

# Pinecrest School

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Nurturing curiosity, confidence, and a love of learning since 1957

## *Community Handbook 2011-12*

### **Pinecrest School**

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*This handbook should be considered a living/working document. Please keep it handy and insert any policy changes that may be implemented during the school year. If you have recommendations for improvements to this handbook, please alert the Head of School and/or Chair of the Board of Trustees.*

*Please see the Head of School with questions or comments regarding the content of this handbook.*

## *Table of Contents*

<b>GENERAL INFORMATION.....</b>	<b>2</b>
MISSION STATEMENT .....	2
HISTORY .....	3
PINECREST CORPORATION .....	3
BOARD OF TRUSTEES .....	3
HEAD OF SCHOOL .....	4
FACULTY/STAFF .....	4
LICENSING AND SCHOOL AFFILIATIONS.....	4
<b>DAILY ROUTINES .....</b>	<b>5</b>
SCHEDULE .....	5
ARRIVAL.....	5
DEPARTURE.....	5
INCLEMENT WEATHER PROCEDURE.....	6
ABSENCES .....	6
VISITING POLICY .....	7
FORGOTTEN ITEMS .....	7
CUSTODY ARRANGEMENTS .....	7
<b>ACADEMIC POLICIES AND REGULATIONS.....</b>	<b>7</b>
ADMISSION PHILOSOPHY AND PROCESS .....	7
FINANCIAL AID.....	8
CURRENT STUDENT REENROLLMENT AND REGISTRATION .....	8
TUITION PAYMENTS.....	10
WITHDRAWALS .....	10
ATTENDANCE .....	10
CLASS COMPOSITION.....	11
CLASS CURRICULA/DAILY SCHEDULE.....	11
SUPPLIES .....	11
HOMEWORK.....	11
STANDARDIZED TESTS.....	11
STUDENT REFERRALS .....	11
STUDENT RECORDS .....	11
STUDENT FORMS .....	12
SPECIAL SERVICES.....	12
<b>SCHOOL/HOME COMMUNICATION .....</b>	<b>12</b>
GOOGLE GROUPS REFLECTOR/LIST-SERV .....	12
SUMMER COMMUNIQUÉ.....	12
COMMUNICATION FROM THE HEAD OF SCHOOL .....	12
MONTHLY CALENDAR AND LETTER .....	13
WEDNESDAY ENVELOPE.....	13
NEW PARENT COFFEE.....	13
BACK-TO-SCHOOL NIGHT.....	13
2012-13 BACK-TO-SCHOOL NIGHT.....	13
CONFERENCES .....	13
REPORT CARDS.....	13

AWARDS .....	13
CALENDAR .....	14
<b>PROGRAM ENRICHMENT .....</b>	<b>14</b>
ENRICHMENT CLASSES .....	14
LIBRARY .....	14
COMPUTERS .....	14
FIELD TRIPS AND SPECIAL EVENTS .....	15
ASSEMBLIES .....	15
SNACK AND LUNCH .....	15
SPECIAL LUNCHESES AND CELEBRATIONS .....	16
BIRTHDAYS AT SCHOOL.....	16
AFTER-SCHOOL ACTIVITIES .....	16
<b>HEALTH AND SAFETY.....</b>	<b>16</b>
SUPERVISION .....	16
SUPERVISION OF CHILDREN ARRIVING AFTER 9:00 A.M. ....	17
HEALTH.....	17
SAFETY .....	18
EMERGENCY PREPAREDNESS PLAN .....	20
REVERSE EVACUATION.....	21
<b>SOCIAL POLICIES.....</b>	<b>24</b>
BEHAVIOR ACCOUNTABILITY PLAN .....	24
GENERAL STUDENT EXPECTATIONS .....	25
PROHIBITED ACTIONS OF FACULTY/STAFF .....	25
PROHIBITION OF SEXUAL HARASSMENT POLICY .....	26
PROHIBITION OF STUDENT-STUDENT SEXUAL HARASSMENT .....	26
BUS SAFETY RULES .....	26
STUDENT DRESS CODE .....	26
FIELD DAY.....	27
PRESCHOOL FAMILY PICNIC/AWARDS.....	27
BRINGING THINGS TO SCHOOL .....	27
<b>PARENT PARTICIPATION .....</b>	<b>27</b>
ROOM PARENTS.....	28
FUNDRAISING .....	28
<b>K-6 AFTER-CARE PROGRAM .....</b>	<b>28</b>
<b>PRESCHOOL AFTER-CARE PROGRAM.....</b>	<b>30</b>

<b>General Information</b>
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**Mission Statement**

Pinecrest School is committed to providing a positive social and emotional environment for student development. The school provides an atmosphere that bolsters self-confidence and equips its students with the cognitive skills necessary to undertake and succeed in rigorous academic pursuits throughout their lives. It strives to reinforce basic values such as honesty, integrity, respect for others, and an appreciation for diversity.

Involving families in the Pinecrest educational experience, low student-teacher ratios, caring and committed teachers, and a cohesive school community combine with a rigorous educational program to foster the development in students of high self-esteem, independence, responsibility, and an eagerness to meet challenges. Our ability to meet the individual needs of children, in close consultation with their

parents, enables each student to grow academically, socially, and emotionally at his or her own pace within a nurturing and supportive educational environment.

## **History**

Located on a spacious tree-shaded lot at 7209 Quiet Cove in Annandale, Virginia, Pinecrest began as the privately-owned Pixieland Kindergarten in 1957. A preschool was added shortly thereafter, and in 1967, the elementary school began with a first grade to meet the needs of graduating kindergartners. As the students grew, so did the school, resulting in the additional name, Pinecrest. The school was sold to the parents, teachers, and staff of Pinecrest School in 1978, and was incorporated into a non-profit corporation owned by them – Pinecrest School, Inc. It is coeducational and nonsectarian. The school now provides classes for three-year-old through the sixth grade students and a summer camp program – Pinecrest Summer Pavilion.

With the addition of the newer building in winter 2004, the campus began to truly reflect the spirit of the school's mission – the home atmosphere of the older building represents the school's nurturing philosophy while the newer building of a more formal design conveys the school's rigorous academic focus.

## **Pinecrest Corporation**

Pinecrest is a non-stock, non-profit Virginia corporation owned by the parents, faculty and staff of Pinecrest School. During the time a family has a student enrolled in Pinecrest or faculty or staff members are employed by the school, they are responsible for the care and well being of Pinecrest School. This arrangement ensures an active commitment by both parents and faculty/staff to the education and care of the students at Pinecrest School as well as an interest in the long-term health and well-being of the institution. The general membership elects a Board of Trustees and Board Chair from among themselves. The articles of incorporation, by-laws, and an organizational chart are in the appendix.

## **Board of Trustees**

The Board of Trustees is responsible for and oversees the physical and financial management of Pinecrest School. It also establishes school policy, which is implemented by the Head. It determines tuition rates for the next school year in early winter.

The Board of Trustees shall consist of:

1. A maximum of twelve representatives who are not members of the faculty or staff. Of the twelve representatives,
  - a. A maximum of ten may be the parents and legal guardians of students who will be enrolled in the school during the academic year in which the board member will serve.
  - b. A maximum of three may be members of the community at large. Members of the community will be nominated by an elected member of the Board of Trustees and approved by the majority of the elected members of the board at a regularly scheduled meeting of the board. The members of the board selected from the community at large will have the same voting rights as all other members, except voting on the election of new members of the board.
2. Three representatives of the faculty and staff employed by the school during the academic year in which elections are held; and
3. The Head of School.

The Board of Trustees meets once a month. The dates are on the school calendar.

At least one general membership meeting is held each year to keep the members informed, obtain feedback, and to vote on issues requiring general membership approval. The new Board is elected each year at the last general membership meeting of the academic year, usually held shortly before the end of the school year.

### Current Board of Trustees

Chair	Nate Carmody, Chair (parent of Brooke, grade 5; Chase, grade 2; Alec, Preschool 4)
Vice Chair	Nicole McDermott, Head of School
Secretary	Mark Patterson (parent of Garrett, grade 5)
Treasurer	Richelle Singh (parent of Raman, grade 2, & Rohan Singh-Torrico, Preschool 3)
Parent Trustees At-Large	Ronni Hargrove (parent of Koby, grade 5) Katrina Hush (parent of Noah, grade 2, & Ethan, Preschool 4) Janice Peterson (parent of Jesse Pasierb, grade 6)
Faculty Trustee At-Large	Janet Bleggi, Grade 3 Teacher
Community Trustee At-Large	Roger Friedman

### Head of School

The operational control of administrative and educational matters is exercised by a full-time Head of School. The Head of School is responsible for the school curriculum and the hiring and personnel actions concerning all faculty and staff members. Per the school bylaws, the Head of School serves also as the Vice Chair of the Board of Trustees.

### Faculty/Staff

Preschool 3	Ms. Mimi Minnick (parent of Kelly Houk, grade 3)
Preschool 3/4	Mrs. Lori Cullen
Pre-Kindergarten	Mrs. Sophie Ferrier with Mrs. Marianne Narcisso
Kindergarten	Mrs. Heather Vogus
Grade 1	Mrs. Jeanie Tibbetts
Grade 2	Mrs. Kathleen Muhlhauser
Grade 3	Ms. Janet Bleggi
Grade 4	Ms. Genie O'Hara (Ms. O'Hara also serves as our Curriculum Coordinator.)
Grade 5/6	Ms. Cindy Mitlo
Art	Mr. John Gallagher (parent of Katie, grade 4, & Jack, grade 2)
Computer (K-6 only)	Mrs. Jayne Cantor
Preschool Library	Ms. Nicole McDermott
Music	Mrs. Jacqua Yeomans
Physical Education	Mr. Ricardo Cunningham
Spanish	Mrs. Larissa Giacoman
Administrative Assistant	Mrs. Samantha Fleming
Business Manager/ Admissions Officer	Ms. Karen Tamayo
Summer Camp Director	Mrs. Beth Hartzler
Head of School	Ms. Nicole McDermott

Biography information for faculty and staff members appears on the school website.

### Licensing and School Affiliations

Pinecrest School's preschool, kindergarten, after-care program, and summer camp program are licensed and inspected at least semi-annually by the Commonwealth of Virginia (Department of Social Services). Pinecrest School is a member of the Association for Supervision & Curriculum Development (ASCD) and is gained full accreditation through the Southern Association of Colleges and School (SACS) during the 2008-09 school year.

## Daily Routines

### Schedule

8:30 a.m.	Faculty arrive
8:40-8:55 a.m.	Student arrival period; the school does not provide supervision before 8:40 a.m.
9:00 a.m.	Classes begin
9:25 a.m.	Newer building locked
12:00 p.m.	Dismissal of preschool classes; bus loads and departs
12:30 p.m.	Preschool faculty may leave
3:30 p.m.	Dismissal of K-6; bus loads and departs
3:30-6 p.m.	K-6 After-care
4:00 p.m.	Full-time faculty may leave

### Arrival

**On-time Arrival** – To promote the safety of all students and staff, we ask that the following procedures be followed:

- Students may not be dropped off before 8:40 a.m. When you arrive at school, please remain in the carpool line and do not let your child leave the car until you reach the mailbox where a faculty/staff member will assist the student out of the car.
- To facilitate the smooth and safe flow of traffic, please do not get out of your vehicle to drop off students. If you need to come into the school, please park in the auxiliary parking lot after you have dropped your child off. Remain in line until you reach the entrance to the lot. Do not pass other cars in line to get to it. Please check in at the office before going to your child's classroom.
- If you are parking in the parking lot by the older building, please remain in line until you can drive into the parking lot without cutting in front of any other cars.
- Unless an extenuating circumstance persists, all children should be dropped off through this kiss-and-ride procedure.

**Late Arrival** – All children who arrive after 8:55 a.m. must be brought to the office by a parent/guardian. Students who are tardy will be escorted to their classrooms by an office staff member. Students arriving after 9:00 a.m. are marked tardy and this data is tracked on the K-6 report cards.

### Departure

#### 12:00 p.m. and 3:30 p.m. Dismissal Procedures

- Kiss-and-ride drivers stop and line up along the right side of the driveway across from the school's mailbox. If you need to come into the school, please park in the auxiliary parking lot. Remain in line until you reach the lot. Do not pass other cars in line to get to it.
- Kiss-and-ride drivers pull into the circle three at a time (the first car stopping at the No Standing/Fire Lane sign). Children are put into their parent's or designated driver's car by a faculty/staff member.
- Only school personnel should dismiss children; parents or caregivers should not wave children out of their class lines or out the door to them. K-6 children must still get into their class lines and then check out with the Head of School (or her designee). Preschool children must check out with a preschool faculty member.
- If you are parking in the parking lot by the older building during dismissal time, please remain in line until you can drive into the parking lot without cutting in front of any other cars.
- Unless an extenuating circumstance persists, all children should be picked up through this kiss-and-ride procedure.

Please Note: Children must be picked up from school at the designated time. If an unavoidable delay occurs and you are late, the child will be escorted to the office by a faculty/staff member and will remain there until a parent or designated driver arrives. The school will continue to attempt to notify the parents or the emergency contact person. If no one picks up the child by the time the office closes at 6:00 p.m., and

the school is still unable to reach the parent or emergency contact, the school is required to notify Child Protective Services.

**Early and Late Pick Up Policies** – If you must pick up your child before the 12:00 or 3:30 p.m. dismissal times, please come to the office and sign him/her out at the front desk.

K-6 children who are not picked up by 3:45 p.m. will be sent to after-care. Fees will be assessed as listed in the after-care section of this handbook.

Preschool children who are not picked up by 12:20 p.m. will be sent to after-care. Fees will be assessed as listed in the after-care section of this handbook.

**Deviation From Normal Routine** – The school must be notified in writing (email is sufficient) if:

- A student plans to go home with another student. Permission notes/emails to the school from both students' parents are required.
- A student is being picked up by someone other than his/her parent or designated driver. We require notification in writing of such a change even if a person known to the student will be picking him/her up. School personnel will also ask for identification of the person picking the child up to be sure it matches the name given to the school by the parent.
- The school will not allow a student to leave with a non-custodial parent if the guardian having legal custody of the student has provided legal documentation restricting that parent's access unless the legal guardian has provided written approval for the parent to pick up the student. (See Custody Arrangements.)

### **Inclement Weather Procedure**

Pinecrest School adheres to the Fairfax County Public Schools' emergency closing policy. Information on when the county schools are closed can be heard early in the morning over most of the local radio stations and accessed on the internet at [www.fcps.edu/news/emerg.htm](http://www.fcps.edu/news/emerg.htm). In all cases, regardless of conditions in your locale, if Fairfax County Public Schools are closed, Pinecrest will be closed. Unless an extenuating circumstance persists such as lack of electricity or water or similar, Pinecrest will not make a decision until Fairfax County Public Schools does. If the county schools open **one or** two hours late, Pinecrest will open one hour late. If it is necessary to close school early because of bad weather or an emergency situation, the Pinecrest School Emergency Preparedness Plan will be implemented. School closings and delayed openings are announced to the school community via [PinecrestSchool@googlegroups.com](mailto:PinecrestSchool@googlegroups.com).

### **Absences**

**Illness** – Parents must call the office by 8:30 a.m. to notify the school that their child will be absent. You may call the school before school hours and leave the information on voicemail or email [office@pinecrestschool.org](mailto:office@pinecrestschool.org). If the parent of an absent child does not call to notify the school, school personnel will call the parent to verify the child's absence. If the illness lasts more than three days, please contact your child's teacher so you can keep your child current on assignments. If requested by parents, teachers will leave students' work on the office counter and parents may pick it up whenever convenient between 12 noon and 6:00 p.m.

**Vacations** – It is recommended that you plan your vacations to correspond with school holidays. If you must take your child out of school for a trip, please advise the teacher in advance so that missed work can be assigned.

**Appointments** – It is recommended that routine medical and dental appointments be scheduled during after-school hours.

An excessive number of absences for any reason means a significant loss of instruction time in the classroom. If this occurs, parents should be prepared to meet with the Head of School to determine an alternative plan of study so curriculum is not missed.

### **Visiting Policy**

Although it is not required, providing advance notice is encouraged before coming to school for observation. Please keep in mind that although parents are welcome to observe classes for reasonable amounts of time on any given day, teachers are not able to conduct conferences during instruction time.

There is a sign-in sheet in the front office for all parents/guardians and any other visitors to the school. This must be completed when all parents/guardians and any other visitors arrive and exit for any purposes other than dropping a child off, bringing a forgotten lunch or similar such item.

### **Forgotten Items**

Forgotten items should be brought to the office. Office staff will deliver forgotten homework, lunches, et cetera to the classroom.

### **Custody Arrangements**

**Release of Students and Custody Restrictions** – The school will assume that both parents have equal legal custody of their children and will release students to either parent unless provided with a copy of legal documentation to the contrary.

**Communication With School in Joint Custody Situations** – If a parent who does not have legal custody of a student wishes to be sent school communications regarding his or her child, s/he must request, in writing, that all such information be sent to him/her separately at his/her current address.

## **Academic Policies and Regulations**

### **Admission Philosophy and Process**

It is the goal of the admissions team to create classes of talented, involved, and responsible students. The school seeks students with skills, interests, and experiences that will enhance a class and contribute to the community of the school in a variety of areas. The school values diversity and fresh perspectives in the community.

Acceptance to Pinecrest School is offered to students whose abilities fall within a range that is likely to predict success in our academic setting. As part of our efforts to individualize, we do provide some learning support for students with the expectation that they will become self-reliant over time. However, Pinecrest School cannot provide extensive assistance for students with learning, social, and/or emotional differences.

Pinecrest School admits students of any sex, race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school.

#### **Admission Process**

1. Parents/guardians tour the school at an open house or meet with the Admissions Officer or Head of School individually. Parents/guardians may also observe classes by appointment only before submitting applications. Classroom observations should be scheduled through the Admissions Officer.
2. Parents/guardians submit child's application with the application fee in the form of a check made payable to Pinecrest School.
3. Once child's application is received and processed, parents/guardians will be contacted about the prospective student visit. When school is in session, the child will come to Pinecrest to spend time (a half day or full day, at the discretion of the Head of School) with his/her current age group or class. When school is not in session, the child will spend some time with the Head of School and/or a classroom

teacher. Informal assessment occurs during the prospective student visit. The prospective student visit will not be scheduled until the child's application has been received.

4. Parents/guardians must ask a current teacher, principal, director, or guidance counselor to complete a teacher recommendation form about their child. This form is provided by Pinecrest School (and also available on the school website), and once it is completed, it should be mailed directly back to Pinecrest by the educator completing the form. All recommendations are used for admission purposes only. (Applies to applicants for K-6 only)
5. Parents/guardians will receive notification by mail from the Admissions Officer indicating the school's admission decision. Letters of acceptance will be accompanied by a student registration form. This registration form and the registration fee must be completed and sent to the school in order for the child's place in the class to be secure.

Admission decisions are based on:

- prospective student visit and/or informal assessment
- teacher recommendation form (Applies to applicants for K-6 only)
- academic record
- demonstrated talent, interest, and experience in activities that enhance the class and school community
- school readiness, behavioral maturity, and motivation
- interest of the family in participating in the school community
- parent/guardian meeting(s)

### **Financial Aid**

Financial aid is available on a limited basis to families who demonstrate financial need, defined as the difference between a child's educational expenses and the family's resources. A separate financial aid application exists that parents/guardians should complete either during or after the admissions process. Financial aid applications can be obtained from the Admissions Officer.

Financial aid decisions are based on:

- income and expenses
- family size
- other circumstances that affect a family's ability to earn income or care for their children

Financial aid is not automatically granted each year and families must reapply each year.

Families receiving financial aid will be asked to perform certain duties and responsibilities over and above the standard parent/guardian participation in school activities and school community events.

Financial aid decisions are kept confidential and are made jointly by the Chair of the Board of Trustees and Head of School.

### **Current Student Reenrollment and Registration**

On Wednesday, January 25, 2012, parents of currently-enrolled students will be sent a Student Registration Contract for the upcoming school year via Wednesday Envelopes. Completed forms and a non-refundable registration fee of \$150.00 for each student enrolled will be due as described in the letter that will accompany the contracts. Upon the school's receipt of the Reenrollment Form for a current student, s/he will be reenrolled and assigned to the appropriate class for the next school year based on recommendations of the teacher(s) and the Head of School. To reserve a space in the class requested, the non-refundable registration fee must be paid by the date it is due. After the due date, all available spaces will be filled on a first-come, first-served basis.

Pinecrest School reserves the right to deny re-enrollment to a current student if the Head of School and teacher(s) believe that it would be in the best interest of the student or the school for the student to attend another school which could better meet his needs.

A Student Registration Contract, which must be completed for each child enrolled, is sent with the bill for the initial tuition payment due as stated in the letter accompanying the registration contract.

### **Tuition Payments**

Tuition is set each year by the Board of Trustees and is based on faculty/staff salaries, facility and program costs, and enrollment. Tuition may be paid in a lump sum or in ten monthly installments. When you sign the Student Registration Contract, you agree to pay the entire year's tuition. Tuition payments will not be prorated for a partially attended year unless the student moves from the Washington Metropolitan area or an abbreviated school year has been agreed to by all parties at the time the registration form is signed. There will be no tuition reduction, refund, or other change for reasons of withdrawal, suspension, or absence from school.

The initial tuition payment is due by the deadline set and announced by the Board of Trustees in January 2012. It is non-refundable. Nine additional tuition payments are due the first of each month beginning with the September 1<sup>st</sup> payment.

**Late Tuition Payments** – A \$25.00 late payment fee will be charged if payment is not received by the 5<sup>th</sup> of each month. An additional fee of \$50.00 will be assessed after 30 days. Please mail checks to the office or place the check in an envelope and have an adult hand-carry it to the office. Please do not give checks to the teacher(s) on kiss-and-ride duty. If tuition payments are late for three months, the Finance Committee of the Board of Trustees may require payments to be made at least one month in advance. If a family is having financial difficulties, the Treasurer of the Board of Trustees will attempt to work out a payment plan acceptable to both parties. If payments continue to be received late or if payments are not received, the Finance Committee will, at its discretion, consider other remedies, including the child's dismissal from school.

**Returned Checks** – A \$25.00 fee will be charged for a returned check. Should more than two checks be returned during one school year, the Finance Committee may require payments to be made in cash or by money order, cashier's check, or certified check.

**Tuition Reduction** – If full tuition is paid in one payment on or before September 1, a three percent (3%) tuition reduction will be applied.

Families with multiple children enrolled at the school will pay full tuition for their oldest child and will enjoy a 15% reduction on each additional child's tuition.

### **Withdrawals**

Students may be voluntarily withdrawn from the school at any time. However, the advance tuition payment will not be refunded, and the parents are responsible for the payment of the entire school year's tuition unless the family is moving away from the Washington Metropolitan area. In this case, a minimum of one month's advance tuition will not be refunded. All withdrawals must be made in writing and any request for refunds must be made in writing. Verbal notifications will not be accepted under any circumstances.

If a student is withdrawn at the school's request, the parents' financial obligation to the school ends on the final day of the last month enrolled. The registration fee and the advance tuition payment will not be refunded.

### **Attendance**

Consistent attendance is an important ingredient in achieving success in school. Children must be in the classroom and ready for work at 9 a.m., and each teacher completes his/her class attendance sheet at that time. Children who arrive after 9 a.m. are marked tardy and the number of days tardy is tracked (along

with number of days absent) on K-6 report cards. Students need approximately ten minutes to prepare for the day. Please take this into consideration when planning arrival times.

### **Class Composition**

The grade composition of each class will be determined by the Head of School in consultation with the teachers. The decision to have single- or combined-grade classes will be based on anticipated enrollment and the academic and social needs of the students enrolled. Classes will be formed as early as possible, but parents must be aware that changes in placement may occur during the summer break based on fluctuations in enrollment. Parents will be notified as changes occur.

### **Class Curricula/Daily Schedule**

The curriculum for each grade is available upon request. The daily schedule for every class is posted in each classroom and is also distributed to parents at Back-to-School Night.

### **Supplies**

Although most classroom supplies for the preschool children are furnished by the school, they are asked to bring from home some supplies. K-6 children bring from home all major school and some classroom supplies. Some of these items may need to be replenished throughout the year. A supply list from each teacher is sent home in the summer mailing.

### **Homework**

Homework is an extension of the learning experiences children have during the school day. It is designed to aid the student in achieving classroom and school goals and should not be used to punish or to keep a student busy. Homework normally should fit into one of the following categories: remedial drill, research, unfinished work and/or review. Students in grades 1-6 are assigned nightly homework Monday-Thursday within the following time guidelines:

Grade 1	20 minutes	Grade 4	45-60 minutes
Grades 2 and 3	30 minutes	Grades 5 and 6	60-90 minutes

Students in grades 4-6 are issued assignment notebooks at the beginning of the school year to keep track of daily and long-term assignments.

### **Standardized Tests**

Standardized tests are administered to certain grades according to the following schedule:

- Grade 2 – Cognitive Abilities Test
- Grade 4 – Stanford Achievement Test
- Grade 6 – Stanford Achievement Test

Exact dates are listed on the school calendar. There are no make-ups for standardized tests. Scores are sent home to parents within a month of testing dates. Test scores also become part of the student's permanent record folder.

### **Student Referrals**

If a student is scheduled for testing (psychological, speech, et cetera) by an outside specialist and an evaluation from the school is required, please send the necessary form(s) to the Head of School. The Head of School will then pass on the form to the teacher who will complete it and review it with the Head of School. All recommendation or similar forms must be submitted by the parent to the Head of School, written by the teacher, and reviewed by the Head of School. A copy of all forms and recommendation letters sent from the school will be placed in the student's permanent record folder.

### **Student Records**

Parents/guardians are not permitted to hand-carry their child(ren)'s records, transcripts, teacher recommendation forms or similar such items from Pincrest to a doctor, another school or similar such place. All records, transcripts, and/or teacher recommendation forms will be sent by the school office by U.S.P.S. mail or fax only.

## **Student Forms**

All necessary forms (including, but not limited, to the Medical/Emergency Care Form, Student Registration Form, Medical Authorization Form (if applicable)) and necessary medications/medical supplies must be received by the school no later Monday, September 12, 2011. After this date, children will not be admitted to school until all completed forms and other such items are received. All necessary forms are sent to families in the summer mailing. The forms must be completed per child, not per family.

Each area of every form must be completed by the parent. If there is an area of the form that does not apply to your child, you must write "N/A." No section on any form should be left blank.

## **Special Services**

The school may allow specialists to come into the school (at parent expense) for various individual services for children such as speech/language therapy, occupational therapy, and so on. The decision to allow this is made jointly by the Head of School and classroom teacher with parent feedback and is based in part on student need(s) and family scheduling conflicts. Any special services should take place during the lunch/recess time block so students will not miss critical instruction time with the classroom teachers.

## **School/Home Communication**

Communication between the home and the school is vital to the academic, social, and emotional development of the student. Parents receive frequent feedback from their child's teachers about adjustment, academic progress, and aspects of the school day on an ongoing basis. Parents are encouraged to contact the school any time they have questions or concerns regarding their child or about school procedures.

The best way to gain information or have questions answered about your child's class and/or progress is to first contact the classroom teacher directly. Matters of this nature should be brought only to the Head of School when parents are dissatisfied after speaking with a teacher. General school community issues or non-classroom/teacher questions can be discussed with the Head of School at any time. The Head of School offers Office Hours With the Head every Monday from 1-3 p.m. During this time in particular, she is available to talk with parents either by phone or in person. This can happen by drop-in visit or by making an appointment. Although this official time slot exists, the Head is happy to discuss with parents at any other mutually-convenient times.

The school directory contains home phone numbers for all faculty/staff members as well as e-mail addresses. The school directory is sent home (one per family) at the beginning of each school year via Wednesday Envelope.

## **Google Groups Reflector/List-Serv**

Pinecrest School and Pinecrest Summer Pavilion each use a reflector/list-serv to communicate with their constituencies. E-mail addresses of members of the school or camp communities are subscribed to the lists. Then, when a message is sent to the list, it reaches everyone. These lists are used to communicate news/notes, updates, reminders, and other valuable information. Additionally, the lists will be used in any emergency situations when parents need to be reached quickly. The only people with access to the lists are those who are subscribed to the lists; therefore, they are safe channels of communication. The lists are *PinecrestSchool@googlegroups.com* and *PinecrestSummerPavilion@googlegroups.com*. If you are on both lists, you may receive some messages twice, which is unavoidable. Patience is appreciated.

## **Summer Communiqué**

In the summer, each family receives a back-to-school packet from the school. Included are welcome letters from the teacher and the Head of School, medical forms, necessary information for bus riders, supply lists for all students, a volunteer packet and sign-up sheet, after-care information, and a variety of other notices about school happenings.

## **Communication from the Head of School**

The Head of School will communicate regularly with parents through a written newsletter, [Pinecrest Headlines](#), sent out every other week. This newsletter will be distributed via *PinecrestSchool@googlegroups.com* or by Wednesday Envelope for those who request a paper copy

and/or do not have e-mail access. The newsletter will delineate upcoming school activities, discuss a variety of school events, celebrate positive aspects of Pinecrest School, and appreciate members of the school community.

### **Monthly Calendar and Letter**

Each classroom teacher sends home each month a letter/newsletter and a calendar to the parents of his/her students and a calendar. The calendar/timeline outlines the specific activities and projects planned, field trips, birthdays, school holidays, assemblies, et cetera for the month.

### **Wednesday Envelope**

Each child has his/her own large, clear plastic envelope that is sent home on Wednesdays. Most letters and memos from the office and important teacher correspondence are sent home on that day. Parents should remove and review carefully the contents, insert any necessary correspondence for the school, and return it to school on Thursday.

### **New Parent Coffee**

A coffee to welcome new parents to the school is held at the beginning of September. It is conducted by the Head of School and the Board Chair. The date is on the calendar.

### **Back-to-School Night**

Back-to-School Night is held towards the end of September. Back-to-School Night begins with a whole-group gathering in the newer building multipurpose room. Then, each teacher meets with the parents of his/her students in the classroom for about 45 minutes to discuss goals and objectives for the year, the curriculum, daily schedule, discipline standards, homework policy, book clubs, field trips, special lunches, et cetera. Parents are discouraged from discussing their own child's adjustment to school. Separate conferences can be arranged to discuss personal concerns. The date is on the school calendar.

### **2012-13 Back-to-School Night**

This is a format similar to Back-to-School Night in the fall, but it is for rising K-6 parents to come and hear more about their child's next grade level. Just like at Back-to-School Night, teachers will make presentations (more generalized about the grade and expectations that go with it so parents can make informed decisions about the next school year at Pinecrest. Teachers will answer questions and have books/materials on hand for parents to review. The date is on the school calendar.

### **Conferences**

Parent/teacher conferences are scheduled twice a year, at the end of the first and third quarters. Parents of preschool children may confer with the teachers at the end of the second quarter, also, if they would like to. Conference days are listed on the school calendar. School is closed for students on conference days. Parents have an opportunity to sign up for conference times at Back-to-School Night, and every effort will be made by the faculty to coordinate times for families with more than one child enrolled. Enrichment teachers are available on conference days to meet, also, if parents request this in advance. Please report promptly to your conference so that each parent receives his/her full time allotment with the teacher. Please do not bring your child to school with you when you attend your conference. Students may not be in the building or on the grounds unsupervised. Additional conferences with a teacher or the Head of School may be arranged at any time by appointment.

### **Report Cards**

There are four approximate nine-week marking periods/quarters in the school year. Preschool teachers hold parent/teacher conferences at the end of the first and third quarters, with an optional conference at the end of the second. Two written reports are sent to parents during the school year. A regular marked report card is sent home at the end of every nine weeks for each child in kindergarten through the sixth grade.

### **Awards**

Awards may or may not be given out at the end of the school year. Awards will be determined by the Head of School in conjunction with classroom teachers and could include recognition of such areas as attendance, citizenship, and more.

## **Calendar**

The yearly school calendar is disseminated to families during the summer and again in the school directory. The calendar lists important school-wide dates, including breaks, holidays and so on. However, the calendar is a working document. School community members will be informed in a timely manner of any calendar changes.

## **Program Enrichment**

### **Enrichment Classes**

Pinecrest offers enrichment classes in computer, preschool library, music, physical education, and Spanish as part of the regular school day. These enrichment classes are taught by the enrichment faculty and all take place outside of the regular classroom.

Preschool students have Spanish three times a week, music, and physical education twice a week, and library once a week. Each enrichment class for preschool students is 20 minutes each.

Children in kindergarten through sixth grade have computer, music and physical education twice a week. Kindergarten and first grade students have Spanish with a Spanish teacher three times a week, and second through sixth grade students learn their foreign language in the computer lab with Rosetta Stone Classroom. Each of these enrichment classes is 30 minutes each. K-6 students also have visual arts once per week for 60 minutes per session.

### **Library**

The school library is available to provide academic enrichment and pleasure for all grade levels. Preschool students visit the library for an enrichment class once a week. Students in K-6 are taken to the library with their classroom teachers once a week or every other week. If your child checks out books, please help him or her accept the responsibility of borrowing a book by designating a safe place at home to keep it and by helping him or her remember to bring it back on time.

A bookplate is placed in each book donated by a school community member recognizing the donation with his/her or the family name.

One area in the library is devoted to books of interest to parents. These materials were chosen to provide additional learning opportunities for parents in a variety of areas such as child development, learning disabilities, attention deficit disorder, parenting, academic enrichment, and much more. Parents may check out any library materials at any time.

The library uses a self check-out system for parents (and students with parents at non-library enrichment class times). The inside cupboard marked "Book Check-out" contains self check-out instructions.

### **Computers**

Pinecrest has a computer lab in the newer building where classes may receive instruction and work on projects.

#### **Appropriate Use Guidelines for the Internet**

These guidelines minimize the possibility that students will be exposed to, or be the producers of, inappropriate Internet material.

All use of the Internet at Pinecrest School must be to support school work.

- No student should post their own or anyone else's name, address, phone number, photo or other personal information on the Internet.
- Students will use search engines designed for students, as well as bookmarks created by teachers.
- No searching, viewing, or retrieving materials that are obscene, profane, or illegal.

- No unlawful copying, saving, or redistributing copyrighted material.
- No subscribing to any services or ordering of any goods or services for money.
- No using other interactive sites such as games or chats unless specifically assigned by a teacher.
- No activities that violate school rules or a local, state, or federal law.
- Students should inform a teacher immediately when they come upon something, intentionally or unintentionally, that makes them suspicious or upset while using the Internet.
- Students must be supervised at all times when using the computer lab.
- The computer lab may not be used by students when school is not in session no matter what circumstances persist.

The foregoing procedures will be reasonably adhered to; however, given the breadth of the information available on the Internet, no guarantees can be provided that students using the Internet won't stumble upon content that their parents might find objectionable, not unlike using the Internet in a library or to using a library itself. The educational value of appropriate information on the Internet is substantial. The Internet is composed of information provided by institutions and people all over the world and thus, also includes material that is not of educational value in the context of the school setting. There is information which may be judged as inaccurate, abusive, profane, sexually oriented, or illegal. It is a joint responsibility of school personnel, parents, and students to use the Internet responsibly.

If, after reviewing these guidelines, parents choose to "opt out," they may request that their child not be allowed to use the Internet at school by sending a written request to the Head of School.

### **Field Trips and Special Events**

Field trips, in-house performances, and special events are an integral part of the Pinecrest experience. The Pinecrest bus is usually used for field trips and parents are encouraged to volunteer as chaperones. Occasionally it is necessary for parents and/or teachers to transport the students to and from a field trip in their personal vehicles (once parent permission has been obtained via Student Registration Contract), and parents are informed in advance when this will take place.

Additionally, children attend in-house assemblies and presentations that are sometimes conducted by guest performers, visiting authors, et al.

### **Assemblies**

Assemblies are usually held once a month. Each class is responsible for one assembly program per year. It is usually 10-30 minutes long, held in the multipurpose room, and attended by the student body and the parents of the performing class. The intention of the Pinecrest assembly is to give the students in each class an opportunity to build confidence by performing and shining in front of their peers and their parents and to work together towards a common goal. A short parent/student social is held after each assembly in the host classroom. The room parent typically coordinates refreshments for the post-assembly social. The assembly dates are on the school calendar.

### **Snack and Lunch**

**Preschool** – A nutritious snack and drink are provided daily for preschool groups. However, students are welcome to bring "treats" from home to share for special occasions. On a student's birthday or half birthday parents should make celebration arrangements with the teacher. (See Birthdays at School.) Occasionally, preschool classes either make or bake their snacks in school. Some foods may not be consumed by preschool children because they pose a choking hazard, including, but not limited to, raisins, whole grapes, hot dogs, peanuts, and hard candies. Preschool snack schedules are posted weekly outside each preschool classroom.

**Full Day Students** – Full-day students should bring a nutritional mid-morning snack. Please do not send a drink for snack for children in kindergarten through sixth grade. Drinks should accompany lunch only. Students are required to bring their own lunches unless a special lunch is scheduled. No student will be allowed to share another student's lunch. The school does not provide plastic silverware so if utensils are needed for your child's lunch, please make sure to send them in his or her lunch bag; they will come home to you in the lunch bag each day.

It is a school policy that nuts of any kind not be served to our children individually or in baked goods brought for group consumption because of the potentials for choking and severe allergic reactions.

### **Special Lunches and Celebrations**

Parents of K-6 students frequently provide a special lunch to celebrate a child's birthday. Classroom teachers occasionally plan special lunches, also. Advance notice is given of all of these events.

Celebrations for special days such as Halloween, Thanksgiving, and Valentine's Day may be held at the teacher's discretion. They are usually planned with the room parent and may be simple or elaborate.

### **Birthdays at School**

Parents are encouraged to celebrate children's birthdays at school. Please check with the classroom teacher to see what his/her preferences are. The party can be as simple as cupcakes or as elaborate as a lunch. Try to take into consideration the age of the student and the class size. If the birthday falls over a weekend or school holiday, a day for celebration can be arranged that is convenient for both parent and teacher. If the student has a summer birthday, a half birthday celebration is appropriate. In all cases, be sure to coordinate your plans with the teacher in advance. Party favors and other such items are not welcome during school birthday celebrations.

Parents and students are requested to exercise discretion when inviting only select classmates to birthday or other parties at home. It is school policy to only distribute invitations at school if the entire class is invited. Otherwise, we ask that invitations be mailed to the homes or sent via e-mail rather than distributed at school.

### **After-school Activities**

After-school activities are optional, fee-based enrichment experiences available for K-6 and preschool students after-school. For K-6 students, there are three sessions of after-school activities – fall, winter, and spring. Information about each session's offerings is sent home to parents with registration forms, et cetera, prior to the start of each session via Wednesday Envelopes. Suggestions for future after-school activities can be made directly to the Head of School. A space in an after-school activity cannot be held or reserved in advance. A child has a space in the activity once the registration form and fee for the activity have been received. Parents must come inside the building to sign their children out of after-school activities and pick them up. More specific instructions are given to parents of students who register for K-6 after-school activities.

## **Health and Safety**

### **Supervision**

Each teacher must know where the children in his/her class are at all times. Between 8:40-8:55 a.m., each child is removed from a parent's car or the school bus by a teacher or teacher assistant. If a child arrives before 8:40 a.m., s/he must remain under his/her parent's care until 8:40 a.m. Each child is welcomed at the door of the older building by a morning greeter. Children from preschool through the first grade walk to their classrooms. Children in grades two through six walk to the newer building under the sight supervision of the morning greeter.

Attendance is taken by the teacher at the beginning of each morning, and children remain under the supervision of a teacher throughout their day. The teacher records daily absences by 9:25 a.m. each morning. At 9:25 a.m., the Administrative Assistant visits each classroom and verifies the day's attendance and tardies. The Administrative Assistant calls the parent of each child listed to verify his/her absence.

At dismissal time, each child is helped by a teacher into his/her car. Preschool children are buckled into a seat belt.

### **Supervision of Children Arriving After 9:00 a.m.**

If a child arrives at school after 8:55 a.m., s/he is escorted first to the office by his parent to sign in. The newer building is locked at 9:25 a.m. S/he is then taken to his/her classroom by the Administrative Assistant, the Head of School, or an available teacher. If the class is on the playground or in an enrichment class at the time of arrival, s/he is taken to that location the same way. The teacher immediately involves the child in an ongoing activity.

If a child arrives at school after his/her class has left on a field trip, the parent may take the child to the field trip location to join the class, the child may spend the field trip hours in another classroom, or the parent may elect to take the child home.

## **Health**

### **Medical Forms**

All students must have a signed certificate of examination from a licensed physician on file at the school prior to the third week in September. Proof of up-to-date immunizations is required. Parents must also complete a separate Medical/Emergency Care Form for their child.

### **Children with Non-Life-Threatening Allergies and Chronic Conditions**

Parents must list on the Medical/Emergency Care Form their child's allergies, other chronic conditions, or important dietary concerns. Please note if the allergy or condition will affect school performance and what activities or foods must be avoided during school hours. Please describe all possible reactions your child may exhibit if exposed to an allergen and delineate the specific procedural instructions the school must follow if the child is exposed to an allergen. Parents are responsible for keeping the school informed as quickly as possible of any changes in the student's health or restrictions.

### **Special Procedures for Medicating Students with Life-Threatening Allergies or Conditions**

If a child has a life-threatening allergy or condition, parents must meet with the teacher and the Head of School to discuss it and its implications. The teacher and at least one other member of the faculty/staff must be trained to administer necessary medication or to use medical equipment correctly and to follow any required emergency procedures. The parents are responsible for keeping the school updated on changes in the student's condition.

Parents of children who need to be medicated at school must complete a Medical Authorization Form. This form is signed by the doctor and the parents.

### **Medications**

No prescription or over-the-counter medications may be brought to school and/or administered to a child until a parent completes a Medication Authorization Form. Medication may be administered only if written permission has been given by a parent. Written authorization is good for only ten days. Medications to be given over a longer period of time must also have a Medication Authorization Form signed by a doctor stating the dosage, exact time the medication must be given, and possible side effects. Prescription medication must be in a properly labeled pharmacy container. Over-the-counter medicines must be in their original containers. All medications, including sunscreen and/or insect repellent, are placed in a locked location in the school office and may be dispensed only by the Administrative Assistant, Business Manager, Head of School, or Camp Director. Students may not self-administer any medication, including cough drops or syrup, nasal spray, aspirin, insect repellent, sunscreen, or lip balm.

Medication must be brought to school by a parent. Under no circumstances may it be transported to or from school by a student. It may not be left in the classroom, on or in the teacher's desk, or in the student's desk, backpack, lunch box, or pocket.

Sunscreen and/or insect repellent must be in the original container labeled with the child's name and be accompanied with written parent authorization noting any known adverse reactions. Manufacturer's instructions for age, duration and dosage shall be followed. A record will be kept including child's name, date of use, frequency of application, and any adverse reactions.

**Injuries**

Minor first aid treatment is administered by a teacher or other school personnel. Parents are notified of an injury on the school day that it occurs.

**Illness**

Parents must keep their children home from school when they are ill. A child is considered ill when s/he has a temperature of 100 degrees or higher, has recurrent diarrhea or vomiting, or has contracted one of the diseases on the Communicable Disease Reference Chart for School Personnel in the appendix. When a student becomes ill at school, a parent or emergency contact person will be called to pick up the student as soon as possible. Students should remain home until all signs of the illness are gone. If the child has been sick during the night, please keep him home the next day even if he seems well by morning. Students should be fever-free for at least 24 hours before they return to school. Students with strep throat must be on antibiotic or other doctor-prescribed treatment for 24 hours before returning to school. If your child becomes ill with a contagious disease (e.g. chicken pox, strep throat) or contracts head lice, please notify the school immediately. The Head of School will alert the other parents so they may take the appropriate action.

Students with lice cannot return to school until their hair is nit-free.

**Reportable Communicable Diseases**

Parents/guardians must inform Pinecrest School within 24 hours or the next business day after his/her child or any member of his/her immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases, which must be reported immediately. A chart of communicable diseases appears towards the back of this handbook.

**Medical Emergencies**

If an injury, illness, or allergic reaction is serious enough to require more than standard treatment, the school will immediately call 911 and the child's parents or their emergency contact representative.

**Insurance**

Accident insurance is provided for each student. Pinecrest School, Inc. has a policy issued by Utica National Insurance Group. It is the school's practice to notify the parents whenever it is felt that the terms of this policy apply in specific instances. The policy is available for review in the school office.

**Suspected Child Abuse**

As mandated reporters, faculty/staff are legally obligated to report instances of suspected child abuse and neglect to Child Protective Services (CPS). Parental permission is not needed for the child to be interviewed by Child Protective Services staff. Parental permission is not needed to release information that relates to or documents concerns about abuse and neglect.

**Personal Hygiene**

All students attending Pinecrest School must be toilet trained. Preschool and kindergarten children bring a plastic bag containing a complete change-of-clothes to school at the beginning of the school year. Bags are stored in the classroom. If a child uses the spare clothes, the soiled ones are sent home and should be replaced the next day by the parent. School personnel will assist children who have soiled their underwear with cleaning themselves and changing their clothes.

**Safety****Fire**

No smoking is allowed in the school buildings or anywhere on school grounds.

The building's Fire Exit Plan is posted immediately inside the door of each room in the school. A more detailed written plan is attached to the office bulletin board. A fire drill for students and staff is held each week in September and monthly thereafter.

### **Playground Health and Safety**

Outdoor play is a required part of each day's routine. Please do not send a student to school unless s/he can go outside with his/her class. If there is a special health concern such as severe allergies, the parent must notify the school and special arrangements will be made on a case-by-case basis.

Play clothes are appropriate for school wear. Sneakers should be worn for safety purposes. Please dress your child according to the prevailing weather conditions and take into consideration that he must be able to dress and undress himself. All items of clothing and boots must be labeled with the student's name.

#### **Playground Safety Rules:**

- The playground is inspected by older building classroom faculty on a rotating basis every day between 8:30-9 a.m. to ensure that no unsafe conditions exist. Teachers complete a Playground Checklist when necessary to alert the administration to playground maintenance needs. Six inches of resilient surfacing is required under climbing apparatuses and equipment with moving parts to create a fall zone free of hazardous obstacles. The resilient surface (Fairfax County-approved shredded hardwood mulch) must be re-raked by the inspecting teacher when necessary to ensure that six inches are maintained under and around the equipment. The mulch is replenished in the fall and the spring.
- During scheduled recess times, at least two classes should be outside at the same time so a teacher can tend to an injury or social problem without the loss of adult supervision.
- Ensure that all children are dressed appropriately for the weather conditions.
- During scheduled recess times, the children must be supervised by one or more teachers or parents at all times. Teachers should position themselves at strategic points on the playground to aid the observation of the children.
- A child who needs to return to the school during outside play must be accompanied by an adult.
- Children may not play with or throw sticks, stones, wood chips, et cetera.
- Only one child is allowed on each swing and must swing in a sitting position. Swings may not be twisted and released or thrown over the top frame.
- Only one child at a time may use the slide and must slide down sitting up.
- Preschool and kindergarten students may not use the horizontal ladder (aka monkey bars) due to safety concerns. First graders may not do so until their skills have been checked by their classroom teacher. Students may not climb on the horizontal ladder or sit on the top. They may traverse the ladder hand-over-hand only.
- Classes return to the buildings with their teachers using the path and steps, and enter by the playroom door.

#### **Playroom Safety Rules:**

The indoor playroom is used primarily by the preschool children and contains the large toys. When classes of older children use the room, it must be with the understanding of and respect for the proper use of equipment appropriate to the different sizes and ages. Older children should be closely supervised and playroom rules strictly enforced to prevent the misuse of materials.

- Before children use the playroom, all large toys should be positioned with ample room around them.
- Teachers should accompany and remain with their classes when the playroom is used.
- Blocks should be put into a separate area and the sand table and workbench placed where they can be closely monitored to ensure that the sand and tools are not misused.
- Pencils, scissors, and crayons may not be used.
- Any student leaving the playroom must be accompanied by an adult.
- After use the classroom teacher(s) is responsible for restoring the playroom to its original state.

## **Emergency Preparedness Plan**

### **Crisis/Emergency**

A crisis or emergency is defined as any unplanned event that can:

- cause physical or emotional damage to students, faculty, staff, administration, parents/guardians, or the public
- shut down and/or disrupt school operations
- require an increased level of response beyond the standard operating procedures
- threaten the school's financial standing and/or public image

### **Communication**

No matter the course of action, parents/guardians will be notified immediately by the school.

Parents/guardians will be notified through telephone call and the school's blanket e-mail list – *PinecrestSchool@googlegroups.com*. School personnel will attempt to reach one parent/guardian from each family by telephone; this will be done by calling, in order, cellular, primary daytime, and home telephone numbers. In the event that one parent/guardian from each family cannot be reached through these means, the out-of-area emergency contact provided by parents/guardians on the students' Medical/Emergency Care Forms will be contacted.

Communication with parents/guardians is the responsibility of the Head of School or her designee.

Parents/guardians are asked to not attempt communication either by telephone or e-mail with the school as this will slow the process of notifying parents/guardians.

In the event that parents/guardians must contact the school and cannot get through on the school's main line, they may try the cellular phone number of the Head of School (508.344.5481). This cellular phone will be turned on and used as needed no matter the course of action. **(Please note that this cellular phone number should only be used by parents in the event of a crisis/emergency.)**

If possible, messages with status reports will be left on the voicemail greeting of 508.586.9379. This is an out-of-state landline that should not be affected if local telephone service is compromised.

### Medical/Emergency Care Information

No matter the course of action, administration and classroom teachers will have their binders and/or folders of student Medical/Emergency Care Forms with them at all times.

The Head of School or his/her designee is responsible for having with her any additional medical information or supplies necessary for any particular students, as well as general first aid supplies.

### **Courses of Action**

#### **Early School Closing**

An early school closing would happen on a day when school was already in session. This requires the school to identify students who are to be picked up by parents/guardians or transported home by school bus. In most cases, parents/guardians will be required to come to the school and retrieve students.

Procedures for an early school closing are kept as similar as possible to those at the end of a regular school day except all students must leave the buildings, and the school will be closed early. Depending on the nature of the situation, lockdown and shelter-in-place procedures may be followed.

Students of parents/guardians who cannot be reached will be held at school for up to 2 hours from official closing time until parents/guardians can pick them up. At least two adults will remain at school with remaining students until all students are picked up. Parents/guardians will be notified by using the above-described means; emergency contact people will be called next if parents/guardians are unreachable.

After 2 hours from the official closing time, remaining students will go home with a member of the administration, and it is the responsibility of parents/guardians to retrieve them from there. Parents/guardians will be notified when this is occurring and of the address for pick-up.

**Evacuation**

An evacuation requires all students, faculty, staff, and administration to leave the buildings as quickly and safely as possible.

The school’s primary evacuation site is 0.73 miles northeast of the school.

Evacuation Site:	Westminster School 3819 Gallows Road, Annandale, VA 22003 703.256.3620	Mr. Ellis Glover, Headmaster  <i>www.westminsterschool.com</i>
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Students, faculty, staff, and administrators will evacuate by foot to the evacuation site. If this is not possible due to weather or other factors, faculty, staff, and administration will transport students in their personal vehicles. In the event of vehicle evacuation, there will always be at least two adults on campus with the remaining students until all students are safely evacuated to the evacuation site.

The school’s secondary evacuation site is 1.45 miles southwest of the school.

Evacuation Site:	Annandale High School 4700 Medford Drive, Annandale, VA 22003 703.642.4100	Mr. John Ponton, Principal  <i>www.fcps.edu/AnnandaleHS</i>
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Students, faculty, staff, and administrators will evacuate by personal vehicles to the evacuation site. During vehicle evacuation, there will always be at least two adults on campus with the remaining students until all students are safely evacuated to the evacuation site.

The Head of School will determine which evacuation site will be used and if and when it is safe to return to the buildings.

**Reverse Evacuation**

A reverse evacuation occurs if an incident occurs while students are outside and students need to be returned quickly to the building. Once students, faculty, staff, and administrators are returned to the building(s), the situation may call for a lockdown.

Students, faculty, staff, and administration will be returned to the older building as quickly and safely as possible.

**Lockdown A**

Lockdowns are called for when a crisis occurs outside of the school and an evacuation could/would be dangerous. In this case, students, faculty, staff, and administration gather in the older building together as quickly and safely as possible. All exterior doors are locked. Windows may need to be covered.

Classes will report with their classroom teachers to the following locations in the older building:

Preschool 3 and 3/4 – Playroom	Kindergarten – Playroom
Preschool 4 – Playroom	First & Second Grades – Room 6
Third Grade – Room 4	Fifth & Sixth Grade – Room 8
Fourth Grade – Room 8	

Room 8 (the preschool 4 room) is the designated safe room of the older building in the event that everyone must gather together in one space.

It is the responsibility of the Head of School or her designee to make sure all doors are locked and secured immediately following the declaration of a lockdown. Once this is done, it is the responsibility of enrichment and assistant teachers to begin checking, securing, and sealing windows, as well as begin pulling out emergency supplies.

Classroom teachers are responsible for bringing their classroom crisis bins with them to their designated room in the older building.

### **Lockdown B**

A lockdown is also called for when there is a crisis inside and movement within and between the school building(s) will put the students in jeopardy. All exterior doors are locked and students either remain in their classrooms. Windows may need to be covered.

It is the responsibility of the Lead Teacher to be the in-charge person in the newer building.

Newer building teachers will turn on their cellular phones to be available for any updates from the administration.

Room 103 (the computer lab) is the designated safe room of the newer building in the event that everyone must gather together in one space.

The responsibility of making sure all doors are locked and secured falls to the Head of School or her designee in the older building and to the Lead Teacher in the newer building. This should be done immediately following the declaration of a lockdown. Once this is done, it is the responsibility of enrichment and assistant teachers in each building to begin checking, securing, and sealing windows, as well as being pulling out emergency supplies. The Lead Teacher will assign someone to do this in the newer building if there are no enrichment or assistant teachers present.

### **Shelter-in-Place A**

Shelter-in-place is used when there is not time to evacuate or when an evacuation could/would be dangerous. Students, faculty, staff, and administration are held in the older building and all exterior doors and windows are locked and sealed.

Classes will report with their classroom teachers to the interior hallway of the older building and sit against the wall until given further instructions.

Room 8 (the preschool 4 room) is the designated safe room of the older building in the event that everyone must gather together in one space.

It is the responsibility of the Head of School or her designee to make sure all doors are locked and secured immediately following the declaration of a shelter-in-place. Once this is done, it is the responsibility of enrichment and assistant teachers to begin checking, securing, and sealing windows, as well as being pulling out emergency supplies.

Classroom teachers are responsible for bringing their classroom crisis bins with them to older building.

The Head of School or her designee will get the emergency and first aid supplies from the older building.

### **Shelter-in-Place B**

Shelter-in-place is used when there is not time to evacuate or when an evacuation could/would be dangerous. Students, faculty, staff, and administration remain where they are in each building and all exterior doors and windows are locked and sealed.

It is the responsibility of the Lead Teacher to be the in-charge person in the newer building.

Newer building teachers will turn on their cellular phones to be available for any updates from the administration.

Classes will report with their classroom teachers to interior hallway of the newer building and sit against the wall until given further instructions.

Room 103 (the computer lab) is the designated safe room of the newer building in the event that everyone must gather together in one space.

The responsibility of making sure all doors are locked and secured falls to the Lead Teacher in the newer building. This should be done immediately following the declaration of shelter-in-place. Once this is done, it is the responsibility of enrichment and assistant teachers in each building to begin checking, securing, and sealing windows, as well as being pulling out emergency supplies. The Lead Teacher will assign someone to do this in the newer building if there are no enrichment or assistant teachers present.

### **Classroom Crisis Bins**

The following items are contained in each classroom crisis bin:

- ✓ A complete change of clothes per student (sent in by parent/guardian)
- ✓ Two sealed bottles of water per student (sent in by parent/guardian)
- ✓ Flashlight and batteries
- ✓ First Aid kit

### **Emergency Supplies**

The following items are kept in the older building for use during a crisis situation, in addition to the items contained in the classroom crisis bins:

- ✓ Sealed bottled water
- ✓ Flashlight and batteries
- ✓ Battery-powered radio and batteries
- ✓ First Aid kit
- ✓ Baby wipes
- ✓ Garbage bags
- ✓ Wrench and pliers
- ✓ Plastic sheeting
- ✓ Duct tape

The following items are kept in the newer building for use during a Lockdown B crisis situation, in addition to the items contained in the classroom crisis bins:

- ✓ First Aid kit
- ✓ Baby wipes
- ✓ Garbage bags
- ✓ Plastic sheeting
- ✓ Duct tape

### **CPR/First Aid Training**

The Summer Camp Director, Head of School, and majority of faculty and staff are CPR-certified. Some faculty members and administrators have undergone First Aid training.

#### Emergency Preparedness Plan References/Resources

“Practical Information on Crisis Planning: A Guide for Schools and Communities” from the Office of Safe and Drug-Free Schools, U.S. Department of Education (September 2004)

“Preparing Makes Sense, Get Ready Now” from the U.S. Department of Homeland Security

“It Pays to Prepare: An Emergency Preparedness Guide for Child Care Providers” developed by the Division of Child and Adolescent Health, Healthy Child Care Virginia, Virginia Department of Health

“By the Book: Risk Management Information for Private and Charter Schools” from The Hartford (Winter 2005)

“Health and Child Care Newsletter: Volume 3, Issue 2” by the Virginia Department of Health (Winter/Spring 2004)

“Mastering Masters of Disaster: Introduction for Educators” from the American Red Cross (2004)

Draft of Pinecrest School Emergency Procedures Plan by Pamela M. Kenney (February 2003)

Martha Pauly, Licensing Inspector, Commonwealth of Virginia, Department of Social Services, Fairfax Licensing Office

PFC. Brendan T. Murphy, Community Liaison Officer, Fairfax County Police, Mason District Station

### **Behavior Accountability Plan**

Pinecrest School's Accountability Plan includes student behavior at school and at any related school functions including, but not limited to field trips, bus rides, and after-care.

Pinecrest School believes that students must learn to conduct their lives in an ethical manner that contributes to their personal growth and allows those that they encounter to learn from their example. Students are expected to treat classmates, faculty, staff, parents, and visitors with respect and courtesy.

The goals of Pinecrest School's Accountability Plan are to:

- encourage a child's feelings of self-worth and self-esteem
- guide a child toward self-discipline and self control
- teach a child to relate appropriately toward others
- help a child to grow toward emotional maturity
- help a child grow in moral development
- help a child understand the value and importance of his/her role in a community
- enable a child to begin forming a sense of personal values and positive morals

Each child can expect a safe learning environment at Pinecrest School. Behaviors that can threaten this environment include such things as:

- inappropriate use of supplies, materials, and equipment
- use of inappropriate language
- loss of self control and/or lack of self-regulation
- disrespect
- physical harm or aggression towards another individual (including, but not limited to hitting, kicking, biting, and scratching)
- non-observance of school/classroom understandings and expectations
- verbal aggression
- bullying
- dishonesty
- tampering with or stealing school or others' property

Should a child exhibit any of these behaviors or struggle in meeting these expectations, it is the classroom teacher's responsibility, in conjunction with the Head of School, to implement the following consequences when appropriate:

- remove the child from the learning environment
- arrange for the child to visit the Head of School's office
- document inappropriate behavior
- contact the parents
- hold a teacher/parent conference
- conference with Head of School
- set up a system of intervention and/or action plan to discourage repeat offenses
- loss of classroom or school-wide privileges
- suspend the child

Serious offenses will accelerate the level of consequence as determined by the Head of School.

In all grades and classes, as appropriate, quality time is given to discussing behavioral expectations and to stressing the importance in a school community of cooperating in a mannerly fashion. Value is placed on developing effective work habits and affirming self-knowledge about how one learns, perspective about what one learns and empathy as one learns. Teachers strive to be firm, fair, and consistent as they guide

students toward self-regulation. Students are expected to act responsibly, respectfully, resourcefully, and with restraint.

Accountability at all grade levels means offering positive reinforcement to motivate appropriate behavior. Offenses of any kind are serious detractors that will not be tolerated.

It is understood that student actions and general conduct both on and off campus reflect directly on the school. Those who disregard the behavioral expectations outlined here will experience increasingly serious responses as previously described. The school reserves the right to dismiss any student whose progress or conduct is unsatisfactory or detrimental. Should parents/guardians wish to appeal a school response, they may do so through the Head of School's office.

### **General Student Expectations**

Pinecrest School promotes interpersonal courtesy, cooperation and respect. It is expected that students will demonstrate self-discipline, honesty and integrity. Teasing others is not tolerated. We do not accept bullying, cruelty, or inappropriate touching between students. Students should always act with consideration for the feelings of others. Showing interest, being polite, and caring will help make Pinecrest a positive school community. We rely on the cooperation and support of our parents in upholding these standards. Discuss the following behavior guidelines with your students regularly:

- Students must be on time and prepared for class and other daily responsibilities.
- Students should not run, roughhouse, or make excessive noise in the hallways, on sidewalks, or on buses.
- During school assemblies, students should sit quietly and be respectful of the performer(s) and other students.
- Deliberate rudeness to any adult or student will not be tolerated.
- Physical or verbal abuse, harassment of others, fighting, or destructive misconduct will not be tolerated.
- Students should not use foul language, including offensive slang, profanity, or gestures.
- Students must take care of school property, including buildings and classrooms. Older students should clean up after themselves. Littering or defacing the school property in any way is not allowed. Families of students responsible for damage will be liable for the cost of repairs.
- Students may never leave the school buildings or grounds without permission.
- Possession, distribution, or use of substances such as tobacco, alcohol, or illegal drugs at school is grounds for expulsion. Guns and knives are prohibited from school.
- Students may not bite, kick, or hit.
- No chewing gum is allowed at school.

The Behavior Accountability Plan will be implemented when any of the above guidelines are not followed.

### **Prohibited Actions of Faculty/Staff**

The following actions by faculty and staff members are prohibited:

- Physical punishments such as spanking, forcing a child to assume an uncomfortable position; restraining to restrict movement through binding or tying; enclosing in a confined space, box, or similar cubicle; and using exercise as punishment are prohibited.
- A child may not be shaken.
- A faculty/staff member may not force a child to eat or withhold food from a child.
- A child may not be punished for a toileting accident.
- A child may not be touched in any way whatsoever that could be construed to be sexually inappropriate (See Prohibition of Sexual Harassment Policy and Sexual Harassment Regulation).

### **Prohibition of Sexual Harassment Policy**

In accordance with Title VII of the 1964 Civil Rights Act, Section 703, and Title IX of the Education Amendments of 1972, no person in Pinecrest School shall be subjected to sexual harassment. Pinecrest School is committed to maintaining an environment free from sexual harassment of any kind. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. The definition of “sexual harassment” and the concomitant guidelines are contained in “Sexual Harassment Regulation”, which is on file in the office for your perusal.

### **Prohibition of Student-Student Sexual Harassment**

No student may sexually harass another member of the school community. Any student who engages in sexual harassment will be subject to disciplinary action up to and including expulsion from school.

Examples of student conduct that are prohibited are unwelcome touching, sexually suggestive gestures, vulgar and/or abusive comments, sexual jokes, comments, and stories, displaying of offensive, sexually graphic materials which are not necessary for school instruction, and comments about others’ bodies.

Any student who believes he or she is being sexually harassed should immediately report such information to his or her teacher. The teacher should immediately report this information to the Head of School. A student who is uncomfortable for any reason about reporting an incident of harassment to his or her teacher may report it directly to the Head of School. Any report of sexual harassment will remain confidential to the extent possible. All claims of sexual harassment will be thoroughly investigated under the supervision of the Head of School and the Board of Trustees.

No student will be subjected to any retaliation or disciplinary action by the school for reports of sexual harassment made in good faith.

### **Bus Safety Rules**

- The driver is in charge, and his/her instructions must be followed.
- Always sit in your seat with your seat belt secured. You may not change seats.
- Use an inside voice and talk only to the child sharing your seat.
- Keep hands and papers to yourself.
- Keep hands, arms, and head away from windows.
- Eating and drinking are not allowed on the bus.
- Do not damage the vehicle, its windows, seats, or emergency equipment.

### **Student Dress Code**

Students should come to school dressed neatly, wearing shoes which allow for safety on the playground. If a student wears dressy shoes, sandals, flip-flops, or snow boots to school, a pair of sneakers or other safe outdoor shoes should be sent in. Regular school clothes are usually worn on field trips. If dressier clothes are required, teachers will send a note to the parents at least a week prior to the trip.

Hats may be worn to and from school and at recess. They may not be worn during school, after-care, or summer camp. They should be hung on the child’s coat hook when not in use.

Roller sneakers or similar such shoes/sneakers are not to be worn to school with the wheels on and/or wheels on shoes/sneakers such as these are not to be used during school, camp, or after-care.

“Silly bandz” may be worn as bracelets only. If they come off wrists and become toys, teachers will ask children to put them in their backpacks. “Silly bandz” are not to be traded at any time, including during after-care.

### **Field Day**

Field Day for K-6 students is held on the last day of school in June each year. Children are grouped in teams and compete in friendly games and contests. The physical education teacher plans and carries out the day's activities and recruits and oversees parent volunteers. Parent volunteers are welcome and needed to help staff field day events. No classes are held on Field Day. The date is on the school calendar.

### **Preschool Family Picnic/Awards**

The preschool family picnic is held on the Friday following the last day of preschool in June on the school grounds. During the festivities the children may receive certificates and similar such end-of-year items. The picnic marks the first day of summer vacation for the preschool. The date is on the school calendar.

### **Bringing Things to School**

We discourage bringing toys or similar such items to school except for those few students who need a security symbol at the beginning of the year or for "show and tell." Parents will be notified by the classroom teacher when the group will have sharing time. Please consider the size and nature of the items your child brings. Fragile objects present obvious problems, and large or bulky items may cause a problem for transport. No toy guns, water guns, knives, or similar items are allowed at school, camp, after-care or school community events at any time. No live Show & Tell items. Children may not bring to school, camp, after-care or movie or game nights any Gameboys, iPods, iPads, or any other hand-held video games or electronic devices, including cellular phones. Children should not have or be using cell phones at school or after-care. They may not bring collector cards, such as Pokemon. The school is not responsible for any loss or damage that may occur when any items are brought to school.

Please do not send umbrellas to school with your child. They are often difficult to handle and can pose a danger to others when the students try to open them in close quarters, such as on the bus or in the hallways. In cases of rain, please ensure that your child has an appropriate jacket, preferably with a hood.

Be sure anything sent in to school is identified with your child's name.

## **Parent Participation**

Ongoing active involvement in our students' educational experience is fundamental to fulfilling the school's goal of readying all students for later academic challenges. Seeing their parents taking an active role in their school experience reinforces the importance of their own schoolwork and the value of being part of a community. Pinecrest's ability to count on parent participation enables us to hold costs down while maximizing the opportunities the school can provide.

Parent volunteers help by acting as room parents, behind-the-scenes library volunteers, special instructors utilizing their professional and other expertise (when previously arranged with the teacher), field trip chaperones/drivers, and more. Parents volunteer to help with special projects in and around the school through fund raising activities or other special events. Parents are encouraged to think creatively about ways in which their special skills can help and enrich the Pinecrest experience.

The Pinecrest Board of Trustees is comprised primarily of elected volunteers and volunteer assistance is encouraged in conjunction with the various Board committees. Parents wishing to learn more about Board committees or participating on a Board committee should contact the Chair of the Board of Trustees, Nate Carmody (parent of Brooke, grade 5; Chase, grade 2; and Alec, preschool 4), at [boardchair@pinecrestschool.org](mailto:boardchair@pinecrestschool.org).

All families are asked to participate in both of the school's major fundraising activities and most special annual events – the fall Fun Fair and spring Auction. The dates are on the calendar.

Parents wishing to volunteer or offer time or a particular talent to a school event should contact the member of the Board of Trustees overseeing parent volunteerism – Mark Patterson (parent of Garrett, grade 5), at [volunteer@pinecrestschool.org](mailto:volunteer@pinecrestschool.org) or the Head of School.

## Room Parents

Each classroom teacher has a volunteer Room Parent to assist him/her during the year.

### Specific Responsibilities

1. Meet or communicate with the teacher during the first month of school to discuss your role.
2. Introduce yourself to the other parents at Back-to-School Night and briefly outline where parent support will be needed during the school year.
3. Ensure that classroom celebration supplies are provided. There are usually at least three celebrations during the year at/around Halloween, December holidays, and Valentine's Day. Some teachers may schedule additional ones. Discuss with the teacher at your first meeting how many celebrations there will be and what the parents will be expected to provide for them. It is the Room Parent's responsibility to contact parents to ask for donations of food and drink, cups, napkins, et cetera.
4. Solicit volunteers for field trip chaperones and/or field trip drivers if requested by the teacher.
5. Telephone parents to alert them to last-minute special events, schedule changes, or mid-day closings (e.g. early closings due to bad weather or a change of plans for a field trip). Usually these kinds of phoning responsibilities result from an immediate need to contact parents quickly, so if you work outside of the home, please take a copy of your class phone numbers to your work place. Also, please think about a back-up volunteer to make the phone calls in case you are unable to.
6. Assist the class in preparing its auction donation. Each class creates item/classroom memento that is auctioned off at the annual spring auction. Teachers may need help soliciting donations from parents or in the classroom while the project is being worked on by the children.
7. Help at the annual Field Day in June. Although the physical education teacher plans the day, room parents can assist by finding volunteers to help staff the game stations, et cetera.
8. Assist the teacher as appropriate with different class needs that may occur throughout the year.
9. Help promote school community events and encourage participation and involvement within the class.

## Fundraising

Several times a year the school plans events to raise funds for a variety of curricular enhancements. The Fun Fair and the Auction are the two primary fundraisers. We also hold periodic small fundraising events, such as a book fair and other events. Help with fundraising and coordinating the fundraising events is very much appreciated. Parents wishing to volunteer or offer time or a particular talent to a school event or other fundraising endeavor should contact the Chair of the Board of Trustees, Nate Carmody (parent of Brooke, grade 5; Chase, grade 2; and Alec, preschool 4), at [boardchair@pinecrestschool.org](mailto:boardchair@pinecrestschool.org), or the Head of School.

## K-6 After-care Program

**K-6 After-care Staff** – Miss Isabelle Perricone and Ms. Victoria Perricone

*All policies, rules, and regulations of Pinecrest School, including the behavior accountability plan, that are set forth in the Pinecrest School Parent/Student Handbook are applicable to the participants in the After-care Program.*

### **Program Overview**

Pinecrest School's K-6 After-care Program, available every Monday through Friday, from 3:30 p.m. until 6:00 p.m., provides high-quality childcare for K-6 students who are currently enrolled in the school. Activities include quiet homework or reading time, outdoor (or indoor, in cases of inclement weather) play, and classroom games. A snack is provided by the school every day. The K-6 after-care program will be staffed daily by Ms. Victoria Perricone. Additional staff may be added as necessary based on after-care enrollment. Please direct any questions or concerns about care or programming for the K-6 after-care program to the Head of School.

After-care is not available on school holidays, parent conference days, faculty workdays, inclement weather days, or the day of auction set-up when the school is dismissed at 12 noon.

### **After-Care Fees**

Any family wishing to use the K-6 after-care program at any point during the school must complete an after-care registration form and submit a one-time, non-refundable \$10.00 registration fee (cash or checks payable to Pinecrest School only). Only students enrolled in Pinecrest School may register. Space is limited, and registration is on a first-come, first-served basis. Bills for drop-in after-care services used will be sent home monthly via Wednesday Envelopes and parents will be expected to return payment promptly. Please direct any questions or concerns about billing or fee calculations for K-6 after-care program to the Business Manager.

Drop-in Attendance is billed at a rate of \$10.00 per student per hour. Charges will be calculated in half-hour increments and billed at the end of each month.

Scheduled Attendance is billed at a discounted rate of \$8.00 per student per hour, when you pay a rate calculated for the entire month of care at the beginning of the month with your tuition. Hours used above the scheduled hours will be billed as drop-in hours. Unused hours will not carry-over or be credited. Please indicate below the following days/times your child will be in after-care.

Unlimited Attendance is billed monthly, due on the first of the month with student tuition. This option allows for unlimited use of the K-6 after-care program, billed at \$300 per student, per month. As much as you can at this time, please indicate below the following days/times your child will be in after-care.

Sibling Discount – An additional 50% discount for the second child for the hours that you have more than one child in after-care (either K-6 or preschool) will be applied.

### **Late Pick-Up After-Care Fees**

A \$10.00 late pick-up fee is charged if the child is picked up between 6:00-6:10 p.m. An additional \$1.00 per minute is charged after 6:10 p.m. This late fee is per child. Advance notice of late arrival by the parent does not nullify the late fee. Frequent late pick-ups may cause the child's dismissal from the program. The school uses its atomic clocks to determine the time.

### **Payments**

Bills for after-care services used will be sent home monthly via Wednesday Envelopes. Chronic failure to pay bills upon presentation will result in the child's dismissal from the program.

### **Inclement Weather**

If school closes early because of inclement weather, the after-care program will remain open one hour after the school's closing time to allow parents adequate time to pick up their children.

### **Daily Sign-In/Sign-Out Procedure**

An after-care staff person will sign in each child daily at 3:30 p.m. Every child must be signed out of the after-care program each day on the Sign-In/Sign-Out Sheet in the after-care room. Only the parent, guardian, or parent's designee may sign out a child.

If your child attends an after-school activity and will be going to after-care afterwards, you must provide written notification to this effect before 3:30 p.m. of the day that the child will be attending the program.

**Snack**

The school will provide after-care students with a snack and a beverage (milk, water, or 100% juice) each day.

**Staff/Location Schedule**

Monday - Friday                      Miss or Ms. Perricone, Newer Building

A sign on the door of the newer building will help direct you each day. Please note the preschool after-care program will be using the older building while the K-6 after-care program uses the newer building each afternoon. When parents arrive to pick up a child from after-care, they should collect his/her belongings and leave as efficiently as possible. Parents and children should not stay and play in after-care with the other after-care children.

All after-care staff members are trained in CPR and first aid.

**Preschool After-care Program**

**Preschool After-care Staff** – Mrs. Monica Gomez with Mrs. Sophie Ferrier (assisting on Monday), Ms. Mimi Minnick (assisting on Tuesday & Thursday), and Mrs. Beth Hartzler (assisting on Thursday)

*All policies, rules, and regulations of Pinecrest School, including the behavior accountability plan, that are set forth in the Pinecrest School Parent/Student Handbook are applicable to the participants in the Preschool After-care Program.*

**Program Overview**

Pinecrest School's Preschool After-care Program, available every Monday through Friday, from 12:00 p.m. until 6:00 p.m., provides high-quality childcare for preschool students who are currently enrolled in the school. Activities include lunch (children bring their own lunch from home; no refrigerators or microwaves available), quiet time, outdoor (or indoor, in cases of inclement weather) play, story time and classroom games. An afternoon snack is provided by the school every day. The preschool after-care program will be staffed daily by Mrs. Monica Gomez. Additional staff may be added as necessary based on after-care enrollment. Please direct any questions or concerns about care or programming for the preschool after-care program to the Head of School.

After-care is not available on school holidays, parent conference days, faculty workdays, inclement weather days, or the day of auction set-up when the school is dismissed at 12 noon.

Parents must label their children's lunches each day with first and last name and current date. The school does not provide plastic silverware so if utensils are needed for your child's lunch, please make sure to send them in his or her lunch bag; they will come home to you each day in your child's lunch bag.

**After-Care Fees**

Any family wishing to use the preschool after-care program at any point during the school must complete an after-care registration form and submit a one-time, non-refundable \$10.00 registration fee (cash or checks payable to Pinecrest School only). Only students enrolled in Pinecrest School may register. Space is limited, and registration is on a first-come, first-served basis. Bills for drop-in after-care services used will be sent home monthly via Wednesday Envelopes and parents will be expected to return payment

promptly. Please direct any questions or concerns about billing or fee calculations for K-6 after-care program to the Business Manager.

Drop-in Attendance is billed at a rate of \$10.00 per student per hour. Charges will be calculated in half-hour increments and billed at the end of each month.

Scheduled Attendance is billed at a discounted rate of \$8.00 per student per hour, when you pay a rate calculated for the entire month of care at the beginning of the month with your tuition. Hours used above the scheduled hours will be billed as drop-in hours. Unused hours will not carry-over or be credited. Please indicate below the following days/times your child will be in after-care.

Unlimited Attendance is billed monthly, due on the first of the month with student tuition. This option allows for unlimited use of the preschool after-care program, billed at \$700 per student, per month. As much as you can at this time, please indicate below the following days/times your child will be in after-care.

Sibling Discount – An additional 50% discount for the second child for the hours that you have more than one child in after-care (either K-6 or preschool) will be applied.

#### **Late Pick-Up Fees**

A \$10.00 late pick-up fee is charged if the child is picked up between 6:00-6:10 p.m. An additional \$1.00 per minute is charged after 6:10 p.m. This late fee is per child. Advance notice of late arrival by the parent does not nullify the late fee. Frequent late pick-ups may cause the child's dismissal from the program. The school uses its atomic clocks to determine the time.

#### **Payments**

Bills for lunch bunch services used will be sent home monthly via Wednesday Envelopes. Chronic failure to pay bills upon presentation will result in the child's dismissal from the program.

#### **Inclement Weather**

If school closes early because of inclement weather, the after-care program will remain open one hour after the school's closing time to allow parents adequate time to pick up their children.

#### **Daily Sign-In/Sign-Out Procedure**

An after-care staff person will sign in each child daily at 12 p.m. Every child must be signed out of the after-care program each day on the Sign-In/Sign-Out Sheet in the after-care room. Only the parent, guardian, or parent's designee may sign out a child. The only exception to this is preschool children being picked up in the 3:30 p.m. K-6 Dismissal car line. In these cases, the school will sign out your child.

#### **Snack**

The school will provide after-care students with a later afternoon snack and a beverage (milk, water, or 100% juice) each day.

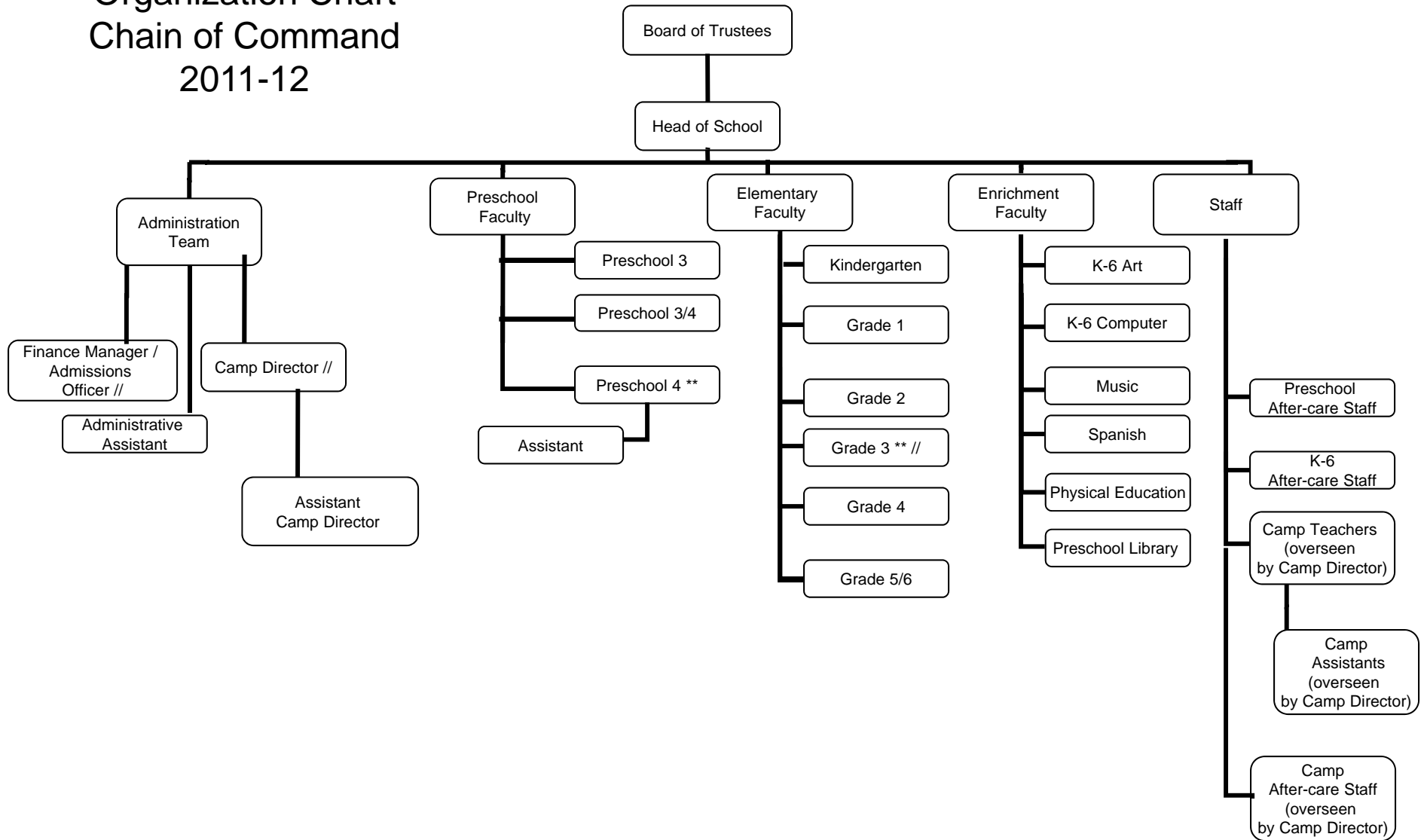
#### **Staff/Location Schedule**

Monday - Friday                      Mrs. Gomez, Older Building

A sign on the door of the older building will help direct you each day to where preschool after-care is located on that day. Please note the K-6 after-care program will be using the newer building from 3:30-6 p.m. for after-care each day. When parents arrive to pick up a child from after-care, they should collect his/her belongings and leave as efficiently as possible. Parents and children should not stay and play in after-care with the other after-care children.

All after-care staff members are trained in CPR and first aid.

# Pinecrest School Organization Chart Chain of Command 2011-12



// = Assumes Head's duties in her absence

\*\* = Lead Teacher

**REVISED 8/26/11**

**COMMUNICABLE DISEASE REFERENCE CHART FOR SCHOOL PERSONNEL**

DISEASE	INCUBATION PERIOD*	TRANSMISSION	COMMON SYMPTOMS	RECOMMENDATIONS
Chickenpox** (Varicella)	From 2-3 weeks, usually 14-16 days.	By direct contact with vesicular fluid or by airborne spread from respiratory tract secretions.	Sudden onset with slight fever and itchy eruptions which become vesicular (small blisters) within a few hours. Lesions commonly occur in successive crops, with several stages of maturity present at the same time. Communicable for as long as 5 days (usually 1-2 days) before eruption of vesicles and until all lesions are crusted (usually 5 days). Communicability may be prolonged in immunocompromised people.	CASE: Exclude from school for at least 5 days after eruptions first appear or until vesicles become dry. Avoid exposure to women in early pregnancy who have not had chickenpox and/or varicella vaccine.  CONTACTS: On appearance of symptoms, exclude from school.
Conjunctivitis, Acute Bacterial (Pink Eye)	Usually 24-72 hours.	By contact with discharges from the conjunctivae or contaminated articles.	Pink or red eyeball with swelling of the eyelids and eye discharge. Eyelids may be matted shut after sleep. May involve one or both eyes.	CASE: Exclude from school while symptomatic or until 24 hours of antibiotic treatment has been completed.  CONTACTS: School exclusion not indicated.
Diarrheal Diseases** (Campylobacteriosis, E. coli O157:H7, Giardiasis, Salmonellosis, Shigellosis, etc.)	Campylobacteriosis: From 1-10 days, usually 2-5 days. E. coli O157:H7: From 2-10 days, usually 3-4 days. Giardiasis: From 3-25 days, usually 7-10 days. Salmonellosis: From 6-72 hours, usually 12-36 hours. Shigellosis: From 12-96 hours, usually 1-3 days.	By the fecal-oral route through direct contact or ingestion of contaminated food or water.	Ranges from sudden onset of fever, abdominal pain, diarrhea, nausea, and sometimes vomiting in salmonellosis, to cramps and bloody stools in severe cases of shigellosis and E. coli O157:H7. Dangerous dehydration may occur in younger children. In giardiasis, persons may be asymptomatic or have decreased appetite and weight loss.	CASE: Exclude from school until cessation of acute diarrhea. Stress importance of proper handwashing.  CONTACTS: School exclusion and stool cultures not indicated in absence of symptoms. Consult with your local health department for advice during suspected school outbreaks.
Fifth Disease (Erythema Infectiosum)	From 4-20 days.	Primarily through contact with respiratory secretions.	Rash characterized by a vivid reddening of the skin, especially of the face, which fades and recurs; classically described as a "slapped face appearance." Mild symptoms of fever, body aches, and headache may occur 7-10 days before rash.	CASE: Exclusion from school not indicated.  CONTACTS: School exclusion not indicated. Pregnant women and immunocompromised persons should seek medical advice.
Hepatitis A**	From 15-50 days, usually 28-30 days.	By the fecal-oral route through direct contact or ingestion of contaminated food or water.	Fever, loss of appetite, nausea, abdominal discomfort and weakness followed by jaundice. Many unrecognized mild cases without jaundice occur, especially in children. Communicability greatest from 7 days before to several days after onset of jaundice.	CASE: Exclude from school until physician advises return. Convalescence may be prolonged.  CONTACTS: School exclusion not indicated. Stress importance of proper handwashing.
Hepatitis B**	From 45-180 days, usually 60-90 days.	By direct contact with infected blood or body fluids. Transmission occurs when the hepatitis B virus enters the body through broken skin or mucous membranes.	Only a small proportion of acute infections have clinical symptoms. Symptoms are similar to those of hepatitis A.	CASE: Follow advice of child's physician and/or your local health department.  CONTACTS: School exclusion not indicated.
HIV Infection** and AIDS**	Variable	By direct contact with infected blood or body fluids. Transmission occurs when the human immunodeficiency virus enters the body through broken skin or mucous membranes.	A broad range of disease manifestations affecting multiple organ systems. Many children remain asymptomatic.	CASE: Follow advice of child's physician and/or your local health department.  CONTACTS: School exclusion not indicated.
Measles** (Rubella, Red Measles)	From 7-18 days, usually 14 days.	Airborne by droplet spread or direct contact with nasal or throat secretions of an infected person.	Prodrome characterized by fever followed by reddened eyes, runny nose, and cough. Dusky-red blotchy rash appears on day 3 or 4 and lasts 4 to 7 days. Highly communicable from one day before the beginning of symptoms to 4 days after the appearance of the rash.	CASE: Exclude from school until at least 4 days after appearance of the rash. Check immunization records of all students. Discuss with your local health department.  CONTACTS: Exclude from school immediately on signs of prodrome.
Meningitis, bacterial (H. influenzae**, meningococcal**, pneumococcal)	H. influenzae: From 2-4 days Meningococcal: From 2-10 days, usually 3-4 days. Pneumococcal: From 1-4 days	By direct contact or droplet spread of nasopharyngeal secretions of an infected person.	Sudden onset of fever, headache, nausea, stiff neck and photophobia. Rash may occur in cases of meningococcal disease.	CASE: Exclude from school during acute illness. Non-communicable after 24-48 hours of appropriate drug therapy.  CONTACTS: School exclusion not indicated. Discuss with your local health department to determine if close contacts need prophylactic treatment for H. influenzae and meningococcal forms.
Mumps**	From 14-25 days, usually 16-18 days.	By droplet spread or by direct contact with the saliva of an infected person.	Fever with swelling and tenderness of one or both parotid glands located below and in front of the ears. Unrecognized mild cases without swelling may occur. Communicable from 7 days before swelling until 9 days after.	CASE: Exclude from school for 9 days after the onset of parotid gland swelling.  CONTACTS: School exclusion not indicated.
Pediculosis (Head Lice)	Under optimum conditions, eggs hatch in 7-10 days and reach maturity 1-3 weeks later.	By direct contact with an infested person or their personal belongings such as combs, brushes, and hats.	Severe itching and scratching, often with secondary infection. Eggs of head lice (nits) attach to hairs as small, round, gray lumps.	CASE: Exclude from school until treated.  CONTACTS: Direct inspection of head. School exclusion not indicated in absence of infestation.
Pertussis**	From 6-20 days, usually 9-10 days.	By direct contact with respiratory secretions of an infected person by the airborne route.	The initial stage begins with upper respiratory symptoms and increasingly irritating cough. The paroxysmal stage usually follows within 1 to 2 weeks, and lasts 1 to 2 months. Paroxysmal stage is characterized by repeated episodes of violent cough broken by a high-pitched inspiratory whoop and vomiting. Older children may not have whoop. Convalescence may require many weeks.	CASE: Exclude from school until a physician advises return (usually 5 days after initiation of appropriate antibiotic therapy). Discuss with your local health department.  CONTACTS: Exclude on first indication of symptoms.
Ringworm of the Body (Tinea Corporis)	From 4 to 10 days.	By direct or indirect contact with lesions of an infected person or contaminated environmental surfaces.	Circular well-demarcated lesion that can involve face, trunk, or limbs. Itching is common.	CASE: Exclusion from school not indicated as long as lesions are covered or child is receiving treatment. During treatment, exclude from gymnasiums and swimming pools.  CONTACTS: School exclusion not indicated.
Rubella** (German Measles)	From 14 to 21 days, usually 14 to 17 days.	By direct contact or droplet spread of nasopharyngeal secretions of an infected person.	Mild symptoms; slight fever, rash of variable character lasting about 3 days; enlarged head and neck lymph glands common. Joint pain may occur, especially in older children and adults. Communicable for 7 days before onset of rash and at least 7 days thereafter.	CASE: Exclude from school for 7 days after onset of rash. Avoid exposure to women in early pregnancy. Check immunization records of all students. Discuss with your local health department.  CONTACTS: Those who are pregnant and not immunized should be urged to seek medical advice.
Scabies	From 2 to 6 weeks.	By direct skin-to-skin contact.	Begins as itchy raised areas around finger webs, wrists, elbows, armpits, belt-line, and/or genitalia. Extensive scratching often results in secondary infection.	CASE: Exclude from school until 24 hours of appropriate treatment has been completed.  CONTACTS: Direct inspection of body. School exclusion not indicated in absence of infestation.
Streptococcal Diseases (including Impetigo, Scarlet Fever, and "Strep" throat)	Variable, often 1-3 days, may be longer.	By direct contact with infected persons or carriers or by contact with their respiratory droplets.	Impetigo: Multiple skin lesions usually of exposed area (e.g., elbows, legs, and knees), but may involve any area. Lesions vary in size and shape, and begin as blisters, which rapidly mature into brown crusts on a reddened base. Healing from center outward produces circular areas, which may resemble ringworm.  Scarlet Fever: Fever, sore throat, exudative tonsillitis or pharyngitis. Sandpaper-like rash appears most often on neck, chest, and skin folds of arms, elbows, groin, and inner aspect of thighs.  "Strep" throat: Sudden onset of fever, sore throat, exudative tonsillitis or pharyngitis, and enlarged lymph nodes. Symptoms may be absent in some cases.	CASE: Exclude from school until lesions are healed or until 24 hours of antibiotic treatment has been completed.  CONTACTS: Exclusion from school not indicated. Observe carefully for symptoms.  CARE: Exclude from school during acute illness. Non-communicable after 24 hours of appropriate drug therapy.  CONTACTS: Exclude on first indication of symptoms. Culturing of school contacts and treatment of carriers not usually indicated.  CARE: Exclude from school until 24 hours of antibiotic treatment has been completed.  CONTACTS: Exclusion from school not indicated. Observe carefully for symptoms.

NOTE: THESE RECOMMENDATIONS APPLY ONLY TO SCHOOL-AGED CHILDREN - A more complete discussion of these conditions and other communicable diseases may be found in *Control of Communicable Diseases Manual* (2004) published by the American Public Health Association and the *Red Book 2003 Report of the Committee on Infectious Diseases* published by the American Academy of Pediatrics. Additional information and consultation are also available through your local health department.

\* Based on the *Control of Communicable Diseases Manual*, 18th Edition (2004)

\*\* Officially reportable in Virginia to the local health department. All outbreaks and unusual occurrences of disease are also reportable.