

# **FAIRFAX ACADEMY**



# **STUDENT/ PARENT HANDBOOK**

**Revised August 2014**

## *INTRODUCTION*

Welcome to the Fairfax Academy. Established in 1977, Fairfax Academy has developed an enviable reputation for providing a strong academic foundation. It also strives to develop desirable social attitudes, to encourage natural curiosity, and to stimulate a quest for knowledge in the child. **Our philosophy is simple: “Children are the resources of the future and our most important legacy. Their education and development are the most important tasks we can undertake.”** We are pleased that you have selected the Fairfax Academy and look forward to serving you.

**The following handbook contains the rules and regulation of Fairfax Academy as well as various other policies and procedures. It is imperative that you take the time to review the content. At the back of the handbook you will be asked to acknowledge the fact that you have read the information in the handbook and agree to abide by all of the rules and regulations/policies and procedures of Fairfax Academy**

## *RULES AND REGULATIONS*

**The Fairfax Academy will be CLOSED ON ALL FEDERAL GOVERNMENT HOLIDAYS, FEDERAL CLOSINGS (such as for weather and natural disasters), as well as the FRIDAY AFTER THANKSGIVING AND THE FRIDAY BEFORE EASTER.** There are occasions when by Presidential Executive Order the Federal Government closes. Examples are Inauguration Day, death of a President, or occasionally around the Christmas holiday. Since the Federal Government is closed, WE ARE CLOSED. When Christmas Eve falls on a weekday, the school will close at 2:00p.m. When New Year’s Eve falls on a weekday, the school will close at 4:00p.m. Parents who are late picking up their children on these days will incur a late charge of \$25.00/per 15 minutes or part thereof. **This late fee is paid directly to the staff member detained at time of pick up.**

**Our center is open from 6:30a.m. And closes at 6:00p.m.**

**We DO NOT follow any county regulations regarding closing for SNOW DAYS. We are CLOSED ONLY WHEN THE FEDERAL GOVERNMENT closes. This does not mean Unscheduled/Liberal Leave.** Should the federal government have an early dismissal for any reason, we ask that parents/guardians pick their child up as soon as possible since we will also be closing. If a Federal Holiday falls on a Saturday, it will be observed on the Friday prior to and if a Federal Holiday falls on a Sunday, the holiday will be observed the following Monday.

Your weekly tuition fees include care from opening to closing, lunch, and snacks. **Tuition is due EVERY MONDAY for the current week.** There will be no reduction in tuition as the result of your child being absent from school due to illness, vacation, Federal Holidays, Federal Closings due to inclement weather or natural disasters - TUITION IS STILL DUE IN FULL Tuition must always be paid in advance. A LATE CHARGE in the amount of \$5.00/day is assessed for delayed payments. If your child is enrolled in Spanish, Dance, Breakfast, you are still responsible for payment, even if your child is absent.

**Fairfax Academy reserves the right to terminate your child’s attendance immediately for failure to remit tuition.**

**YOU ARE REQUIRED TO GIVE A TWO-WEEK WRITTEN NOTICE to withdraw your child from school. Your security deposit that is paid upon admission to the school will be applied to the last weeks of your child’s attendance. This security deposit is NON-REFUNDABLE. Failure to give proper two weeks written notice will result in forfeiture of the deposit.**

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Fairfax Academy reserves the right to terminate the attendance of any student for unsatisfactory scholastic progress, behavioral or emotional problems beyond the scope of our expertise, or the inability or unwillingness of the parent/guardian to abide by the school rules and regulations set forth by the school. Should this hold true for any child, the school will give the parent a written NOTIFICATION LETTER for withdrawing their child. Enrollment of your child may be immediately terminated for unsafe behavior and actions that compromise the safety of your child, other children, and staff members. If we are able, the Fairfax Academy will assist the parent in selecting an appropriate school for their child.

Children who are enrolled in optional programs such as Spanish, Dance, Breakfast must give a two-week written notice to withdraw from these programs. Tuition fees for these programs must be paid even if the child is absent or sick.

**A \$35.00 fee PAID IN CASH will be assessed for any returned checks.** After the first returned check you will be required to sign our return check policy indicating your responsibility for late charges that have accrued for non-payment. After (3) three returned checks you will be required to pay in CASH only. **You are responsible for paying the returned check fee and making good on the check the day we notify you. Failure to do so will result in the school assessing you a \$5.00 late fee per day from the day the check was written until the day it is made good.**

**After closing time, there is a “late pick up charge” in the amount of \$1.00 per minutes per child.** This charge is paid directly to **the staff person who is detained.** For those parents that are consistently late, we reserve the right to increase the fee to **\$5.00 per minute after 3rd time of being late.**

**Before your child starts school we must have a copy of the PHYSICAL HEALTH FORM FROM VIRGINIA, IMMUNIZATION FORM, BIRTH CERTIFICATE, COPY OF YOUR HEALTH INSURANCE CARD or letter stating you do not have health insurance, ALL FEE CONTRACT FORMS SIGNED, AND ALL PERSONAL FORMS. In addition, all fees listed in the fee contracts must be received prior to your child starting. Your child may not start school until all forms and fees have been paid and received.**

**All files are kept two years from the date of your child’s withdrawal.** After that time, it is our policy to shred personal information such as addresses, social security numbers, and addresses. This is to protect your identity.

2 year olds, 3 year olds, 4 year olds require a **small crib size sheet and blanket, and set of extra clothes. NO FOOD IS PERMITTED TO BE BROUGHT INTO THE SCHOOL FOR THESE AGE GROUPS!**

Kindergarten and Elementary age children **ARE PERMITTED TO BRING IN LUNCH.**

The following items **ARE NOT** permitted to be brought into school for health and safety reasons: **Pillows, hats, combs, glass of any kind, brushes, sunglasses, food, jewelry, snowsuits or boots, drugs, weapons.**

**WE DO NOT ALLOW FOOD to be brought into the school for children ages 2 years until Kindergarten.** Additionally, while the Fairfax Academy does not serve peanut butter or peanut products, our food comes from food distributors that may come in contact with foods prepared at facilities that use peanut products, eggs, wheat, etc. in the manufacturing of the food.

Toys are permitted for “Show and Tell” days on **MONDAYS ONLY** during the school year. Books and children’s music Non-denominational are encouraged and welcome any day.

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It is mandatory that all children in attendance on the day of a field trip involving your child's class participate in that field trip. Written notice is given to the parent via our newsletter in advance of such trips. In the event that a parent or guardian does not desire to have their child participate in the field trip, they **MUST MAKE OTHER ARRANGEMENTS FOR CARE** on that day. **We will not place a child in a different age group or keep them in the office.** It is the general policy of the school that **ALL** children participate in all activities that are conducted by the school.

**Should your child arrive late and miss the bus for a field trip, it is your responsibility to either drive your child to the trip, or make other arrangements for their care until the class returns. Again, we will not place your child in a different class or keep them in the office.**

All children attending field trips **MUST** wear the Fairfax Academy t-shirt or sweat shirt purchased from the school office. This dress code is **MANDATORY** for all trips. Parents that chaperone a trip must also wear a school shirt.

We ask that you call the school by 8:00A.M. on a day that your child will be absent from school. We also ask that you call the school office if your child will be late. **Teachers will not** give makeup work to children who are **excessively tardy.** **Children enrolled in Junior Kindergarten and higher are asked to be at school no later than 8:30a.m.**

**Extended absences for personal reasons are discouraged at the Kindergarten level.**

#### **DROP-OFF & PICKUP POLICY:**

Parents are required to walk their child to the classrooms each day. **YOU ARE NOT REQUIRED TO SIGN IN.** When picking up, **YOU ARE REQUIRED TO SIGN OUT YOUR CHILD/CHILDREN** on the pickup sheet in the intercom room and walk to the room to pick up your child. We will call the classroom via the intercom to notify the teachers you are on your way.

**Additionally, we do not permit children to walk home from the school or be picked up by other minor children.**

All children have hanging folders in the intercom room for correspondence. Please check this folder daily.

**If someone other than yourself is coming to school to pick up your child that is NOT on the authorized list, we ask that you call the school and notify someone as soon as possible. Please advise the person picking up that we WILL ASK FOR PICTURE IDENTIFICATION prior to releasing the child.**

**The school must be provided with FORMAL COURT PAPERS should there be a custodial issue. Should both parents have joint custody of the child, both parents have equal access to the school, the child's records, etc. According to state law, the school CANNOT prohibit a custodial parent from entering the school unless court ordered.**

**Fairfax Academy has an OPEN DOOR policy with regards to visiting your child on campus. For safety and security reasons, ALL parents and visitors must sign in before going through the school. Parents, DO NOT hold impromptu conferences with teachers while they are supervising/teaching the children. If you need to speak with the child's teacher just stop by the office first.**

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**Fairfax Academy must be kept abreast of ALL CHANGES concerning data in your child's file. It is the parent or guardian's responsibility to update and make changes to information contained in the child's personal file. We will not be held responsible if we cannot reach you/and or your emergency contacts because of inaccurate information. In addition, Fairfax Academy must be kept informed AT ALL TIMES of the location and telephone number of both parents. This is valid if you will be at a different number for one day.**

It is understood and agreed upon that no records, transcripts, report cards, or other information will be released by the Fairfax Academy to anyone until any unpaid tuition or other fees or charges have been paid in full. Fairfax Academy will provide one transcript to the school of your choice at no cost. Additional transcript requests will be subject to a nominal fee.

**Should Fairfax Academy or any member of its staff suspect any form of child abuse and/or neglect we are under LEGAL OBLIGATION to contact and inform Child Protective Services.**

Your child's participation in a preschool program/environment is not without risks. While the Fairfax Academy takes every measure possible to ensure your child's safety, well-being, and health, accidents and illness can occur as part of their participation in school activities. **By enrolling your child in our preschool program, you acknowledge this risk and agree to hold harmless the school; it's agents, representatives from such occurrences.**

At times, The Fairfax Academy takes photographs of children for class projects, fieldtrips, social media posts, and for print/media advertisement. If you DO NOT want your child to be photographed, then you must submit that request in WRITING upon admission.

#### ***MEDICAL/MEDICINE INFORMATION***

Any Head injury or sudden illness will be reported to the parent or guardian immediately. Any minor cuts or abrasions will be handled at the school and an accident form will be filled out and placed in your child's folder in the front office for you to pick up in the evening. We do not have a school nurse on school premises.

If a child has a temperature 99.0 or higher, the school reserves the right not to admit that child on that day. If the child has a 99.0 temperature or higher during the school day, the parent shall be notified immediately and must make arrangements for the child's care for the next 24 hours or until such time the temperature falls below 99.0 or be out 24 hours and the child is able to participate in the curriculum and activities of the school. If your child is well enough to attend school he/she must participate in ALL planned activities including recess.

**Children can and will be excluded from attending the Fairfax Academy for the following reasons:**

**Fever of 99.0 or higher (taken by ear thermometer)**

**Two (2) bouts of diarrhea within 24 hours**

**Two (2) episodes of vomiting within 24 hours**

**Unexplained rash**

**Conjunctivitis (pink eye)**

**Head Lice (must be nit free to return)**

**Ringworm**

**Scabies**

**Impetigo**

**Sore/Strep Throat**

**RSV in infants**

**ANY OTHER DISEASE deemed communicable by the Commonwealth or Virginia**

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If your child exhibits any symptoms of the above-mentioned diseases or the onset of such, the school will notify the parent or guardian to pick up the child immediately. **IMMEDIATELY MEANS WITHIN ONE HOUR of receiving a call from the school.**

**A doctor's note is required for the child to be readmitted if he/she has been diagnosed or a staff member suspects them to have a communicable disease. CHILDREN WITH FEVER, VOMITING, OR DIARRHEA must be symptom free for 24 hours from the time of pick up before being allowed to return to school.**

**The school will notify the parents within 24 hours should a communicable disease be observed or reported by parent in any given room. Additionally, parents will be notified immediately should a child be suspected of having a life threatening emergency or illness.**

**Parents are required to notify the school within 24 hours or the next business day after child OR a member of the immediate household has developed any reportable communicable disease as defined by the Virginia Board of Health except for life threatening diseases, which must be reported immediately to the school.**

### *ALLERGIES*

If your child has any known ALLERGIES (this includes food, medication or anything else). You must have an Emergency Medical Plan form filled out by you and the doctor.

### *MEDICINE ADMINISTRATION*

**It is advised that ALL MEDICINES except for emergency medicines be given to your child AT HOME. Recent state guidelines restrict the ability for us to give medicine. Detailed information about new guidelines can be obtained in the front office.**

If at any time medication, whether prescribed or over the counter is to be administered to your child while at school, **THE MEDICATION MUST BE ACCOMPANIED BY A SPECIAL SCHOOL FORM SIGNED FROM YOUR CHILD'S PHYSICIAN.** These forms may be picked up in the front office. The prescription label is not a signed order form! **WE WILL NOT ADMINISTER MEDICINE WITHOUT THE APPROPRIATE SCHOOL FORM WITH DOCTOR'S SIGNATURE AND YOUR PERMISSION.**

**Any medicine that is kept at school must be contained in either the original prescription bottle or over the counter box. A package insert or prescription guide must be submitted to the school. You are required to provide the correct DOSING DEVICE. Any expired medicine will be returned to you immediately and placed in your file. Should you fail to pick up the expired medication, we will dispose of it for you.**

**ALL MEDICATION FORMS must be RENEWED EVERY 6 MONTHS. This means that you and the physician must sign a new form.**

**All medication is locked up during the day and or refrigerated as needed.**

All medication is given at 11:00 a.m. and 3:00p.m.

Fairfax Academy WILL NOT administer nebulizer treatments or insulin shots while your child is at school.

**We also reserve the right not to administer medicine or medical procedures for which we have no formal training to administer.**

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**The school will administer SUNSCREEN to your child as long as you bring in the sunscreen in the original container and write your child's name on it.** You must also fill out the appropriate paperwork for us to apply it.

Sunscreen permission from the doctor may be needed. Children who need prescription sunscreen must follow the procedures listed above for obtaining consent and approval from a physician.

We will not administer nose drops or use suction devices for infants and toddlers.

**We must have written permission from you to use over the counter DIAPER OINTMENT under (10) ten days. A doctor's note and signature is needed for ointment used for more than 10 days.** Forms may be obtained in the school office.

Children with documented allergies are listed on various school forms and displayed throughout the classrooms and cafeteria. This is to help alert teachers to the child's allergy. **Parents objecting to this posting must notify the office in writing.**

### ***BEHAVIOR GUIDANCE***

We believe each child is a precious gift and we must provide an atmosphere in which he or she can grow and develop into a happy, well-adjusted child, and productive adult. While your preschooler is a student at Fairfax Academy he or she will be encouraged to improve morally, intellectually as well as in the area of self discipline. We feel that the children should respect the authority of our teachers and staff at all times for their safety and security.

Preventative discipline is the main goal of our teachers. Each classroom establishes a caring community. It is a place where children feel at home. Teachers interact and observe children in order to prevent issues from arising. The school utilizes Dr. Becky Bailey's Loving Guidance Principals for classroom management school wide.

Each classroom establishes their class rules. As part of their social development all children are taught the concepts of taking turns, listening, using manners, respecting each other, and how to make good decisions. When behavioral situations arise, teachers redirect children. Teachers guide children in making good decision, motivate them by enlisting their help within the class/school community, and help them understand their mistakes when they occur.

The Fairfax Academy DOES NOT use or condone any type of corporal/physical punishment (spanking, hitting, etc.).

Ongoing issues are brought to the attention of the parents and the administration where an action plan can be developed to help the child. When the office does inform you that your child has been having a problem here at school, we ask that you do not offer additional punishment at home. We feel that your child has already been disciplined at school and we do not wish to double the punishment. However, it would be conducive to the situation if you the parent would discuss the matter with your child. This will show that home and school are working together.

Although rare, there are occasions when children bite. It has been our experience that children bite out of anger, frustration, and the inability to communicate. After a biting incident, it is our policy to shadow the child to properly ensure that subsequent biting events do not occur. The child is told that biting hurts and that we use words at school when we are upset. Those children that present an on-going biting problem (3 INCIDENTS or MORE) will be asked to meet with the administration to discuss a plan of action with the possibility of being withdrawn from school.

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Fairfax Academy reserves the right to deny a child participation in a field trip for inappropriate behavior. The parent or guardian will be notified in the event that this takes place. On the day of a field trip or on the day preceding a scheduled trip, if your child displays actions that are severe in nature, deemed inappropriate by administrative personnel, or your child presents a safety concern by attending the trip, we reserve the right to make a decision as to the status of their participation on that trip. The administrative personnel will make every attempt to contact the parent to notify them of the situations and the actions taken.

Should it be determined that the Fairfax Academy is not the school for your child, or if we cannot meet the special needs that you or your child may require, we reserve the right to give you the parent a (2) two week written notice to withdraw your child from school or immediate notice if deemed appropriate.

### ***PROGRESS REPORTS***

**All Preschool and Kindergarten students are evaluated formally twice a year. A developmentally appropriate checklist is used for each age group and narrative comments are written for each child.**

**Children are assessed in the areas of cognitive development, independent/self-help skills, physical development, language/speech development, personal development, social development, number/letter recognition, work/play habits. We urge parents to make time to meet with the teachers at least twice a year.**

### ***ENRICHMENT ACTIVITIES***

Fairfax Academy offers several enrichment activities for your child. For more information please pickup an information packet in the front office Dance, Spanish, Art and P. E. classes.

### ***SUMMER PROGRAM/CAMP***

The Fairfax Academy operates a summer program for children ages 2-12. The summer program operates from mid-June until the end of August. Parents or guardians may contact the school office for more information concerning fees and dates. Below are some general operating guidelines for the summer program. **These are in addition to the other rules and regulations stated in this handbook**

ALL children are required to wear the summer t-shirt which consists of royal blue with the school name and logo on them. All Children are required to wear shorts everyday. This summer t-shirt can be purchased from the school office. TENNIS SHOES and socks are also a basic requirement. NO FLIP FLOPS OR SANDALS ARE ALLOWED.

All children are required to bring a **BATHING SUIT, TOWEL, and WATER SHOES** that will be left at camp for the week. These items must be clearly marked with your child's name. Suits and towels are sent home each Friday to be laundered. They must be returned to camp the following Monday.

In addition, all children must bring a change of clothes. Children ages 2 through Kindergarten must bring a crib size sheet and small blanket for naptime. These items must also be marked and will be sent home each Friday.

We encourage sunscreen use in the summer time. All parents must sign an authorization form for us to apply sunscreen.

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All children are required to arrive at camp by 8:30a.m. This ensures they won't miss planned activities. Late arrivals must check into the main office. Please consult field trip policies under the general rules and regulations for more information.

## **STANDARD OPERATING PROCEDURES FOR EMERGENCIES**

This plan has been developed in conjunction with local and federal guidelines and is presented to you here. Should an emergency arise, we will NOT deny you access to your child. We will not permit you in the building, but will have a designated office staff member pass your child to you through the front door at each location – PROVIDING CONDITIONS ARE SAFE TO DO SO!

In case you cannot pick up your child, please ensure that those people you designate to pick up your child are listed on ALL contact forms.

IT IS ABSOLUTELY IMPERATIVE THAT YOU KEEP ALL EMERGENCY NUMBERS UP TO DATE SO THAT WE MAY CONTACT YOU. Should an emergency occur we would use the numbers listed on your contact sheet to contact you by either landline or cell phone. Additionally, should the need arise to alert the media we will use VOICE MAIL (703) 671-5557 and WTOP to communicate.

The school has enough food and water for three (3) days.

Each school has a supply of plastic sheathing, tape, staple gun, towels, walkie talkies, and cell phones. All window unit air conditioners and HVAC systems will be turned off in the event of a CODE BLUE – Chemical, Biological, and or Radiological event. Additionally, window unit air conditioners will be sealed with plastic sheathing and duct tape. Front Door entrances will be sealed with plastic sheathing using duct tape.

Shelter in Place rooms are labeled on each exit map with an \*.

### **CODE RED: *Intruder***

### **CODE WEATHER: *Shelter in Place (Tornado or Storm)***

### **CODE BLUE: *Shelter in Place (Chemical, Biological, or Radiological)***

### ***SOUNDING ALARMS:***

Communication for any of the above-mentioned events will take place over the intercom. Fire Drills are conducted using the fire bells attached at designated location.

### ***NOTIFICATION OF LOCAL EMERGENCIES:***

In the event of a school wide emergency a member of the administrative staff contacts the local authorities by dialing 911. Parents are notified by phone using our database of contact numbers. If necessary, the local media will be contacted in order to give parents information if the school cannot communicate by our established means of communication. Each phone locates all emergency numbers.

### ***AVAILABILITY AND USE OF COMMUNICATION TOOLS:***

### ***METHOD OF COMMUNICATION:***

The Fairfax Academy uses cell phone, intercoms, walkie talkies, and land lines to communicate during and after emergencies and disaster.

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## **FACILITY CONTAINMENT PROCEDURES (LOCKDOWN)**

### **CODE RED: Intruder**

If a Code Red alert is sounded at either location, the following procedures will take place. Lockdowns occur when an intruder comes onto the property or when instructed to do so by local authorities. If an intruder comes onto the property, a member of the administrative staff must call 911. Initial communication to sound the alert will come over the intercom. The intercom will be used throughout the event to communicate with staff.

All exit doors must be locked.

All interior doors will be shored up with class furniture to prevent an intruder from entering a room.

Children must be moved to the least visible point in the classroom.

The school will remain on Lockdown until a member of the administrative staff indicates it is safe to resume class.

#### ***METHOD OF COMMUNICATION AFTER LOCKDOWN:***

Walkie talkies, cell phones, and intercoms are used by the administrative staff to communicate after an evacuation.

#### ***DRILL FREQUENCY AND PLAN REVIEW AND UPDATE:***

Fire Drills are conducted monthly. Shelters in place drills are conducted twice per calendar year. The Standard Operating Procedures for Emergencies is reviewed yearly by the CEO and is updated when needed in conjunction with local government guidelines.

## **CODE WEATHER AND CODE BLUE (SHELTER IN PLACE)**

#### **FAIRFAX ACADEMY:**

Attendance books located in each classroom and taken with you during the evacuation.

#### **Assembly Points:**

Rm. 5 goes to Rm. 4

Rm. 11 & 12 goes to Rm. 5

Rm. 6 & 7 goes to Rm. 10

Rm. 4 stays in place

Rm. 2 stays in place

Rm. 3 stays in place

Rm. 8 goes to Rm. 2

Rm. 1 & 9 goes to Rm. 3

Rm. 10 stays in place

Cafeteria, Maintenance, And Floating Staff may go to Shelter in Place rooms of their choice

Library and Spanish Rooms stays in place

For CODE WEATHER. Keep children away from windows. Either has them crouch under tables or in a corner away from the windows. Use blankets and mats to shield from flying debris.

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COATS, BLANKETS, AND SHEETS will be taken only when there is a CODE BLUE ALERT. You do not need to take them for weather related events.

CODE BLUE ALERTS require teachers to seal window unit air conditioners with plastic sheathing and duct tape. Each shelter in place room has it's own supply.

At NO TIME will anyone be allowed in the building. We will not deny a parent from picking up their child. Children will be handed off to the parents through the front door if it is deemed safe to do so. A walkie talkie or intercom will be used to call children.

One person will be designated to release children.

### **EVACUATION PROCEDURES (FIRE AND STRUCTURAL DAMAGE)**

For Fire and Fire Drills, ALL classrooms have posted the exit route and assembly point for their respective classroom. There are two means of egress for each classroom. Teachers must take their attendance books and walkie with them when evacuating. A designated member of the administrative staff is responsible for student and employee information, communication devices, evacuation manuals, medicines, and other necessary items to leave the building.

#### **COMPLETE EVACUATION OF ARLINGTON CAMPUS:**

All students from the main building must go to the church next door via the exit through small gate by the dumpster. Assemble in the sanctuary.

Children in modular building can stay in those buildings if they are not damaged. A member of the administrative staff will make that determination.

#### ***METHOD OF COMMUNICATION AFTER EVACUATION:***

Walkie talkies, cell phones, and intercoms are used by the administrative staff to communicate after an evacuation.

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**LETTER OF ACKNOWLEDGEMENT**

**To be signed by the parent/guardian, and returned to the school office upon admission. I/We acknowledge that we have received a copy of the Fairfax Academy Handbook. Furthermore we have read and agree to abide by all of the rules, regulations, and policies, contained in this handbook.**

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Father's Signature and date  
Or guardian's

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Mother's Signature and date  
Or Guardian's

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