



# Kinhaven School Parent Handbook, 2020

*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 and beyond.*

*Our teachers and staff will support you and your child as you enter the Kinhaven community with 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

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## Back to School Shortcuts

**Check** your child's temperature and report it and conduct a daily symptom screening each morning before camp via the GoCanvas app.

**Wear** play clothing designed for ease of movement. Closed-toe, heel-secured shoes are essential for EVERY activity. Flip-flops are not allowed at any time. Remember to apply sunscreen at home and send a sunhat. During the COVID public health crisis all persons aged two and over must wear a face covering to enter the building.

**Bring** a healthy lunch from home each day and a drink in a reuseable container. Remember to bring a full change of clothes to leave at Kinhaven, and diapers, if applicable. A water bottle and sun hat will help your child stay cool...and LABEL all items with your child's full name.

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updated August 24, 2020

# Kinhaven School COVID-19 Public Health Crisis Protocols\*

\*additional protocols may be instituted in response to evolving regulation and scientific discovery.

## **Admission to the Program**

Entry: All faculty, staff, families, and children (students) will wear face coverings to be admitted to the building. Persons with health concerns that may impact their ability to do so must contact the School office in advance to determine the appropriate course of action in consultation with health care professionals and ADA compliance.

## **Communications**

Pre-participation Documents: Prior to admission/employment participants will acknowledge prevailing CDC and governmental guidance. Participants will notify the program should they or a household member develop suspected or diagnosed COVID-19, or come into close contact with a person who has.

Signage: Entry signs will direct participants to don fresh face coverings, submit their daily health screening results, and move to a handwashing station upon entering the building. Floor decals and traffic flow directional signs will reinforce physical distancing and building movement protocols.

## **Cooperation: The Kinhaven COVID-19 Community Commitment**

Kinhaven School is a cooperative, member organization. Never before has the cooperative spirit that imbues Kinhaven and its member obligations been more essential to the ongoing operations of physical programming. In the COVID-19 era the personal decisions of each participant have the potential to impact the health of others: children, families, and staff as well as the perpetuation of the organization itself. The group settings we join, travel we take, and COVID habits of hygiene, distance, and coverings we practice each effect the health of others, and ultimately the ability of Kinhaven to continue in-person programming.

The Centers for Disease Control enumerates high risk activities including:

- Going to a large social gathering like a wedding, funeral, or party.
- Attending a mass gathering like a sporting event, concert, or parade.
- Being in crowds – for example, in restaurants, bars, airports, bus and train stations, or movie theaters.
- Traveling on a cruise ship or river boat.

Families can learn more about the CDC's recommendations for daily activities and outings [here](#).

Travel and School Participation: Travel poses particular risks as there is often a multiplier effect with individuals participating in multiple high-risk activities including transport via enclosed and shared modes, taking part in activities with larger group sizes, widening the circle of contacts, and utilizing public services and attractions. Program participants will complete the [Kinhaven COVID-19 Travel Form](#) any time they spend the night more than thirty miles from their residence.

Participants who spend one or more nights away from their residence in areas with either a seven-day percent positivity rate of more than five (5) percent or more than one half ( ½%)

percent higher than the seven-day percent positivity rate in Virginia as found [here](#) are not permitted entry into the school buildings, premises, or activities until a period of fourteen days from their return has passed and at least ten days have passed since the participant has had any signs or symptoms of COVID-19.

### **COVID Confirmation and Exposure**

Cleaning and Disinfection: Classroom space(s) will be closed off for 24 hours following a confirmed case of COVID in the program prior to deep cleaning. The prevailing CDC and governmental guidance on these steps will be applied.

Closure: Classrooms will close for cleaning in the event of a participant or close contact COVID-19 diagnosis. The classroom or program may be asked to close temporarily by public health officials, and participants recommended to test and isolate at home for up to 14 days if asymptomatic, and longer if symptoms develop. At such time, the distance learning protocols will be implemented.

Communication: All first and second-degree contacts will be notified of the potential exposure and the overlapping dates (see Tracking Classroom Admission below). Until such time as public health entities provide additional direction, first and second-degree contacts will be urged to self-quarantine/isolate at home and contact their health care provider. Other building users will similarly be notified. (see Communications heading)

Illness During the Program: Any program participant who develops COVID-19 consistent symptoms, including fever, new cough, new breathing difficulty, new rash, new lethargy and headache, digestive issues, or any combination of the above will be segregated from the class while a family member is contacted and until such time as the child/staff member may be picked up. All participants have an active Emergency Permissions form that permits the School to share emergency illness or injury information with their designated family members or emergency contacts, or to initiate the emergency medical system.

Return to School: Prevailing Centers for Disease Control and Virginia Department of Health Guidance policy indicates lengthy stay-at-home periods for persons exposed to or diagnosed with COVID-19 to include:

Persons with a positive COVID-19 diagnosis with or without symptoms should stay at home for

- A minimum of 10 days since symptoms first appeared, **and**
- 24 hours with no fever without the use of fever-reducing medications, **and**
- Other symptoms of COVID-19 are improving, **and**
- Have the stamina to participate in the program.

Persons with exposure to COVID-19 through a close contact such as a household member or classmate or stay home for 14 days after their last exposure to that person. However, anyone who has had close contact with someone with COVID-19 and who:

- \*developed COVID-19 illness within the previous 3 months, and
- \*has recovered, and
- \*remains without COVID-19 symptoms (for example, cough, shortness of breath) does not need to stay home.

Reporting: Every program participant shall report illness of to the school office via phone and email including symptoms and their onset.

## **Daily Health Screening**

Daily health and temperature checks are required for faculty, staff, and students. These participants will submit their results to screening symptoms, exposure, and travel questions and a photo capture of their temperature via a smartphone app each program day. Participants who arrive at the program without completing this step will be subjected to a temperature check at the outdoor screening station with staff wearing disposable PPE. Data recorded through in-person temperature and screening checks will be amalgamated with data captured through the application described above.

Further, classroom staff will conduct the typical daily health observation inspection of children including but not limited to review of the skin, gait, eyes, and nose, mouth, and breathing (visible respiratory).

Persons with recorded temperature over 100.4 degrees (F) will be prohibited from entry and referred to a health care provider.

Persons with a recorded temperature of 99.9 – 100.3 will be subject to additional screening questions and re-check of their temperature by school personnel wearing disposable PPE.

All staff, faculty, and students will be subject to two (2) temperature check on their first date of attendance to provide a baseline on the school equipment to accommodate any future claims of calibration discrepancy.

Mid-day temperature checks may be conducted on any participant whose demeanor or health status changes. Staff conducting such checks will wear disposable PPE. Any persons whose symptoms include fever, new cough, new breathing difficulty, new rash, new lethargy and headache, digestive issues, or any combination of the above will be segregated from the class while a family member is contacted and until such time as the child may be picked up. All participants have an active Emergency Permissions form that permits the School to share emergency illness or injury information with their designated family members or emergency contacts, or to initiate the emergency medical system.

## **Physical Distancing**

Barriers: Physical barriers may be employed during health checks, in the office, and in the classrooms during meals and to accommodate developmentally appropriate practices which consider the social-emotional health of the child(ren).

Classroom Arrangement: Classroom furniture will be re-arranged to accommodate physical distance requirements while maintaining best practices for supervision and instruction. This may include reducing the number of chairs at a table; creating a home-base area for each child as their primary play space; placing decals or other visual signals for students, for example.

Interior Traffic Flow: To avoid face to face contact, staircases will be designated as one-way during school hours. One class may occupy a shared space such as restroom or hallway at a time. Floor decals in “waiting spaces” will reinforce physical distancing.

Spacing: While occupying indoor spaces, teachers will reinforce protocols and posted signage

calling for six feet of distance between program participants. Given the age of the preschool population additional protections including but not limited to face coverings, barriers, room arrangement, traffic flow, and program adaptations will be employed to reduce the risk of COVID-19 transmission.

### **Program Adaptations**

Arrival and Dismissal: Classes will have assigned entry points and routines to reduce the number of adults entering the premises. Use of the Nelson ST courtyard and Ninth ST grassy area will allow appropriated spaced congregation for two classes while the other class(es) will be greeted by a staff member at the door and escorted to the classroom. As in typical operations, handwashing is the first activity that children conduct when they enter the building.

Class Size: While the Virginia Department of Social Services provides guidance on maximum group sizes in all Phases of reopening; the existing group sizes of the classrooms are below the State maximums for Phase I. Nonetheless, class group sizes will be decreased by one or more children in order to accommodate adequate physical distancing.

Face Coverings: All program participants will don a fresh mask daily to enter the program. A fresh mask has not been worn in prior public settings and is new or has been laundered per CDC and manufacturer's guidance. All program participants will have an extra mask available each day should the first become soiled. The School will provide face coverings for faculty and staff which will be laundered or disposed of daily. Extra disposable masks for adults and children are available. Face coverings worn at School should be replaced upon exiting daily.

Group Consistency: Children will not mix between groups/classrooms. Maintaining a silo of persons reduces the risk of transmission of COVID-19 throughout the program. While Phase II State Department of Social Services guidance allows for two(2) groups/classes to exist in a larger space such as a gym, multi-purpose room or playground when adequate spacing for each exists, and when a barrier is present to prevent mixing of the distinct groups, and thorough daily cleaning must be conducted before use by another group, Kinhaven School will not use the Parish Hall for such purposes at this time. Maintaining class silos will prevail in practice.

Hand Hygiene: All participants will conduct handwashing immediately upon entering the program. This process will be repeated before and after meals; after toileting; after handling pets; after handling face covers, masks or PPE; when returning from the outdoors; prior to dismissal; or when soiled. Adults may use hand sanitizer containing at least 70% alcohol during intervals from the list above. Such hand sanitizer must be kept out of reach of children at all times, and may only be administered to a child under 6 years old while under supervision of the program when running water is not available.

Materials: High touch materials such as writing tools, paper, scissors, and glue shall be provided for each student in an individual container to prevent contact by multiple persons. Pre-proportioned materials will be organized daily to prevent multiple hands from reaching into a bin of formerly shared objects.

Meals: Family style and self-service meals are suspended. Each participant will provide their own lunch and water bottle. Any snacks will be single serve or portioned in advance.

Movement: One class may occupy a shared space such as restroom or hallway at a time. Floor decals in "waiting spaces" will reinforce physical distancing. Similar visual signals in the

classrooms will provide for spacing even as children assemble to leave the classroom.

Outdoors: To the extent possible, large portions of the school day will be conducted outdoors including but not limited to arrival /dismissal, snack or lunch, typical recess and outdoor classroom activities, class meetings and story times. Conducting activities in which children are accustomed to a “gathering mindset” in the outdoors mitigates risk while new operational habits are formed.

Rotation of Materials: Teachers will plan for a sufficient supply of pre-proportioned materials to allow sanitizing of objects between handling, and implement the daily schedule of cleaning, disinfecting, and rotating materials and equipment.

Sanitizing Handled Objects: An area will be designated in each classroom for items that have been handled and require sanitizing. A bin of approved sanitizing solution may be mixed daily and stored out of reach of children to support an ongoing process of sanitizing and drying before materials re-enter the instructional area.

Schedule: Firm adherence to the school-wide schedule will prevent two classes from occupying the same shared space (hallway, bathroom, outdoor play space, etc).

Tracking Classroom Admission: Data will be retained for 21 days on the persons entering any classroom space. At no time will the maximum capacity as outlined by the Department of Social Service be exceeded.

Visitors: Indoor visitors will not be permitted during recovery Phase I, II, or III. Electronic and video communications will be substituted.

Windows and Ventilation: Windows will be opened in each classroom to promote circulation of fresh air even as mechanical heating or cooling is underway. The fan function of the heating/cooling system shall be engaged at times.

# 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.

The faculty of Kinhaven School seeks to create a caring and equitable community of engaged learners that honors the unique value and dignity of each child, family, and staff member. In our classrooms and programs, we are pursuing the goals of anti-bias education as discussed in *Anti-Bias Education for Young Children and Ourselves* by Louise Derman-Sparks and Julie Olsen Edwards. Each child will:

- demonstrate self-awareness, confidence, family pride, and positive social identities.
- express comfort and joy with human diversity; accurate language for human differences; and deep, caring human connections.
- recognize unfairness, have language to describe unfairness, and understand that unfairness hurts.
- demonstrate empowerment and the skills to act, with others or alone, against prejudice and/or discriminatory actions. (1)

## **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 entry. Compliance and management plans are available for review upon request.

## **Non-Discrimination Policy**

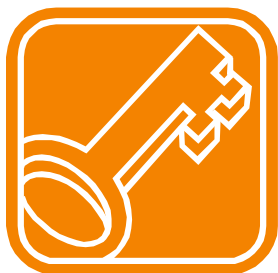
Kinhaven School does not discriminate on the basis of race, color, creed, national origin, marital status, sex, sexual orientation, or handicapping condition. We are an open and affirming program seeking diversity in children, staff, and families. Kinhaven School is a non-religious institution. We strive 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.



# 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.

## 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.

All faculty, staff, families, and children (students) will wear face coverings to be admitted to the building. Persons with health concerns that may impact their ability to do so must contact the School office in advance to determine the appropriate course of action in consultation with health care professionals and ADA compliance.

Entry signs will direct participants to don fresh face coverings, submit their daily health screening results, and move to a handwashing station. Floor decals and traffic flow directional signs will reinforce physical distancing and building movement protocols.

### 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.

## A Typical Day

### Daily Health Screening

Daily health and temperature checks are required for faculty, staff, and students. Participants will submit their responses to screening questions and a photo capture of their temperature via a smartphone app each program day. Participants who arrive at the program without completing this step will be subjected to a temperature check at the outdoor screening station with staff wearing disposable PPE while keeping their faces behind a barrier. Data recorded through in-person temperature and screening checks will be amalgamated with data captured through the application described above.

Further, classroom staff will conduct the typical daily health observation inspection of children including but not limited to review of the skin, gait, eyes, and nose, mouth, and breathing (visible respiratory).

Persons with recorded temperature over 100.4 degrees (F) will be prohibited from entry and referred to a health care provider.

Persons with a recorded temperature of 99.9 – 100.3 will be subject to additional screening questions and re-check of their temperature by school personnel wearing disposable PPE.

All staff, faculty, and students will be subject to two (2) temperature check on their first date of attendance to provide a baseline on the school equipment to accommodate any future claims of calibration discrepancy.

Mid-day temperature checks may be conducted on any participant whose demeanor or health status changes. Staff conducting such checks will wear disposable PPE. Any persons whose symptoms include fever, new cough, new breathing difficulty, new rash, new lethargy and headache, or any combination of the above will be segregated from the class while a family member is contacted and until such time as the child may be picked up. All participants have an active Emergency Permissions form that permits the School to share emergency illness or injury information with their designated family members or emergency contacts, or to initiate the emergency medical system.

### 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, movement, and literacy activities are key experiences in Morning Meetings.

## **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.

Materials Adaptation: High touch materials such as writing tools, paper, scissors, and glue shall be provided for each student in an individual container to prevent contact by multiple persons. Pre-proportioned materials will be organized daily to prevent multiple hands from reaching into a bin of formerly shared objects.

Rotation of Materials: Teachers will plan for a sufficient supply of pre-proportioned materials to allow sanitizing of objects between handling.

## **Meals**

Children and teachers gather for a morning snack, and later in the day lunches, brought from home. Social conversations, manners, safety, and healthful choices are essential elements to school meals. Parents provide for the produce component of the morning snack on a rotating basis.

Meals Adaptation: Family style and self-service meals are suspended. Each participant will provide their own lunch and water bottle. Any snacks will be portioned into single serve containers.

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

Each class will spend at least 45 minutes per day in a neighborhood playground or our fence courtyard, weather permitting. 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. In case of inclement weather, gross motor activities will be conducted in the first floor Parish Hall. 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.

Outdoor Adaptation: To the extent possible, large portions of the school day will be conducted outdoors including but not limited to arrival /dismissal (1/2 of the classes), snack and lunch (1/2 the classes), typical recess and outdoor classroom activities, class meetings and story times. Conducting activities in which children are accustomed to a “gathering mindset” in the outdoors mitigates risk while new operational habits are formed in the COVID era.

## **Classroom Support**

Kinhaven’s Support Teacher provides valuable support to the teaching team and children by decreasing the student-teacher ratio through small group activities and enrichment experiences.

## **Singalongs**

All groups gather for singalongs on Fridays.

Singalong Adaptation: We are seeking ways to continue this beloved tradition in the COVID era. For the time being, children will engage in musical experiences in their individual classrooms.

# Daily Care

## Snack

Families rotate snack duty for their class, providing the fresh produce element. A separate electronic sign up is provided. Reusable containers are strongly preferred. Please label snack containers with first/last name as with all item brought from home.

COVID Adaptation: Snacks will be distributed to children in single serve fashion to avoid multiple touches on utensils and trays.

## 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.

Lunch Adaptation: Family style and self-service meals are suspended. Each participant will provide their own lunch and water bottle.

## 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, shoes that are not attached to the foot at both heel and toe such as flip-flops, are prohibited.**

Face Coverings: All program participants will don a fresh mask daily to enter the program. A fresh mask has not been worn in prior public settings and is new or has been laundered per CDC and manufacturer's guidance. All program participants will have an extra mask available each day should the first become soiled. The School will provide face coverings for faculty and staff which will be laundered or disposed of daily. Extra disposable masks for adults and children are available. Face coverings worn at School should be replaced upon exiting daily.

## 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. While our

playground is partially shaded, even a short period outside may result in a sunburn. 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 offers optional, content-specific programs after school. Classes such as PeeWee PE, Planet Patrol, Kitchen Chemistry or Arts Playhouse are combined with rest, and play- indoors and out to round out the afternoon. Classes may be led members of our own staff or by visiting teachers with the support of a Kinhaven staff member.

### **Early Birds**

Early Birds is an optional, early drop-off program of Kinhaven School. Families are greeted at the door at 8:30am after which children will play in mixed age groups. Teachers support children’s entry to their primary classrooms at 9:00am.

### **Field Trips**

Kinhaven defines field trips as walking trips in excess of eight 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.

### **Walk-Abouts**

Kinhaven defines walk-about as small trips outside the school ground. 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. The school-wide *News in a Nutshell* is delivered electronically on Sunday evenings. School and community list-serves support the timely distribution of information among our members.

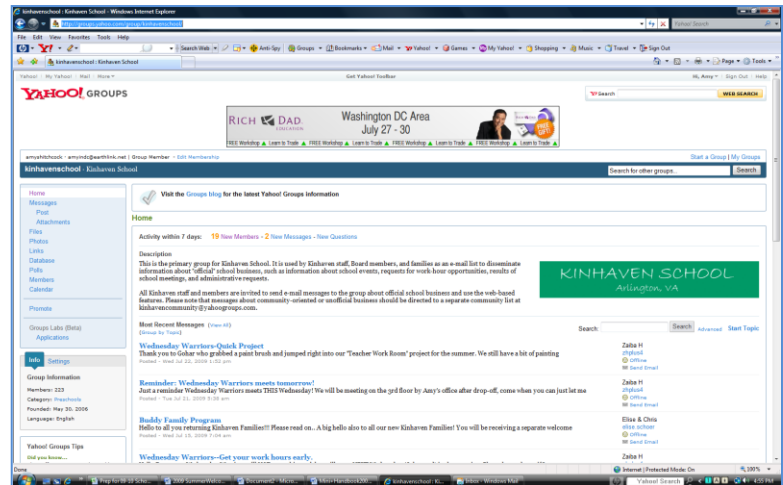
Each classroom has a system for communications between families and teachers, usually including a bulletin board adjacent to the sign-in area where important information is posted. Written messages are delivered via "cubby mail". Please devise a system for the storage of school messages on the home-front if a caregiver is the primary person to pick-up children from school, or help them unpack their belongings at home. Classroom/child updates are distributed electronically each week via HiMama.

HiMama will be the hub for links, schedules, and content in the event of periods of distance learning.

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

## Daily Health Screening

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. In addition, children who are tired and run down are very susceptible to communicable disease.

Face Coverings: All program participants will don a fresh mask daily to enter the program. A fresh mask has not been worn in prior public settings and is new or has been laundered per CDC and manufacturer's guidance. All program participants will have an extra mask available each day should the first become soiled. The School will provide face coverings for faculty and staff which will be laundered or disposed of daily. Extra disposable masks for adults and children are available. Face coverings worn at School should be replaced upon exiting daily.

Return to School: Prevailing Centers for Disease Control and Virginia Department of Health Guidance policy indicates lengthy stay-at-home periods for persons exposed to or diagnosed with COVID-19 to include:

Persons with a positive COVID-19 diagnosis with or without symptoms should stay at home for

- A minimum of 10 days since symptoms first appeared, **and**
- 24 hours with no fever without the use of fever-reducing medications, **and**
- Other symptoms of COVID-19 are improving, **and**
- Have the stamina to participate in the program.

Persons with exposure to COVID-19 through a close contact such as a household member or classmate or stay home for 14 days after their last exposure to that person. However, anyone who has had close contact with someone with COVID-19 and who:

- \*developed COVID-19 illness within the previous 3 months, and
- \*has recovered, and
- \*remains without COVID-19 symptoms (for example, cough, shortness of breath) does not need to stay home.

Reporting: Every program participant shall report illness of to the school office via phone and email including symptoms and their onset.

## Physical Distancing

Barriers: Physical barriers may be employed during health checks, in the office, and in the classrooms during meals and to accommodate developmentally appropriate practices which consider the social-emotional health of the child(ren).

Classroom Arrangement: Classroom furniture will be re-arranged to accommodate physical distance requirements while maintaining best practices for supervision and instruction. This may include reducing the number of chairs at a table; creating a home-base area for each child as their primary play space; or placing decals or other visual signals for students, for example.

Interior Traffic Flow: To avoid face to face contact, staircases will be designated as one-way during school hours. One class may occupy a shared space such as restroom or hallway at a time.

Floor decals in "waiting spaces" will reinforce physical distancing.



Spacing: While occupying indoor spaces, teachers will reinforce protocols and posted signage calling for six feet of distance between program participants. Given the age of the preschool population additional protections including but not limited to face coverings, barriers, room arrangement, traffic flow, and program adaptations will be employed to reduce the risk of COVID-19 transmission.

### **Illness Pick-Up**

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

Any person who develops COVID-19 consistent symptoms, including fever, new cough, new breathing difficulty, new rash, new lethargy and headache, or any combination of the above will be segregated from the class while a family member is contacted and until such time as the child/staff member may be picked up. All participants have an active Emergency Permissions form that permits the School to share emergency illness or injury information with their designated family members or emergency contacts, or to initiate the emergency medical system.

### **COVID Confirmation**

Cleaning and Disinfection: Classroom space(s) will be closed off for 24 hours following a confirmed case of COVID in the program prior to deep cleaning. The prevailing CDC and governmental guidance on these steps will be applied.

Closure: Classrooms will close for cleaning in the event of a participant or close contact COVID-19 diagnosis. The program may be asked to close by public health officials. At such time, the distance learning protocols will be implemented.

Communication: All first and second-degree contacts will be notified of the potential exposure and the overlapping dates (see *Tracking Classroom Admission* below). Until such time as public health entities provide additional direction, first and second-degree contacts will be urged to self-quarantine and contact their health care provider. Other building users will similarly be notified. (see *Communications* heading)

### **Cleaning and Disinfection Modifications Due to COVID**

Custodial: The daily custodial schedule has been increased by 25% to accommodate additional daily high-touch cleaning. Currently (6/15/2020) we have a 90-day supply of cleaning and disinfecting EPA N-list products.

Program Assistant: The duties of the Program Assistant have been shifted to include 2 hours of sanitizing spread throughout each school day to include handrails, door knobs, light switches, chairs, tables, and other high touch surfaces. As classes leave the classroom for the bathroom or outdoor space, the Program Assistant will conduct sanitizing activities in classrooms and shared spaces such as hallways.

Teachers: Teachers will retain the typical operations habit of sanitizing table surfaces between uses and before meals. Additionally, they will sanitize tables and chair backs (touchpoints) when users of these items change. The current practice of segregating objects that children put

in their mouths for cleaning and disinfection will be extended to include shared inorganic materials (plastic/metal) between uses.

### **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 are stored in a secure location. Please do not send any medications (including inhalers, vitamins, sunscreen, or hand sanitizer) in your child's backpack or lunchbox.

### **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.

### **Emergencies**

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 two 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.

### **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 written 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, please make sure that number is written on your child's emergency card.

### **Allergies**

If your child is allergic, please be sure the details are noted in the classroom and Kinhaven office. An allergy action plan is essential for each child with emergency medications.

### **Emergency Drills**

Kinhaven will conduct fire drills monthly in accordance with state regulations, in addition to periodic shelter in place and lockdown drills. Evacuation routes and emergency instructions are posted in each classroom.

### **Emergency Preparedness**

Our staff members hold current CPR and First Aid certifications. The staff has practiced the emergency plan procedures for natural and manmade 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. The off-site call center would notify you of such an emergency via the telephone numbers (text) and email addresses you indicated at

registration.

### **Mandated Reporters**

Staff members are trained in the recognition of the signs of child abuse, maltreatment and neglect and are mandated to report such observations.

### **COVID Adaptations**

Class Size: While the Virginia Department of Social Services provides guidance on maximum group sizes in all Phases of reopening; the existing group sizes of the classrooms are below the State maximums for Phase I. Nonetheless, class group sizes will be decreased by one or more children in order to accommodate adequate physical distancing.

Group Consistency: Children will not mix between groups/classrooms. Maintaining a silo of persons reduces the risk of transmission of COVID-19 throughout the program. While Phase II State Department of Social Services guidance allows for two(2) groups/classes to exist in a larger space such as a gym, multi-purpose room or playground when adequate spacing for each exists, and when a barrier is present to prevent mixing of the distinct groups, and thorough daily cleaning must be conducted before use by another group, Kinhaven School will not use the Parish Hall for such purposes at this time. Maintaining class silos will prevail in practice.

Hand Hygiene: All participants will conduct handwashing immediately upon entering the program. This process will be repeated before and after meals; after toileting; after handling pets; after handling face covers, masks or PPE; when returning from the outdoors; prior to dismissal; or when soiled. Adults may use hand sanitizer containing at least 70% alcohol during intervals from the list above. Such hand sanitizer must be kept out of reach of children at all times, and may NEVER be administered to a child under 6 years old while under supervision of the program.

Movement: One class may occupy a shared space such as restroom or hallway at a time. Floor decals in "waiting spaces" will reinforce physical distancing. Similar visual signals in the classrooms will provide for spacing even as children assemble to leave the classroom.

Sanitizing Handled Objects: An area will be designated in each classroom for items that have been handled and require sanitizing. A bin of approved sanitizing solution may be mixed daily and stored out of reach of children to support an ongoing process of sanitizing and drying before materials re-enter the instructional area.

Schedule: Firm adherence to the school-wide schedule will prevent two classes from occupying the same shared space (hallway, bathroom, outdoor play space, etc).

Tracking Classroom Admission: Data will be retained for 21 days on the persons entering any classroom space. At no time will the maximum capacity as outlined by the Department of Social Service be exceeded.

Visitors: Visitors will not be permitted during recovery Phase I or II. Electronic and video will be substituted

# Office Procedures

## Office Hours

The Kinhaven Office is open from 8:30-3:30pm, 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, 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 16 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.***

Pre-participation Documents: Prior to admission/employment participants will read and acknowledge prevailing CDC and governmental guidance. The protocols in this document will be incorporated into Parent Handbooks and Procedural Manuals which also will be acknowledged in writing. Participants will attest that they will notify the program should they or a household member develop COVID-19, or come into close contact with a person who has.

## 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.

## Removal

Services may be suspended to those with outstanding balances. Children will not be removed for behavior or special needs unless the child's needs cannot be met without the addition of specialized staff members.

# Drop-off/Pickup & Parking Procedures

## Drop Off

Students must be escorted by an adult (parent/guardian/nanny/carpool designee) to their classroom no earlier than 9:00 am. Please respect that the teachers use the time prior to 9:00 am to plan for the program day, set up the classroom, and gather materials. If you need to speak with your child's teacher, please 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 9:30am, 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.

Arrival Adaptation: Classes will have assigned entry points and routines to reduce the number of adults entering the premises. Use of the Nelson ST courtyard and Ninth ST grassy area will allow appropriated spaced congregation for two classes while the other class(es) will be greeted by a staff member at the door and escorted to the classroom. As in typical operations, handwashing is the first activity that children conduct when they enter the building.

## Pick Up

All students will be picked up from their classrooms. Parents should arrive outside of their child's classroom no earlier than 12:50 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 – 1:05 pm. Please use the main stairwell to access the classrooms on the second floor. Do not enter the other parts of the building

Dismissal adaptation: Classes will have assigned dismissal points and routines to reduce the number of adults entering the premises. Use of the Nelson ST courtyard and Ninth ST grassy area will allow appropriated spaced congregation for two classes while the other class(es).

**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.**

- Enter the lot from northbound Oakland Street. The lot allows for an "in" and "out" This avoids a dangerous backup. Cars waiting to enter will turn on hazard/flasher lights.
- When exiting the lot, right or left turns are permitted. Enter Fairfax Drive only by a right turn to avoid a back-up through parking lot and up Oakland St.
- Keep our kids safe: Hold hands, put down cell phones, and buckle in properly!
- Parking passes must be displayed to avoid towing.

- You may not park your car in the lot during school hours and leave the premises.
- Report accidents to the Kinhaven Office. If you are involved in an accident in the parking lot, you should immediately report it to the Kinhaven Office and if necessary, the Arlington Police Department. Do not leave the parking area without making these notifications.
- If another family member or caregiver uses our parking lot, please make sure they understand the policies.

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

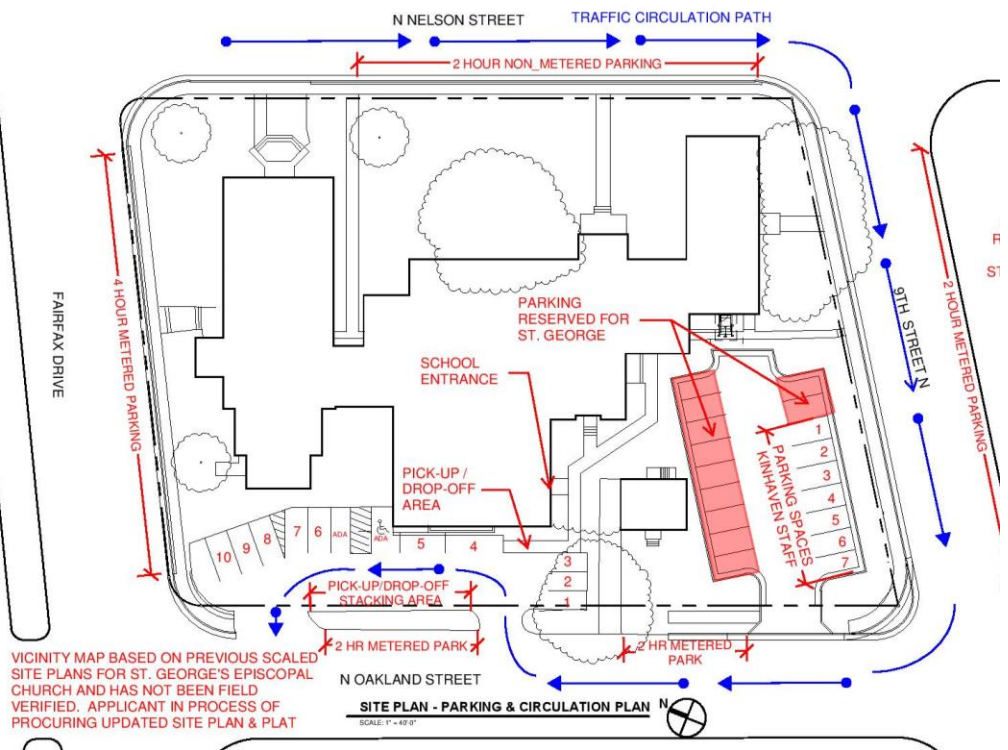
- Occasionally use off-site parking at drop off or pick up. If you see a metered or free two-hour parking spot, park there first instead of the parking lot.
- Remember to park off site when playing in the gym during drop-off or pick-up times.
- Signal available spaces to cars waiting to enter the lot 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.

**Share this information with anyone who drops off or picks up your child. It is imperative that all persons using the parking lot know and understand these procedures.**

**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. Parking at any other time is prohibited.

Proceed north on Oakland St to enter the lot per the parking and circulation map below.



## **RESPECT” IN THE PARKING LOT**

**R**espect each other – we’re all trying to accomplish the same thing.

**E**nforce the rules – remember to park in the right spots.

**S**pace – give other cars adequate space to maneuver and make sure you’re in your space correctly.

**P**atience – it is a virtue; we all must wait...might as well wait cheerfully!

**E**xit promptly when possible – be considerate when there’s a long waiting line of people waiting for spots.

**C**ourtesy – please move parent group conversations inside to keep our kids safe.

**T**iming – this might take some trial and error, but the lot tends to fill fast and taper off later.

# 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.

Standards 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 entry. 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.