

WELCOME:

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 are 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 regulations of The 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 and agree to abide by all the rules/regulations, policies and procedures.

HOURS OF OPERATION:

Monday - Friday 6:30am-6:00pm

CLOSINGS:

We are closed on all Federal Government Holidays, Friday after Thanksgiving, 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 a Federal Holiday falls on a Saturday it is observed on the Friday before. When a Federal holiday falls on a Sunday it is observed the Monday after.

When Christmas Eve falls on a weekday the school closes at 2:00pm

When New Year's Eve falls on a weekday the school closes at 4:00pm

IF THE FEDERAL GOVERNMENT SHOULD HAPPEN TO HAVE A (1) OR (2) HOUR LATE OPENING THAN THE SCHOOL WHICH NORMALLY OPENS AT 6:30 AM WILL OPEN LATE. THE SAME POLICY GOES FOR IF THE FEDERAL GOVERNMENT SHOULD CLOSE EARLY WE AS A SCHOOL WILL CLOSE EARLY. If the Federal Government declares an early dismissal we ask that parents come as soon as possible to pick up your child.

TUITION:

Tuition payments for the current week are due on each Monday and includes care from the hours of operation we are open (unless otherwise stated), lunch, breakfast and snacks. There is no reduction in tuition as a result of your child being absent from school due to illness, vacation, Federal Holidays, Federal Closings, inclement weather or natural disasters. Tuition is still due in full. Tuition must also be paid in advance. We reserve the right to deny admission and or terminate attendance immediately if tuition is not paid.

Tuition for Spanish classes are due on each Monday and is due whether the child is absent due to due illness, vacation, late, etc.

Dance tuition is due at the first of every month.

LATE CHARGES/OTHER FEES:

Tuition Late Charge: \$5.00 per day is assessed.

Late Pick up (after 6pm): \$1.00 per child per EVERY MINUTE. After 3 late pick ups we assess a \$5.00 per every minute charge. These late charges are due to the staff member that is detained supervising your child.

Returned Check Fee: \$35.00 per occurrence is assessed for checks returned for non-payment/insufficient funds. After 3 returned checks you will be required to pay by cash

Christmas and New Year's Eve Late Pick Up Fee: \$25.00 per every 15 minutes or part thereof.

Re-registration fee: please see office for rates and discounts.

FOOD POLICY:

While the Fairfax Academy does not serve peanut butter, peanut products, our food comes from food suppliers that may come in contact with food prepared in facilities that use peanut products, eggs, wheat, etc. in the manufacturing of food.

If your child has a specific food allergy we require written documentation and will allow you to bring in the child's lunch/snacks. Please see a member of the administrative staff regarding food allergies. Food cannot be kept overnight, nor can it be microwaved. Everything must be labeled. Additionally, we reserve the right to have children bringing food sit in a separate location in the cafeteria.

WITHDRAWAL:

You are required to give a 2 week written notice to withdraw your child from school. Your security deposit paid upon admission will be applied to the last week of your child's attendance. The security deposit is non-refundable. Failure to give proper notice will result in the forfeiture of the deposit.

TERMINATION:

We reserve the right to terminate the attendance of any student for unsatisfactory scholastic progress, behavioral or emotional problems beyond the scope of our experience, or the inability or unwillingness of the parent/guardian to abide by the school rules and regulation set forth by the school. Should this hold true for any child, the school will give the parent written notification.

Enrollment of your child may be immediate for unsafe behavior and actions that compromise the safety of your child, other children, and our staff.

ABSENCES:

Please call the school if your child will be absent from school.

FORMS REQUIRED/CHILD'S FILE:

Physical Health form from Virginia, Immunization Form, Birth Certificate, Copy of Health Insurance Card or letter stating you do not have health insurance, all signed fee contracts, and all personal forms. Your child cannot start school unless all required paperwork is submitted.

The school must be provided with FORMAL COURT PAPERS should there be a custody order. According to state law, the school CANNOT prohibit a custodial parent from entering the school unless court ordered.

All files are kept 2 years from the date of your child's withdrawal. At that time it is our policy to shred all personal information such as addresses, social security numbers and other personal identifying information .

We must be kept abreast of all changes concerning data in your child's file. We will not be held responsible if we cannot reach you and or an emergency contact because of inaccurate information. It is VITAL that we have the phone numbers of each parent even if it's a different number for one day.

PROGRESS REPORTS:

All children are evaluated formally twice a year. We use a developmentally appropriate checklist and also narrative comments and journals. Children are developed 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 teachers at least twice a year.

NAP TIME:

Preschool aged children are required to have a rest period each day. Because of this we require that each child have a crib sized blanket and sheet.

We also require each child to have an extra set of clothes here at school.

ITEMS ALLOWED/NOT ALLOWED:

Pillows, combs, flip flops, sandals, open toed shoes, brushes, glass of any kind, sunglasses, onesies, overalls, jewelry, snowsuits, snow boots, weapons, or drugs are **NOT ALLOWED**.

A camp shirt for off campus events, swimsuits, water shoes, towel, are required in the summer months (for Kindergartners and Campers only).

DROP OFF/PICK UP:

Parents are required to walk their child to the classrooms each day. You **MUST** sign them out on the sign out sheet in the intercom room and must go to the classroom to pick them up. We will call the classroom and notify the teacher you are on your way.

Children are **NOT** allowed to walk home from school nor are minor children allowed to pick up children.

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 us. Please advise the person picking up to have picture identification prior to releasing your child.

VISITING THE CAMPUS:

We have 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. Please refrain from holding impromptu conferences with teachers as this takes their attention away from their supervisory duties.

FIELD TRIPS:

Occasionally we do take field trips - mainly in the summer time. Parents are given written advanced notice of such trips. If you do not wish for your child to participate you must make other arrangements for your child. We cannot place a child in a different classroom, age group, or in the office.

PICTURES:

At times, we take photographs of children, events, class projects, field trips, social media posts, and for print/advertisement. If you **DO NOT** want your child to be photographed then you must submit that request in writing.

REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT:

The Fairfax Academy, staff, etc are deemed mandated reporters by the Commonwealth of Virginia. Should we suspect any form of child abuse or neglect we are under LEGAL OBLIGATION to contact Child Protective Services.

HOLD HARMLESS:

Your child's participation in a preschool program/environment is not without risks. While we take 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, its agents, representatives from such occurrences.

ILLNESS/MEDICAL ISSUES/EXCLUSION FROM PARTICIPATION/REPORTING:

Children can and will be excluded from attending school for the following reasons: If your child exhibits any symptoms of such the school will notify you immediately and requires the child to be picked up immediately. This means within 1 hour of receiving a call from us.

Fever 100 degrees or higher taken by an ear thermometer (must be fever free for 24 hours to be readmitted)

Two (2) bouts of diarrhea within 24 hours

Two (2) bouts of vomiting within 24 hours

Rash - unexplained

Conjunctivitis (pink eye)

Head Lice (must provide treatment and be nit free to be readmitted)

Ringworm

Scabies

Impetigo

Strep Throat

Hand, Foot, and Mouth disease

ANY OTHER DISEASE deemed communicable by the Commonwealth of Virginia

A doctor's note is required for the child to be re-admitted if he/she has been diagnosed with a communicable disease or suspected communicable disease.

We are required to notify you within 24 hours should a communicable disease be observed or diagnosed. We post notices by the front door. 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 a 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.

Head Injuries or sudden illness will be reported to the parent immediately
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 for you to pick up in the evening.
We DO NOT have a school nurse.

ALLERGIES:

Children who have known allergies (this includes food, medication or anything else) must have an EMERGENCY MEDICAL PLAN form filled out by you and your doctor.

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

MEDICATION ADMINISTRATION:

It is advised that **ALL** medicines except for emergency medicines are to be given to your child at home.

If at any time medicine whether prescribed or over the counter is to be administered to your child at school, the medication must be accompanied by a specific form **SIGNED** by your child's physician. These forms can be picked up in the school office. The prescription label is **NOT** a signed order. We will **NOT** administer medicine without the proper form with a doctor's signature and your permission.

Any medicine kept at school must be contained in the original prescription bottle or box. A package insert must be given to the School. You are required to provide the right dosing device. Any expired medicine will be returned to you. Should you fail to pick up expired medication we will dispose of it.

ALL MEDICATION FORMS must be renewed every year.

All Medication is locked up during the day and or refrigerated as needed

We **WILL NOT** administer nebulizer or insulin treatments as we are not trained to do so.

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

SUNSCREEN:

We will administer sunscreen 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 state paperwork for us to administer sunscreen.

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.

DIAPER OINTMENT:

We must have a written permission form from you for us to use over the counter diaper ointment under ten (10) 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.

BEHAVIOR GUIDANCE:

Preventative discipline is the main goal of our staff. Each classroom establishes a caring community. Teachers interact and observe children in order to prevent issues from arising. The school uses Dr. Becky Bailey's Loving Guidance Principals for classroom management school wide. If you would like further information regarding this program please see a member of the office staff and they would be happy to hand out printed information on the program.

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

Ongoing issues are documented and brought to the attention of the parents and administration where an action plan can be developed to help the child.

Although rare, there are occasions where children bite. After a biting incident, it is our policy to shadow the child to properly ensure that subsequent biting events do not occur. Those children that present an ongoing biting issue (3 incidents or more) will be asked to meet with the administration to discuss a plan of action with the possibility of termination from the school.

SUMMER TIME:

During the summer months we offer a more relaxed atmosphere filled with fun activities such as water play, crafts, on site activities such as moon bounces and the occasional off campus field trip (ages 5 and higher).

FACILITY CONTAINMENT PROCEDURES

INTRUDER (CODE RED):

A complete facility lockdown occurs when an intruder comes onto the property or when instructed to do so by local authorities. If an intruder enters the property a member of the administrative/office staff must call 911.

Initial communication to sound the alert will come over the intercom and via walkie talkies. Both the intercom and walkie talkie will be used throughout the event to communicate with staff.

All exterior doors must be locked.

All interior doors will be blocked by various methods (furniture, etc) to prevent access to rooms. Children will 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 regular activities.

METHOD OF COMMUNICATION AFTER LOCKDOWN:

The intercom and walkie talkies, cell phones (if available) are used by administrative staff after an intruder alert has been issued.

DRILL FREQUENCY AND REVIEW:

Fire drills are conducted monthly.

Shelter in Place Drills/Intruder Drills are conducted twice per calendar year.

The standard operating procedures for emergencies are reviewed yearly by the CEO and is updated when needed in conjunction with local government guidelines.

SHELTER IN PLACE (WEATHER, TERROR ALERT)

Attendance books are located in each room and can be accessed by each teacher. Rooms identified in bold/italics are designated shelter in place rooms.

| | |
|----------------|---|
| Room 1 | SHELTER IN ROOM 3 |
| Room 2 | <i>SHELTER IN ROOM 2</i> |
| Room 3 | <i>SHELTER IN ROOM 3</i> |
| Room 4 | SHELTER IN ROOM 4 |
| Room 5 | <i>SHELTER IN ROOM 5</i> |
| Room 6 | SHELTER IN ROOM 10 (via interior stairs and interior hallway via cafeteria) |
| Room 7 | SHELTER IN ROOM 10 (via interior stairs and interior hallway via cafeteria) |
| Room 8 | SHELTER IN ROOM 2 |
| Room 9 | SHELTER IN ROOM 3 |
| Room 10 | <i>SHELTER IN ROOM 10</i> |
| Room 11 | SHELTER IN ROOM 5 |
| Sick Bay | SHELTER IN ROOM 10 |
| Office | SHELTER IN ROOM 2/3 |
| Dance | SHELTER IN ROOM 10 |
| Spanish | SHELTER IN ROOM 10 |
| Cafeteria | SHELTER IN ROOM 2/3 |
| Maintenance | SHELTER IN ROOM 2/3 |

Unless otherwise stated everyone must keep away from windows, use mats, blankets, desks, tables to shield from flying debris or to avoid other potential hazards.

At no time will anyone be allowed to enter the building. We will not deny a parent from picking up their child unless the scene is not safe and advised by local authorities. If the scene is safe for pick up, then children will be released to parents via the front door alcove. A designated staff person will release children.

METHOD OF COMMUNICATION AFTER SHELTER IN PLACE:

The intercom and walkie talkies, cell phones (if available) are used by administrative staff after Shelter in Place has been issued.

EVACUATION PROCEDURES:

FIRE:

All classrooms have posted exit evacuation routes and assembly points.

There are 2 means of egress for most classrooms.

Teachers take attendance books with them during an evacuation

Teachers take their walkie talkie with them during an evacuation.

Once the assembly place is reached Teachers take count/roll to ensure all children have exited the building.

This information is relayed to the administrative staff via walkie talkie.

A member of the administrative staff ensures each classroom is vacant by doing a visual check.

A designated member of the administrative staff is responsible for evacuating with employee information, student information, medication, communication devices, evacuation manuals, and other necessary items to leave the building.

CAMPUS EVACUATION:

If the campus loses structural integrity and an evacuation is deemed necessary by local authorities children and staff will Shelter in Place at the Community Church of God (next to the school) in the main sanctuary.

Children and staff will exit the campus using the side gate on the baby playground to walk to the Community Church of God.

Teachers take attendance books with them during an evacuation

Teachers take their walkie talkie with them during an evacuation.

Once the assembly place is reached Teachers take count/roll to ensure all children have exited the building.

This information is relayed to the administrative staff via walkie talkie.

A member of the administrative staff ensures each classroom is vacant by doing a visual check.

A designated member of the administrative staff is responsible for evacuating with employee information, student information, medication, communication devices, evacuation manuals, and other necessary items to leave the building.

METHOD OF COMMUNICATION AFTER EVACUATION:

The intercom and walkie talkies, cell phones (if available) are used by administrative staff after Shelter in Place has been issued.

LETTER OF ACKNOWLEDGMENT

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 the rules, regulations, and policies contained in this handbook. Fairfax Academy reserves the right to make changes in rules and procedures at any time.

Father's/Guardian Signature and date

Mother's/Guardian Signature and date