bulletin board adjacent to the sign-in area where important information is posted. Written messages are delivered via "cubby mail". Please devise a system for the storage of school messages on the home-front if a caregiver is the primary person to pick-up children from school, or help them unpack their belongings at home. Families may expect an individual message/anecdote from their child's teacher weekly (five day students).

Teachers will provide their preferred contact information for discussions that cannot take place during the school day. A "Please contact me" message left on the daily sign-in sheet is another route for families to initiate such conversations.

Other forms of communication are intended to offer families a view into their child's daily life and ongoing work in the classroom. This may include an evolving curriculum board posted within each classroom that gives an overview of current in-depth curriculum investigations and/or of the daily life of the children in the group. Parents are encouraged to "read the walls".

There are many avenues for communication between families and staff. We encourage families to communicate directly with teachers and they are welcome to include the Executive Director in the communication loop at any stage of the discussion. If a family has a concern and feels that concern has not been adequately addressed by the staff or school management, they may then seek the advice of the Personnel Chair of the Board of Directors.

## Guiding Children's Behavior (Discipline)

At each moment within Kinhaven School there is an opportunity to support children's emerging competence and self-awareness; this is particularly true of difficult moments.

All young children are developing social skills that will enable them to play cooperatively and to be part of a group. Many children who hit, grab, or kick have not yet learned to enter play or to ask for what they need. It is vital that adults foster children's growing awareness of the impact their actions may have upon others.

All adults at Kinhaven support children's behavior by offering clear expectations of acceptable behavior. Positive reinforcement emphasizes valued behavior while other behaviors are downplayed. Consistent limits are established and group cooperation is emphasized. **No adult affiliated with Kinhaven School may use physical punishment, humiliation, or withholding of food or rest.** Instead, logical consequences are utilized for undesirable behavior and positive guidance techniques are employed to reinforce them.

Occasionally, it may be necessary to remove a child from his peers for a short period of time if unsafe, aggressive, or disruptive behavior persists. The child "takes a break" with a teacher until ready to rejoin the group and abide by the class agreements. Teachers will support the child's re-entry and speak with the child to problem-solve and practice alternatives. Clear, open, and timely communication between teachers and families is essential to demonstrate consistency between home and school.

In the rare event of persistent negative behavior, teaching staff will work with the child's family, Director, and community and professional resources to develop a plan to support the child. The Kinhaven community utilizes a conflict resolution process to *verbally* work out all issues between children including the identification of the specific disagreement, creation of possible solutions, and finally implementing the agreement selected by all involved. Rather than a teacher-dictated solution, such social problem solving strengthens both children's social and cognitive skills. During conflicts children practice communication, negotiation, and compromise as they deepen friendships. Teachers may act as coach or facilitator, or may listen and offer suggestions during this process to cultivate children's emerging social competencies.

Our desired outcomes include that:

- children employ self-calming strategies in order to be ready to negotiate;
- children find words to express feelings, wants and needs;
- children listen to one another's feelings, wants, and needs;
- children agree to satisfying solutions; and
- children continue to play together.

# Health and Safety

## **Accessibility of Parents**

One parent is required to be accessible by phone at all times your child is at Kinhaven. If your child becomes ill at school or an emergency occurs, we will try to contact you using the phone numbers provided on your child's emergency card. If you are not going to be at home or at your usual work location during the school day, please give the office staff a phone number where you can be reached. If you have a cell phone or pager number, please make sure that number is written on your child's emergency card.

## **Air Quality**

Summer heat sometimes brings poor air quality. On red alert days, classes are encouraged to be outside early in the morning before the pollutants accumulate. If outdoor access must be restricted, gross motor activities will be provided indoors.

## **Allergies**

If your child is allergic, please be sure the details are noted in the classroom and Kinhaven office. Any related medications will be administered only in accordance with state and local regulations, please see the office for additional information if your child requires the administration of regularly scheduled or emergency medications. Allergies are posted in the classroom, and teachers will use a variety of pragmatic strategies to reduce risk of cross-contamination.

## **Animal Policy**

To ensure children's health and safety, we follow state child care licensing guidelines regarding pets. Pets are kept in well-managed, clean cages and containers. Fish tanks are maintained by parent volunteers or teachers and staff as part of their weekly routine to ensure that pets are well cared for and that the space is kept clean and free of germs. When children touch animals, they wash their hands with soap and water immediately afterwards. We understand the desire to bring family pets into the classroom, however prior approval from the office must be obtained before doing so. Please leash your family pet safely away from where children play or enter the building if they accompany you to school.

## **Child Abuse and Neglect**

All employees of Kinhaven School are required by law to immediately report any suspected physical, sexual, or emotional abuse, neglect, or exploitation abuse to the appropriate government agency, Child Protective Services (CPS). We are not required to notify parents. All staff reports are documented and treated as confidential matters. This is an uncommon occurrence but the more prepared we are for the possibility, the better.

## **Fire Drills**

Kinhaven will conduct fire drills monthly in accordance with state regulations. Evacuation routes and emergency instructions are posted in each classroom.

## **Emergency Preparedness**

Staff members hold current CPR and First Aid certifications. The staff has practiced the emergency plan procedures for natural and man-made disasters. In the event that Kinhaven needs to evacuate the building, children would be moved to the Central Library on Quincy Street unless directed differently by Arlington County's Emergency Management. Our designated secondary evacuation site is Arlington Arts Center.

## **Emergency Communications Plan**

Kinhaven uses an offsite emergency call center to contact parents in cases of extreme emergency. Parents have been asked to provide the school with phone numbers that will be given to the call center. In the event of an emergency, the call center serves as the central communication link between parents and the school. The call center will send a pre-recorded message to the phone numbers listed. The message will indicate that there is an emergency at Kinhaven and provide parents with instructions on when and where to pick-up their children. Parents need to respond immediately to the automated call and follow the directions as stated in the message. In an emergency, children will be released only to their parents or regular caregivers.

## **Handwashing and Illness Prevention**

Diligent handwashing is essential to prevent the spread of communicable diseases. Children and staff wash hands when entering Kinhaven each morning; before and after toileting; before and after meals; when soiled; after handling classroom pets; and when returning from the playground. Classrooms disinfect toys and frequently used materials with a bleach solution regularly. We teach children to cough and sneeze into their elbow so as not to contaminate hands with droplets. Families can help by thoroughly cleaning their child's lunch box, and periodically laundering coats, backpacks, and "loveys" or soft toys that come to school.

## **Illness**

A day at Kinhaven is fun for a child in robust health, but demanding for one who is not feeling his/her best. Please exercise discretion in deciding whether to bring your child to school. The child should be well enough to participate fully in all group activities. If your child shows any symptom of illness, you will be asked not to leave the child at school. This is for the protection of your child, the staff and the other children. Exclusion criteria include:

- Appears to be severely ill
- Fever of 100° Fahrenheit or higher. Children may return to school when fever free for more than twenty-four hours without the aid of fever-reducing medication(s).
- Abdominal pain (persistent): that pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- Blood in stool: not explained by dietary changes, medication or hard stools.
- Conjunctivitis (Pink Eye): A child should be excluded for bacterial conjunctivitis (red eyes, green or yellow discharge) and

may return 24 hours after treatment has started.

- Diarrhea: defined by more watery stools - decreased form of stool that is not associated with changes in diet, and increased frequency of passing stool that is not contained in diaper or use of toilet. Children may return once the reason for change in bowel has been resolved and if the change is not due to Salmonella, Shigelloses or E. coli infections.
- Hepatitis A: Exclude until 1 week after onset of viral illness or until after immune serum globulin has been given to children and staff in the program, as directed by the local health department.
- Impetigo: Exclude until 24 hours after treatment has begun, or until lesions have healed.
- Measles: Exclude until 5th day after rash disappears or local health department states patient is noninfectious.
- Mouth sores: Exclude if mouth sores is coupled with drooling.
- Mumps: Exclude until 9 days after onset of parotid gland swelling.
- Pediculosis (Head Lice): Children should be excluded at the end of the day and until there are no nits present. An additional treatment is needed 7 to 10 days later to kill the eggs that have hatched. Using a nit comb is the most effective way to remove lice.
- Pertussis: (Whooping Cough) Children should be excluded until five days of appropriate antibiotic has been completed or until local health department states patient is non-infectious.
- Pinworms: Children should be excluded for 24 hours after treatment has begun.
- Rash: with fever and/or behavior change.
- Runny Nose and Colds: School exclusion is not indicated as long as a student or staff member feels well enough to attend school.
- Scabies: Children should be excluded until 24 hours after treatment is begun.
- Streptococcal pharyngitis (Strep Throat): excluded until 24 hours after treatment has been begun.
- Tuberculosis (TB): exclude until the child's physician or local health department authority states the child is non-infectious.
- Varicella-zoster (Chicken pox): exclude until all the lesions have dried and formed scabs, usually within six days of onset of rash.
- Vomiting: There are many reasons children vomit from eating something that does Not agree with them to any number of illnesses. Exclude if child has vomited two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-infectious condition and the child is not in danger of dehydration.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Parents must also notify the school, as soon as possible, in the event that a member of the child's household contracts a reportable communicable disease: including, but not limited to: Chicken pox, Diarrheal disease (e.g. Salmonellosis), Hepatitis A, Hepatitis B, HIV infection and AIDS, Measles (Rubeola and Red measles), Meningitis (bacterial), Mumps, Pertussis, and others as indicated by your health care professional.

**Illness Pick-Up**

If your child becomes ill at school, Kinhaven will call you or your emergency contact to pick him/her up within thirty minutes. Ill children are isolated from their class in the school office while waiting to be picked up. One parent must be accessible by phone at all times.

**Injury/Accident Report**

If your child is injured during the school day staff will employ basic first aid such as cleansing a scrape, or applying a cold-pack to a bump or bruise. TLC is the most frequently needed remedy. Injuries and accidents are reported via a written *Incident/Accident Report* form. Such reports require the signature of the parent or caregiver; a copy is prepared for the family's records. Families will be notified of injuries requiring assistance beyond basic first aid are reported by telephone during the school day.

**Medication Administration**

The staff may not administer any medicine other than First Aid Cream or Antibiotic Ointment, as designated on the Emergency Card. If your child requires medication while at Kinhaven, please see the Director for an Authorization Form and additional policy and procedure information. Medications must be authorized and stored in a secure location, and will dispensed by trained personnel per direction of a health care provider and/or package instructions. Please do not send any medications (including sunscreen, hand sanitizers, inhalers and vitamins) in your child's backpack or lunchbox.

# Office Procedures

## Office Hours

The Kinhaven Office is open from 8:30-3:00pm, Monday through Friday. The Director, or designee, will be available during these times. Voice mail on the main school phone number, 703-525-4636, is available 24 hours a day for leaving messages and is checked periodically through the business day and beyond.

## Staff

The staff is comprised of the Director, Program Coordinator, Faculty, and custodial staff. Teachers' qualifications meet or exceed those required by the Commonwealth of Virginia and Arlington County. The average length of experience for our lead teachers is 13 years.

## Forms Required

By law, all children must have the following forms on file before attending Kinhaven:

- Proof of Age and Identification
- Registration Form
- Emergency and Family Information Sheet
- State Physical Examination Form (completed within the last year) and Immunization Record
- Verification of TB Test and Chickenpox Vaccine
- Child Profile Form

***Your child will not be allowed to attend the Kinhaven School until these forms are presented to the school office, and have been entered into the respective systems.***

## Absences

Please call the office to report your child's absence. If your child is sick with a communicable disease (i.e. strep, conjunctivitis), licensing requires you to let us know. *Families at Kinhaven and all child care facilities in Virginia are required to notify the school in the event that a member of the household contracts a reportable communicable disease. 703-525-4636*

## Payments and Tuition

Tuition is set in the school plan approved by the General Membership at the Annual Meeting each winter. Tuition amounts are detailed by the child's age and the number of days the child attends school per week.

If paying tuition in installments tuition is per the schedule outlined in your Member Agreement. Checks should be made payable to Kinhaven School. Unless prior arrangements have been made with the Director, **a penalty of \$35** will be assessed for payments received after the 10<sup>th</sup> day of the month due. Late fee payment is due with tuition. Failure to meet the payment

schedule outline above and in your signed *Member Agreement* will cause the tuition deposit to be applied as payment. The use of any portion of your child's tuition deposit to cover unpaid tuition payments is an indication of intent to withdraw from Kinhaven School. Payment to replenish your full deposit will reinstate your normal enrollment status, as outlined in this Membership Agreement.

## Drop-off/Pickup & Parking Procedures

### Drop Off

Students must be escorted by an adult (parent/guardian/nanny/carpool designee) to the classroom no earlier than 9:25 am. Please respect that the teachers use the time prior to 9:25 am to plan for the program day, set up the classroom, and gather materials. If you need to speak with your child's teacher, arrange a mutually convenient time to do so.

All students are required to be signed in and out by an adult. Any unusual pick-up authorizations or early dismissal information should be submitted in writing on the classroom's daily sign-in sheet. If you arrive to school after 10 am, you must take your child(ren) to the office to sign in. A dated lunch label is provided at the sign-in area. Please apply a new label to your child's lunch box each day.

### Pick Up

All students will be picked up from their classrooms. Parents should arrive outside of their child's classroom no earlier than 12:45 pm. Classes are in session until 12:55 pm. Please wait quietly in the hall until the teachers dismiss the children. Students will only be released to authorized adults.

Teachers will dismiss children from 12:55 pm – 1:10 pm. Please use the main stairwell to access the classrooms on the second floor. Do not enter the other parts of the building. **Should you pick up your child after 1:10 pm, there is a \$25.00 late fee that must be paid upon arrival. An additional \$25.00 fee is assessed for every ten minutes after 1:10pm.**

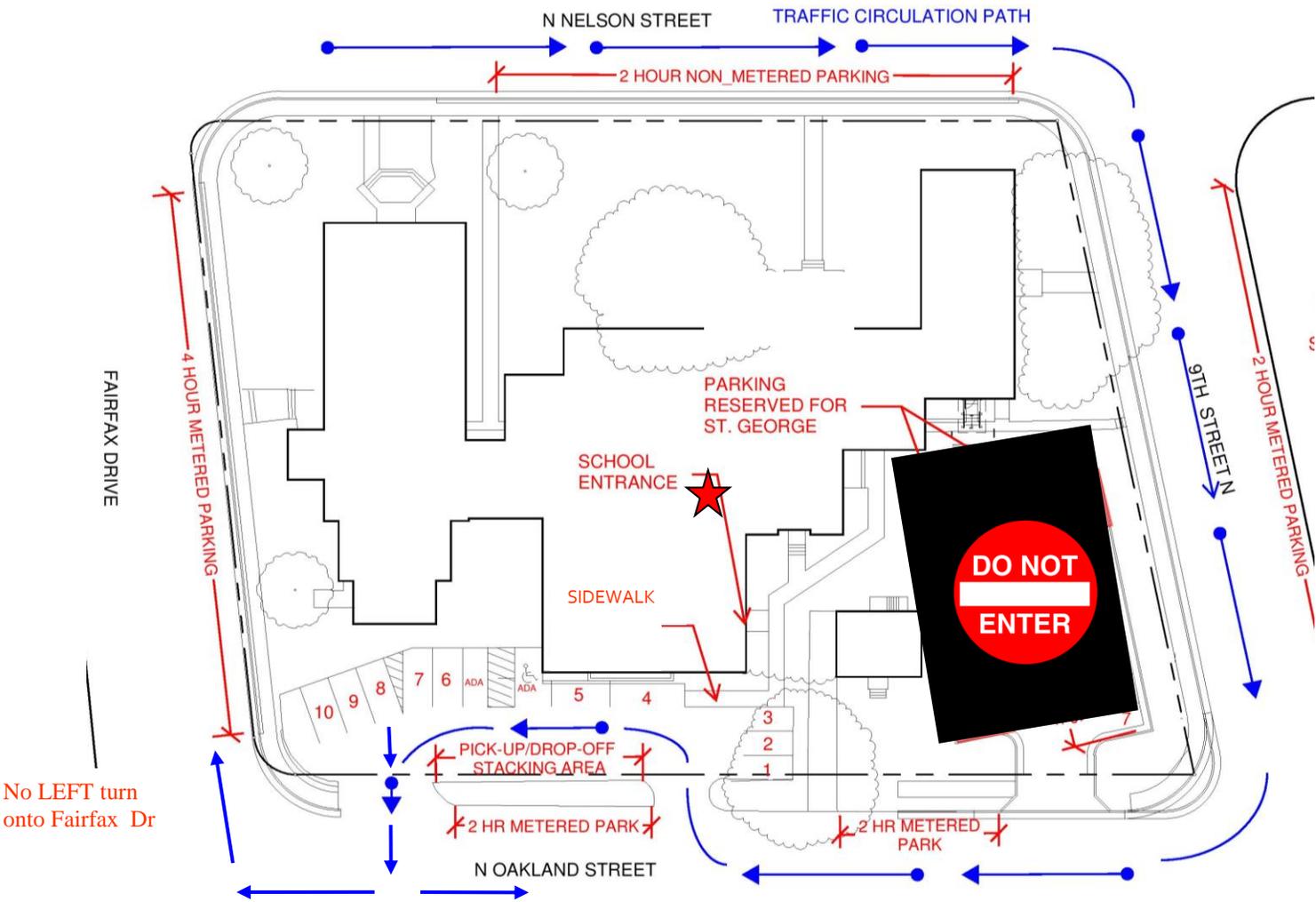
### Parking Lot Access

Families may park in the lot at the corner of N. Fairfax Dr and Oakland St exclusively for the duration of their visit to the school during their child's participation. All times are Monday – Friday. Parking at any other time is prohibited.

Enter the parking lot at the corner of N. Oakland St and Fairfax Drive via a right turn from northbound Oakland St only per the map below. Exit back onto Oakland St in either direction, but **never** turn left onto Fairfax Dr as this creates a significant and hazardous back-up. Please inform caregivers and other family members of these procedures.



# Parking Lot P's & Q's



- Enter the lot from northbound Oakland Street per the blue arrows in the circulation map at left. The lot allows for an “in” and “out” travel path. Cars waiting to enter will turn on hazard/flasher lights.
- Keep our kids safe: Hold hands, put down cell phones, and buckle in properly!
- You may not park your car in the lot during school hours and leave the premises.
- Report accidents to the School Office immediately, and if necessary, the Arlington Police. Do not leave the parking area without making a report.

### **Ways you can help in the parking lot....**

- Occasionally use off-site parking at drop off or pick up. If you see a metered or free two-hour parking spot, park there first instead of the parking lot.
- Signal available spaces to cars waiting to enter the lot as you exit.
- Car-pool with neighbors or walk to school if you live in the area.
- Be patient. The parking lot can be stressful on the first days.

## **Licensing Information**

The Commonwealth of Virginia helps assure that child day programs that assume responsibility for the supervision, protection, and well being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions, licensed programs include child day centers, family day homes, child day center systems and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standard for licensed child day centers address certain health precautions: adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks, Child Protective Services check, and specific qualifications for staff and most volunteers working directly with the children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with the standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parent or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when a program substantially meets the standard for licensing. A provisional license, which cannot exceed six months, is issued when a program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor that is punishable by a fine up to \$100.00 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services.

Fairfax Area Licensing Office  
3701 Pender Drive, Suite 125, Fairfax, Virginia 22030 Tel: (703) 934-1505

### Licensing and Compliance Plans

Kinhaven School is licensed by the Virginia Department of Social Services and the Arlington County Child Care Services Division. Licenses are posted in the main office. Compliance and management plans are available for review upon request.

### Asbestos Notice

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and Commonwealth of Virginia requirements, we annually notify parents and staff that asbestos containing materials, and materials suspected of containing asbestos are present in our school building. This is not new information. Such materials are contained in fire doors, for example. Materials in good condition are not considered to pose a health threat. It is our priority to make sure that such materials are kept in good condition and inspected for possible damage at least every six months. An Asbestos Management Plan, including periodic review inspection reports, is filed with the Commonwealth of Virginia and is available for on-site examination during regular business hours.

<b>2017-18 Staff Placements</b>	
Seeds Class	Karianne Benitez; Lead Teacher Kristen Hope, MWF Assistant Elise Schoer, T/Th Assistant
Sprouts Class	Fidelis Rague
Acorns Class	Traci Chen
Oaks Class	Ally Edge
Auxiliary Programs	Ebony Day
Admin and Office	Amy Hitchcock; Director Cindy Hardgrave; Accounts Mgr Darling Ordonez; Custodial
Super Substitutes	Amy Hodges Aster Ejigu Kathy Kane