Parent Handbook
Fall, 2026

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

Selected Contents

A Typical Day……5

Arrival/Dismissal……...4 & 16
Communication……8
COVID Protocols……..18
Discipline……..…...9
Health and Safety……..…9-11
Illness……..…14

Licensing……15
Medications……..……..10
Mission and Philosophy……2
Overview……2

Parking.....12-14
Security ……..……3
What to Bring ……1, 6, 7

Back to School Shortcuts

Sign In/Out daily via the ProCare app when you drop-off and pick-up your child. Children must arrive before 9:30am to participate. Advance notice waivers of occasional appointments may be submitted to the office by 7am.

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 before arriving to class.

Bring a clean reusable water bottle and outdoor gear appropriate to the weather each day. Rainboots, sunhats, and shades may be left at school to respond to changing conditions as classes go outdoors each day. If carrying lunch, bring each day along with a drink in a reuseable container. Remember to bring a full change of clothes to leave at Kinhaven, and diapers, if applicable. LABEL all items with your child's full name.

4201 N Fairfax DR at the Ballston-MU Metro Arlington, VA 22203
(703) 525-4636 email: kinhavenschool@gmail.com www.kinhaven.com

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 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

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 in alignment with the research-based HighScope Approach. 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 member-parents are welcome to attend.

Licensing and Compliance Plans

Kinhaven School is licensed by the Virginia Department of Education 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. Kinhaven's operating hours are 7am – 6pm. No child may attend for more than ten hours per day.

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 right 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; children will not be admitted after 9:30am. Teachers plan a brief welcoming period, and then the activities of the day begin right away. Attendance is taken during this time. Children thrive on routine and a good start to the day facilitates their enjoyment of the program. Latecomers may find it difficult to enter and are disruptive to the program.

Beginnings

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

- Go over our daily schedule and activities with your child. Talking about some of the things they do during the course of a day is a good idea.

- Bring along something familiar from home such as a family photo or small stuffed toy.

- 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
Classroom staff will conduct a daily health observation inspection of children including but not limited to review of the skin, gait, eyes, and nose, mouth, and breathing (visible respiratory). Every program participant shall report illness to the school office via phone and email including symptoms and their onset.

Program exclusions include persons with the following symptoms

RESPIRATORY ILLNESS Those with symptoms of respiratory illness should be tested for COVID, flu, and RSV before returning to school AND must have improving symptoms and be fever-free.

COVID Exposure: May participate in program if asymptomatic, submit negative test results immediately daily through day five (5) following exposure, and with faithful wearing of well-fitting, high-quality mask through day ten (10)

COVID Positive Test: A minimum of 5 days at home (*Day 0 is the onset of symptoms or positive test results)*, AND improved symptoms without the aid of medication, AND have the stamina to participate in the program in order to return.

CONGESTION and RUNNY NOSE

Congestion and runny nose symptoms alone are not exclusionary. Staff will monitor, if your child shows additional symptoms such as fatigue, coughing, fever, etc. you will be called to pick up your child.

FEVER

24 hours fever-free without use of fever reducing medications

STREP THROAT

Return to school 24 hours after antibiotic treatment has begun.

VOMIT

Return to school after 24 hours free from vomiting.

DIARRHEA

Two (2) or more in one (1) day - we will notify you to pick up your child. Return to school 24 hours after diarrhea has cleared.

CONJUNCTIVITIS (PINK EYE)

Return to school 24 hours after antibiotic treatment has begun **AND** eye ooze has stopped.

EAR INFECTIONS

Return to school once antibiotic medication is administered.

LICE

Return to school after wash and comb through hair with Lice removal shampoo, manual nit removal, **AND** change of clothing.

RASHES

Return to school with doctor clearance.

Actions for additional communicable diseases follow the guidelines of the Commonwealth and County Health Departments.

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 session. Music, movement, extended conversation, and literacy activities are key experiences in Morning Meetings and Large Group experiences.

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 experiences designed by the teachers for small groups of children.

Meals
Children and teachers gather for a morning snack; younger children and their teachers share snack family style, while older students who have mastered self-service and clean-up may have snack as a center on their own timing. A hot lunch catered by Good Food Company is provided to full day students, and available for part-day children. Part day students bring lunch from home by default. Full day children also are served afternoon snack. Our meal pattern calls for three food group elements for snacks and four or more for lunch. Social conversations, manners, safety, and healthful choices are essential elements to school meals. Parents provide for the produce component of the snack on a rotating basis.

Outdoor Time and Gross Motor Activities
Each class will spend at least 60 minutes per morning and afternoon session outdoors in a neighborhood playground or our on-site spaces, 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 multi-purpose room. The Native Planting Garden, located behind the Nature Conservancy building at Stuart ST and Fairfax DR is our most often visited off-site outdoor space. Children and teachers will walk to and from this and other neighborhood resources without prior 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: Toddler through Pre-K

Snack
Snack is composed of a fruit or vegetable serving and a grain product along with milk. On a rotating basis families will bring the produce component of snack for their classroom. Family-style snack service is employed in younger classrooms while self-service is an option in older classrooms.

Lunch
Full day students are served hot catered lunch. Part time students 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. Classes may be deemed "nut-free" as needed for the safety of participants.

Rest and Recharge
A period of rest is offered for children of all ages whose day extends beyond five hours. Children will have their own, labelled cot or mat and labelled sheet/blanket that will be laundered weekly or sooner if soiled. Rest time is offered for a minimum of thirty minutes and up to two hours depending upon age group and individual needs. Children who naturally awaken prior to the end of the scheduled rest period will be offered quiet activities. *Infants are on their own schedule.

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. If your child stays for full day programming, and consent was given, sunscreen will be reapplied for afternoon outdoor time when conditions require.

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.

Daily Care: Infants

Classroom Health and Safety

Staff will maintain a hygienic environment, including but not limited to:

- wearing indoor only shoes, or shoe covers
- sanitizing surfaces and toys daily
- pacifiers are permitted, but cannot be attached to child. Pacifiers will be checked for tears before use, and cleaned when dropped/on a daily basis
- proper handwashing in adults and children, and glove wearing techniques will be employed

Diapering

Parents provide diapers for their child on a daily or weekly schedule to maintain an adequate classroom supply.

Children’s diapers will be checked hourly, or when a child shows discomfort, and will be changed immediately when wet or soiled and at a minimum of two hour intervals when awake. Parent supplied diaper cream can be applied with written parental consent. Teachers make diaper changing a valuable, positive time to interact with children.

Clothing

Parents will send 3+ changes of seasonally appropriate clothing, bibs and sleep sacks labeled with the child’s name for use at school. Soiled clothing will be sent home with families for laundering and return.

Feeding

Parents are responsible for bringing and labeling bottles and service-ready solid foods daily for their child to include:

- Child’s name
- Type of milk
- When it was prepared/expressed/thawed
- How many ounces

Bottles and food containers will be returned to families at the end of the day for washing.

For safety, children's bottles will never be propped when feeding. Children will be held when given bottles.

Kinhaven will work with families when introducing solids regarding timeline, philosophy, and dietary choices. Parents will send food from home that supports their feeding plan. Kinhaven will have several foods available as backup, to be offered with parental consent.

Water *can* be offered (up to 4oz) daily, from either a straw cup, or small open cup. It is not recommended to offer more than 8oz of water daily to babies under 12 months, to avoid displacing nutrition from breastmilk/formula.

Sleep

Kinhaven's safe sleep policy is guided by *Caring for Our Children: National Health and Safety Performance Standards Guidelines for Early Childhood* to decrease the risk of SUID.

- Children will be placed on their backs to sleep, in their assigned crib
- on a firm mattress including a tight-fitting sheet and nothing else in their crib.
- Crib sheets will be laundered a minimum of one time per week and whenever soiled.
- If children fall asleep outside of a crib, they will be immediately moved to their safe sleep space
- Staff will maintain sight and sound supervision, checking on each child every 15 minutes
- If a pacifier is used for sleep and falls out of a child's mouth, it will be offered and then removed from crib if not taken

As children prepare to move from the infant to toddler room, teachers will support their transition to cot naps.

Other Program Activities

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-abouts as small trips outside the school grounds. 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 and happen without prior notice to families.

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.

Classroom/child updates are distributed electronically each week via the ProCare app. The app and email are used as regular forms 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.

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.

ProCare 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 notes 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 consist 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 will go outdoors 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.

Inclement Weather Protocols
Kinhaven's Inclement Weather policy relates to the Arlington Public Schools on the first day of a weather event.

- When Arlington Public Schools are closed due to inclement weather, Kinhaven is closed. On subsequent days of a weather event, Kinhaven will make its own operating decision.
- When Arlington Public Schools open under a two hour weather delay, Kinhaven classes begin at 10am.

- When Arlington Public Schools close early due to inclement weather, Kinhaven closes at 1pm with no afternoon programming. Families are encouraged to pick up children as soon as safely possible.
- When Arlington Public Schools cancel afterschool activities due to inclement weather, Kinhaven School will close at 4pm.

Families are notified via the ProCare app.

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 8:30-5:30pm, 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.

Tuition is collected via ProCare or checks, 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 10th 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. 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 notes. If you arrive at 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 for those bringing lunch from home. Please apply a new label to your child's lunch box/bottles each day.

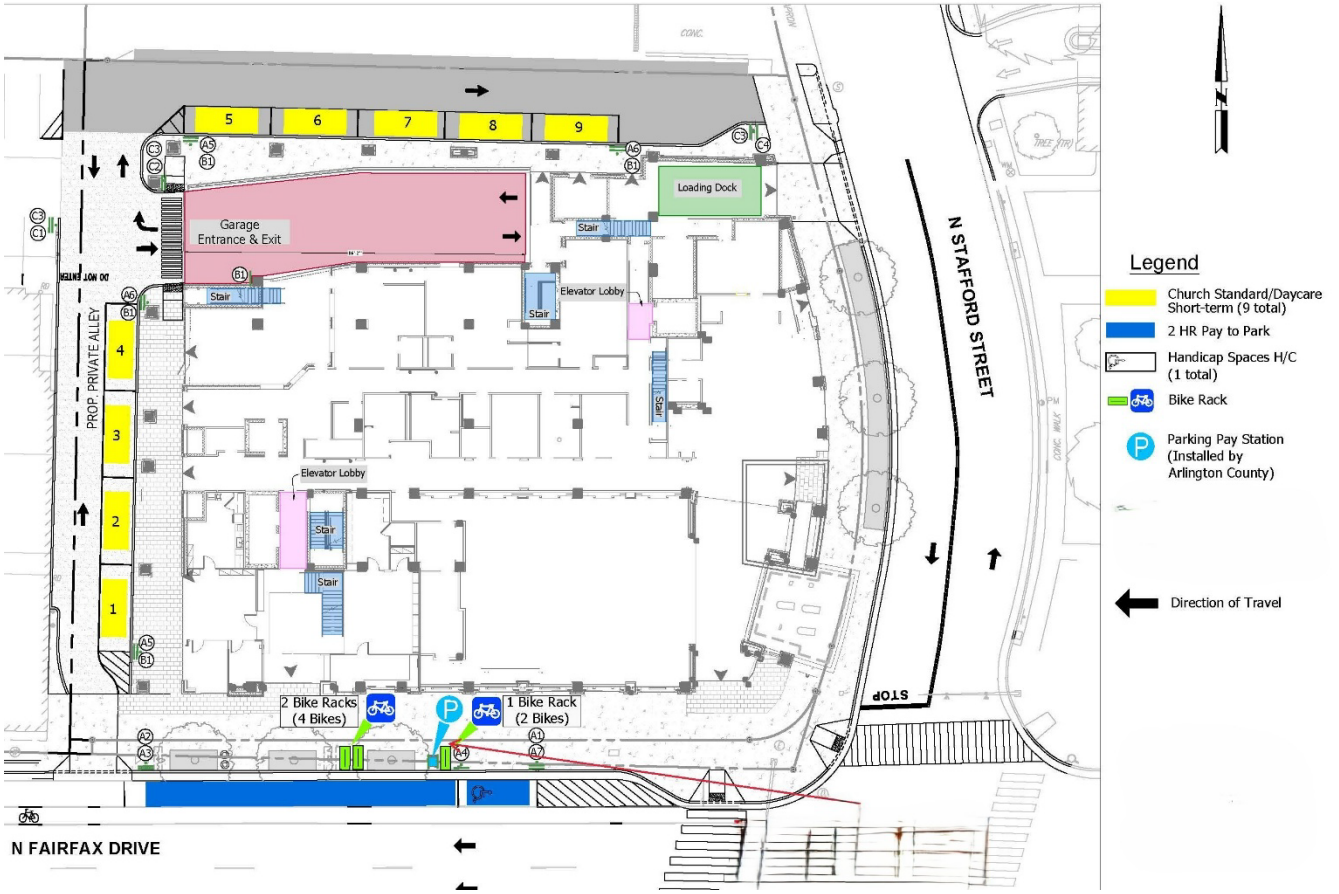
Pick Up
Half-day students will dismiss beginning at 12:55 pm and 2:55pm. Please meet the class at its assigned drop-off/pick-up area.

Full-day students will dismiss from their assigned classroom/cohort.

Should you pick up your child after five or more minutes beyond the assigned dismissal, there is a $25.00 late fee that must be paid upon arrival. An additional $25.00 fee is assessed for every ten minutes thereafter.

Parking Access

Families may park in surface level spaces along the perimeter of the driveway, accessed mid-block from Fairfax Dr and in designated garage spaces. **At no time may drivers queue on Fairfax Drive** awaiting entrance into the driveway. Continue along Fairfax Drive and circle the blocks to re-enter.



- Enter via mid-block driveway accessed from Fairfax Dr per the circulation map above.
- Park in surface spots along driveway perimeter and designated spaces in the P1 garage level.
    - Parking is only available while on-site and during your child's attendance.
    - Parking may never exceed two hours.
    - During arrival and dismissal times, parking is limited to 15 minutes.
- Display parking passes at all times.
- Use key fobs for entry to garage and subsequently to entry to elevator.
- 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 on site 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 entering as you exit.
- Car-pool with neighbors, use transit, 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 Fairfax Dr side of the building and in the P1 bike room.

“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; your turn will come!
Exit promptly when possible – be particularly considerate during arrival and dismissal periods.
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 23030 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 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.

Preventative strategies including fresh air circulation, operation of air purifiers, availability of masks for exposed or symptomatic persons, thorough hand and droplet hygiene, testing, and vaccination are among the layers available to the school and its participants.

COVID Exposure: May participate in program if asymptomatic, submit negative test results immediately daily through day five (5) following exposure, and with faithful wearing of well-fitting, high-quality mask through day ten (10)

COVID Positive Test: A minimum of 5 days at home (*Day 0 is the onset of symptoms or positive test results)*, AND improved symptoms without the aid of medication, AND have the stamina to participate in the program in order to return.

Kinhaven School Staff

Administration	Amy Hitchcock, Director Cindy Hardgrave, Accounts
Faculty	Jasper Corrales Ebony Day Sakina Jafari Jamie Rivas Maricela Sanchez Aquino Sandra Sanchez Vargas Elise Schoer Jenai Stanfield Ashley Taylor Elizabeth Towner Traci Chen, substitute
Custodial	Jesse Coney Margie Espinal