



# Kinhaven School

## Parent Handbook 2022-23

*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.  
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 along with a daily symptom screening each morning before camp via the HiMama 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/glasses. During the COVID public health crisis all persons aged two and over must wear a face covering to enter the building. \* pending application of the Mask-optional policy

**Bring** a healthy lunch from home each day and a drink in a reuseable container; add an extra face covering. 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. As seasons change, shift the sunhat to jackets, boots, and mittens.

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

Additional protocols may be instituted or reviewed in response to evolving regulation, scientific discovery, and public health reporting levels.

### **Admission to the Program**

Entry and Face Coverings: All faculty, staff, families, children (students), and the rare visitor will wear face coverings to be admitted to the building. During outdoor play, students and staff may lower masks.

Persons with health or developmental concerns that may impact their ability to mask indoors must contact the School office in advance to determine the appropriate course of action in consultation with health care or special education professionals and ADA compliance. A Daily Health Screening conducted through the HiMama app is also required each program day for participants.

Mask Optional Policy: Kinhaven School established a mask-optional policy to be applied during periods when all of the following circumstances are satisfied:

- 80% of the Kinhaven's participant population is up to date with COVID vaccinations; and
- CDC [Community Transmission](#) rates are moderate or low; and
- masks are no longer required for entrance to the building we rent (Saint George's Episcopal Church).

None of the mask-optional indicators described above were satisfied as of the date of policy adoption, September 21, 2022.

Families will complete a form reflecting their preference regarding indoor masking so that staff can support children through the shift from uniform masking.

Persons exposed to COVID who meet the criteria for program participation do not have the option to remove masks indoors during the ten days following exposure.

Persons exhibiting COVID-consistent symptoms who have submitted two negative antigen tests and are thus able to participate do not have the option to remove masks indoors until such time as symptoms subside or a negative PCR test is submitted to the school office.

Persons recently returned from travel with high-risk activities will not have the option to remove masks indoors until negative test results administered days 3-5 are submitted to the school office.

### **Communications**

Pre-participation Documents: Prior to admission/employment participants will acknowledge Kinhaven's COVID protocols. 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 activities by risk for vaccinated and unvaccinated persons including

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

Families can learn more about the CDC's Recommendations for choosing safer activities [here](#).

Travel and School Participation: Kinhaven's travel protocol will reflect the current and prevailing guidance of the Centers for Disease Control which recommends all travelers be tested following travel if travel activities involved greater risk of exposure, including but not limited to being in crowded place(s) and being unmasked. **Program participants will wear a high-quality mask for a minimum of five days following travel, and until negative COVID test results are submitted to the school office.** This masking requirement of this policy travel procedure will Travel to the US from some international locations may require additional testing.

There is no school participation implication based on the activities of other household members. 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.

### **COVID Confirmation and Exposure**

Illness During the Program: Any program participant who develops COVID-19 consistent symptoms, including fever, new cold, 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. *Persons with symptoms consist with COVID-19 will be excluded from the program until testing demonstrates that symptoms are not caused by COVID.*

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.

Exposure to COVID/ Close Contact: Close contacts are persons less than 6 feet away from an infected person (laboratory-confirmed or a [clinical diagnosis](#)) for a total of 15 minutes or more over a 24-hour period (for example, *three separate 5-minute exposures for a total of 15 minutes*) during the two (2) days before they have any symptoms (or, for people without symptoms, 2 days before the positive specimen collection date). See below for Quarantine criteria under School Participation protocols.

Confirmed COVID Case: Persons testing positive for COVID or diagnosed by health care professionals will see the Isolation criteria under School Participation protocols below.

Return to School/ School Participation Protocols:

<i>Day 0 is the day of contact, or onset of symptoms/positive test results</i>		<b>Persons <a href="#">Up to Date</a> with COVID Vaccines; Persons with Confirmed COVID within Last 90 Days</b>	<b>Unvaccinated + Partially Vaccinated Persons</b>
Quarantine criteria: close contact of non-household and non-ongoing exposure		Submit test results* immediately daily through day five (5) following exposure; may participate in program if asymptomatic, negative, and with faithful wearing of well-fitting mask through day ten (10)	Submit test results* immediately and on day five (5) following exposure; Stay at home until a minimum of five (5) days post-exposure; return on/after day six (6) if asymptomatic, negative, and with faithful wearing of well-fitting mask through day ten (10).
Quarantine criteria: close contact of household and /or ongoing exposure		Stay at home; Submit test results* immediately; may revert to Quarantine non-household protocols when contact with the close contact ceases and/or when close contact tests negative via antigen test.	Stay at home; Submit test results* immediately; may revert to Quarantine non-household protocols when contact with the close contact ceases and/or when close contact tests negative via antigen test.
		* Refer to isolation below in the event of a positive test	* Refer to isolation below in the event of a positive test
<i>Day 0 is the day of contact, or onset of symptoms/positive test results</i>		<b>Fully Vaccinated Persons; Persons with Confirmed COVID within Last 90 Days</b>	<b>Unvaccinated + Partially Vaccinated Persons</b>
Isolation; positive test or diagnosis		A minimum of 5 days at home, AND	A minimum of 10 days at home since

		submission of a negative antigen test results on days 6 - 10, AND improved symptoms without the aid of medication, AND have the stamina to participate in the program to return.	symptom onset/positive test result, AND improved symptoms without the use of medications, AND submission of negative rapid antigen test, AND have the stamina to participate in the program to return.

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

Communication: All first and second-degree contacts will be notified of the potential exposure and the overlapping dates (see Tracking Classroom Admission below). Other building users will similarly be notified. (see Communications heading)

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 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. 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.

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. 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.

*Persons with symptoms consistent with COVID-19 will be excluded from the program until testing demonstrates that symptoms are not caused by COVID.*

### **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: Floor decals in “waiting spaces” will reinforce physical distancing.

Spacing: While occupying indoor spaces, teachers will reinforce protocols and posted signage calling for 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 green spaces adjacent to the school entrance will allow appropriately spaced congregation. As in typical operations, handwashing is the first activity that children conduct when they enter the building.

Face Coverings: All program participants will don a fresh, well-fitting 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. Extra disposable masks for adults and children are available. Face coverings worn at School should be replaced upon exiting daily.

Face covering breaks largely occur outdoors and during meals. Spacing and activity accommodations may be made for children learning to wear a face cover. See “Entry and Face Covering” for additional information about Mask-Optional policies.

Group Consistency: Tracking and attendance information will be maintained for 21 days when children mix between groups/classrooms indoors for periods longer than 15 minutes. Maintaining a silo of persons reduces the risk of transmission of COVID-19 throughout the program

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: Systems for personal supplies of high touch materials and disinfecting of those shared are in place.

Meals: Each participant will provide their own lunch and water bottle. Spacing and screens will be implemented during indoor meals

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, additional 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.

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 be limited; non-family adults must demonstrate proof of vaccination to enter. Electronic and video communications will be offered as substitutes.

Windows and Ventilation: Windows will be opened in each classroom to promote circulation of fresh air even as mechanical heating or cooling is underway. Each classroom has independent heating and air conditioning devices that draw air in from the outdoors. The fan function of the heating/cooling system and an air purifier 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 prioritizes play in all its forms as 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, delight, and respect and empathy in our young learners.

Kinhaven believes that its parents and teachers are critical to Kinhaven's success. Parents are children's first and most important teachers. Their participation at Kinhaven through active governance and collaboration with teachers and other parents establishes a unique sense of community. Kinhaven hires exceptional teachers who are creative, compassionate, curious, enthusiastic, and committed to the Kinhaven community.

*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 regard they hold for our children, their commitment to continued pedagogical growth, and as models of curiosity, creativity, and compassion for children.

Honor and respect diverse people, ideas, and cultures as we seek inclusion and equity in our endeavors.

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 nondenominational, 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 [Early Learning and Development 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.

*\*A Mask-optional policy has been established but the thresholds for its application have not been met as of September 21, 2022.*

## 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 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. 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 symptoms consist with COVID-19 will be excluded from the program until testing demonstrates that symptoms are not caused by COVID.*

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, extended conversation, 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.

## **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.

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

Each class will spend at least 60 minutes per day outdoors in a neighborhood playground or our fenced 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.

## **Classroom Support**

Kinhaven’s Resource Teachers provide 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.

# **Daily Care**

## **Snack**

Snack is composed of a fruit or vegetable serving and a grain product. On a rotating basis families will bring the produce component of snack for their classroom. 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, your child will 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. Leaving a pair of rain boots or similar outdoor shoes at school will provide flexibility for your

child to fully experience outdoor play. **For your child's safety, shoes that are not attached to the foot at both heel and toe such as flip-flops, are prohibited.**

### **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 learning to use the toilet.

### **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.

### **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. 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 is 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.

## **Field Trips**

Kinhaven defines field trips as walking trips in excess of ten 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 schoolwide *News in a Nutshell* is delivered electronically on Sunday evenings during the school year, and periodically each camp session. Classroom/child updates are distributed electronically each week via HiMama.

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.

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.

## **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 cold, 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.

*Persons with symptoms consistent with COVID-19 will be excluded from the program until testing demonstrates that symptoms are not caused by COVID.*

## **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.

# **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 12 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 or email 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.

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 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 9:20am, 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

Teachers will dismiss children beginning at 12:55 pm. Please meet the class at its assigned drop-off/pick-up area.

**Should you pick up your child after 1:05 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. Parking at any other time is prohibited.

- Proceed north on Oakland St to enter the lot per the parking and circulation map below.
- Enter the lot from northbound Oakland Street. The lot allows for an "in" and an "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.
- 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.

**Bikes and Strollers** may be locked to the bicycle rack along the Oakland ST side of the building.

**RESPECT” IN THE PARKING LOT**

Respect each other – we’re all trying to accomplish the same thing. Enforce the rules – remember to park in the right spots.

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

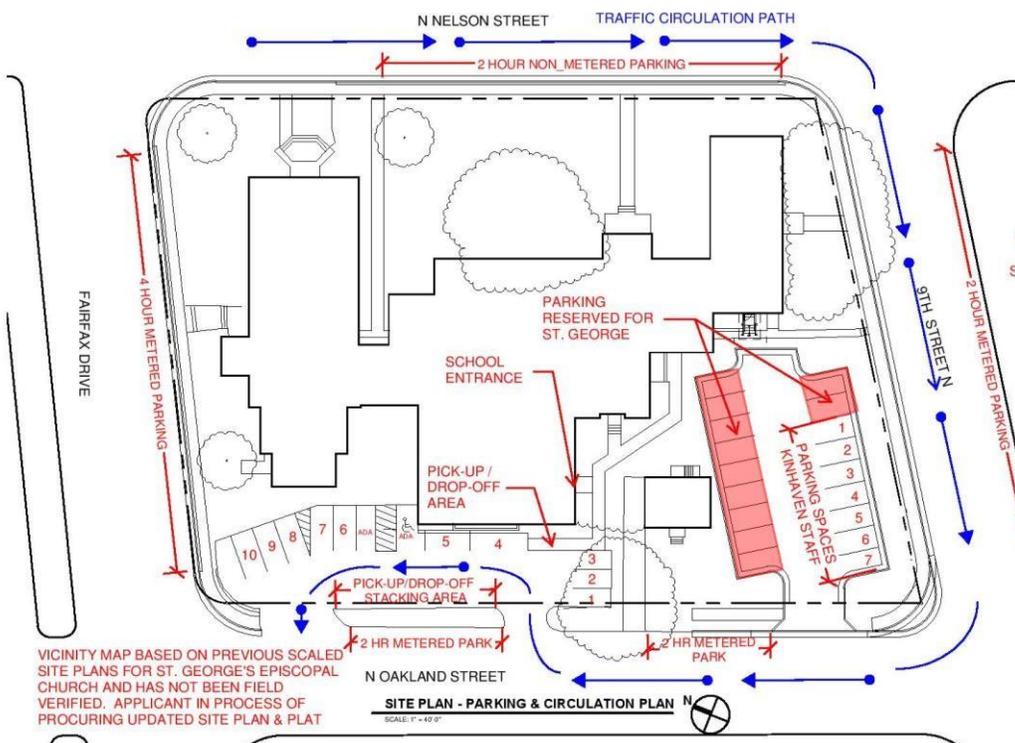
**Patience** – it is a virtue; we all must wait...might as well wait cheerfully!

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

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

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

**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.**



# 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.

## Kinhaven School Staff

Admin	Amy Hitchcock, Director Cindy Hardgrave, Accounts
Seeds Class	Amelia Gartrell Elise Schoer
Sprouts Class	Jenai Stanfield
Shoots Class	Karina Claire
Acorns Class	Elizabeth Towner
Oaks Class	Ebony Day
School Support	Ally Edge Maricela Sanchez-Aquino Traci Chen, substitute
Custodial	Jesse Coney