

Pinecrest School

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

Community Handbook 2018-19

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

*Note: ****text**** means a significant update or something new for 2018-19*

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Organizational Chart, Calendar, Communicable Disease Reference Chart, Virginia Department of Social Services Division of Licensing Contact Information, Copy of Potential Licensing Change Email Sent 6/14/2018, Articles of Incorporation, Bylaws

General Information

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 (the school's first sixth grade class was the Class of 2009) and a summer camp program that began in 2007 as Pinecrest Summer Pavilion. The camp program has now transitioned to Pinecrest Pavilion and includes summer camp as well as winter break and spring break camp programs.

With the addition of the upper school building in Winter 2004, the campus began to truly reflect the spirit of the school's mission and curriculum. Since 2014-15, Pinecrest has been *Growing Our School* with a capital campaign for a new lower school building. The Special Exception Amendment for zoning was granted by the Fairfax County Board of Supervisors in June 2014, and the old building was demolished in late December 2016. The new lower school building opened in early December 2017.

2017-18 marked Pinecrest School's sixtieth anniversary.

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 Directors and Board Chair from among themselves. The articles of incorporation, by-laws, and an organizational chart are in the appendix.

Board of Directors

The Corporation shall be governed by a Board of Directors. The Board of Directors has three main areas of responsibility: solvency, growth and accountability. The Board of Directors is responsible for hiring the Head of School or ensuring his or her replacement at times of transition. The Board of Directors shall consist of:

- a. A maximum of 12 members who are parents and/or 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 3 members of the community at large. Community-at-large members may include but not be limited to parents and/or legal guardians of students who previously attended the School.
- c. A maximum of 3 members of the faculty and staff employed by the School during the academic year in which elections are held (not to include the Head of School or the School's finance or business employee); and
- d. The Head of School will serve as an ex-officio, non-voting member of the Board of Directors. The Head of School is expected to attend all Board meetings, will be privy to Board communications, and can participate in Board discussions (including Executive Session when appropriate).

The Chair of the Board is the ultimate authority, along with the rest of the directors.

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

At least one general membership Annual 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 at that time and the Annual Meeting is usually held shortly before the end of the school year.

All members of the Board of Directors must sign the *Board of Directors: Board Member Acknowledgment of Expectations, Duties, and Responsibilities*, which the Board created in Summer 2016. Text from the agreement follows.

I, _____, understand that as a member of the Board of Directors of Pinecrest School, Inc., for school year 2018-19 (referred to herein as a Board Member), I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

The Board is the guardian of the school's mission. It is the Board's responsibility to ensure that the mission is relevant and vital to the community it serves and to monitor the success of the school in fulfilling its mission. The Board must fulfill three pillars; Solvency; Growth; and Accountability. The Board sets policy and focuses on long-range and strategic issues. An individual Board Member does not become directly involved in specific management, personnel, or curricular issues.

In addition to those listed in the Pinecrest School, Inc. By-Laws, as part of my responsibilities as a Board Member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as an ambassador. I acknowledge that I have a duty of obedience to the school. The duty of obedience requires that as a Board Member, I am to be true to the school's mission. As a Board Member, I can exercise my own reasoned judgment in how the school can best achieve its mission, but I cannot act in a manner that is inconsistent with that mission. This duty is based on the principle that the school's constituents and the public at large must be able to act in confidence that what they are told about the school is true.
2. In turn, I will interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.
3. I will speak up during Board discussions, but support the will of the majority within the Board and publicly.
4. I acknowledge I have a duty of loyalty to the school. The duty of loyalty is the standard of faithfulness to the school. When making Board decisions, I must put the school first.

5. I will respect the confidentiality under which discussions take place during Board meetings and during Executive session, especially regarding sensitive issues. I will maintain the Pinecrest Confidentiality Agreement which I have signed separately.
6. I will attend at least 75 percent of Board meetings, committee meetings, and special events. I will attend the annual fundraising auction.
7. Each year, but no later than Halloween of each year and without having to be asked, I will make a personal financial contribution to the Annual fund at a level that is meaningful to me.
8. I will actively participate in one or more fundraising activities, and one or more recruitment activities.
9. I, and my family when involved, will be role models for meeting our financial obligations to the school. At no time will my tuition, fees, or pledges be more than 60 days overdue unless I have a written agreement for such status between myself or my family and the Head of School.
10. I, and my family when involved, will be role models of respect towards all community members, and for adherence to the organization's rules and codes of conduct. I will serve without expectation of special treatment for myself or my family based on my position as a Board Member.
11. I will use email and the Board of Directors' email addresses responsibly. I acknowledge that email is a primary form of communication within the Board and I will regularly check and respond to emails no less often than every 48-72 hours.
12. I will excuse myself from discussions and votes where I have a conflict of interest.
13. I acknowledge I have a duty of care to the school. The duty of care describes the level of competence and preparedness expected of me as a Board Member. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will raise sensitive, urgent, or otherwise critical topics with the Chair privately, as appropriate. I will not stay silent if I have questions or concerns.
14. I will work in good faith with staff and other Board Members as partners toward achievement of our goals. I will be conscious of how I communicate with the Head of School, the Chair, and other Board Members, including: I will clearly state if my intentions are as a Board Member or as my other role (staff member, parent, etc.), I will respect each person's role and responsibilities, and if I have a concern which the whole Board needs to address, I will request time on a meeting agenda from the Chair in advance.
15. The organization's existence and future growth depend upon prudent budgetary planning and strategic projections. The Board as a whole makes all major funding decisions, such as approving the yearly operating budget, setting tuition, adopting financial policies, and agreeing to undertake a capital campaign and setting its goal. I will actively engage in the budget review and adoption process. I will not stay silent if I have questions or concerns. I understand each Board Member is responsible for the financial well-being of the school and as such must have a basic knowledge of its fiscal status.
16. If I don't fulfill these commitments to the organization, I will expect the Board Chair to call me and discuss my responsibilities with me.
17. If at any time I cannot continue to support the school publicly, then I will resign my position as a Board Member.
18. If at any time, I do not have the time available in my schedule to properly fulfill these duties, then I will proactively discuss these concerns with the Board Chair.

In turn, the organization will be responsible to me in the following ways:

1. I will be sent, without having to request them, monthly financial reports, and from time to time, an update of organizational activities that allow me to meet the "prudent person" standards of the law. (The "prudent person rule," applied in many legal settings in slightly differing language, states that an individual must act with the same judgment and care as, in like circumstances, a prudent person would act.)
2. Opportunities will be offered to me to discuss with the Head of School and the Board Chair the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues in the field in which we are working and by offering me opportunities for professional development as a Board Member.
4. Board Members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board Members and staff will work in good faith with me toward achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the Board Chair and Head of School to discuss the organization's responsibilities to me.

All items above apply to all board members, including named positions and At-Large positions.

Additional requirements follow below, unique to each named position.

Responsibilities unique to the Role of Chair:

1. I will serve as an active participant on the Board committees as defined in Pinecrest School, Inc.'s by-laws.
2. I will speak to the constituency on behalf of the Board, unless the task is delegated to someone else for a specific purpose.
3. I accept the responsibility to hear constituents' concerns and feedback.
4. I will establish the agendas for Board and executive committee meetings in consultation with the Head of School, and distribute such in advance. I will seek agenda items from Board Members.
5. I will lead meeting discussions in a collaborative, deliberative, and respectful way. I will ensure that proper research has been done on issues as necessary, and ample time is allocated for discussion.
6. I will consult regularly with the Head of School to anticipate and strategize on issues, concerns, and priorities.
7. I will supervise and support the Head of School. I serve as a willing listener to the concerns of the Head of School, an adviser, private confidante, and critic when necessary. I am the Head of School's No. 1 public advocate.
8. I will provide particular oversight and direction to the school finances and resource management.
9. I will chair the Executive Committee and the Finance Committee.
10. I will organize the Board in an efficient way. From time to time, I will organize ad-hoc committees and appoint Directors to serve.
11. I will organize and/or lead annual Board Member Education and new Board Member Orientation.
12. I will educate my successor, share information, engage them in discussions, and work to ensure a smooth transition. I will serve on the Board of Directors for at least one year following my term, as a Past Chair.
13. Beginning two months before the Annual Meeting, I will lead the Board in the nomination of new Board Members. I will work with the Head of School, the Executive Committee and the Board to identify nominees. I will present nominees to the Board prior to the Annual Meeting and facilitate discussion of the nominees. I will call for a vote of the Board on the slate of nominees to be approved at the Annual Meeting.
14. I accept the responsibility to be the disciplinarian of the Board when necessary and am willing to help counsel unproductive, disruptive, and counterproductive Members off the Board.

- I am willing to put in the time it takes to do all of these things.

Responsibilities unique to the Role of Vice Chair:

- I will fulfill duties of the Chair in his or her absence and in times of needed support.
- I will serve on the Finance Committee and Executive Committee as indicated in the By-Laws.
- I am willing to put in the time it takes to do all of these things.

Responsibilities unique to the Role of Secretary:

- I will serve on the Finance Committee and Executive Committee as indicated in the By-Laws.
- I will serve as official recorder of Board of Directors Meetings, and distribute the minutes of such. I will include non-confidential handouts as appropriate from each meeting with the minutes.
- I am willing to put in the time it takes to do all of these things.

Responsibilities unique to the Role of Treasurer:

- I will serve on the Finance Committee as indicated in the By-Laws, and facilitate the committee's development of financial policies and annual budget.
- I will provide particular oversight and direction to the school finances and resource management.
- I will lead the Board of Directors' monitoring of budgeted income and expenses.
- I will review monthly financial reports, distribute to the Board, and interpret financial issues for Board consideration.
- I am willing to put in the time it takes to do all of these things.

Responsibilities unique to the role of at-large member of Executive Committee:

- I will serve on the Executive Committee as indicated in the By-Laws.
- I will serve as an available alternate for any of the named positions within the Executive Committee.

Current Board of Directors

Chair	Liz Bicer (parent of a fifth grader)
Vice Chair	Erin Johnston (parent of a second grader and a first grader)
Secretary	Steve Rumpp (parent of a fourth grader)
Treasurer	Victoria Thome (parent of a preschooler)
Parent Directors At-Large	Cathy Burke (parent of a fourth grader) Steve Donahoe (parent of a second grader and a preschooler) Melissa Holder-Murray (parent of a second grader and a preschooler) Aimee Medonos (parent of a third grader and a first grader) Nick Wakeman (parent of a fifth grader and a second grader)
Faculty Director At-Large	Cindy Mitlo, Grade 5/6 Teacher
Community Directors At-Large	Susan Akers (parent of a Class of 2007 graduate and a Class of 2012 graduate)
Ex-Officio, Non-Voting Member	Nicole McDermott, Head of School

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.

Faculty/Staff

Preschool 3/4	Mrs. Lori Cullen
Preschool 4	Mrs. Sophie Ferrier with Ms. Sarah Marble
Kindergarten	Mrs. Debbie Salisbury
Grade 1	Mrs. Courtney Elhardt (parent of a third grader)

Grade 2/3	Ms. Janet Bleggi
Grade 4	Mrs. Marilyn Barrette
Grade 5/6	Ms. Cindy Mitlo
K-6 STEAM & Preschool Art	Ms. Amelie Haden (parent of a Class of 2015 graduate)
Music	Mrs. Esther Edwards
Physical Education	Coach Henry Torres
Coding	Mrs. Vivian Wang/Coder Kids
Before-care & Preschool After-care	Ms. Sarah Marble
Administrative Assistant	Ms. Cynthia Sambro-Rier
Admissions Associate	Ms. Trisha Serven (parent of a Class of 2013 graduate)
Finance Associate	Mrs. Kristy Stevens
Camp Director	Mrs. Serena Perricone
Head of School	Ms. Nicole McDermott

Licensing and School Affiliations

Pinecrest School’s preschool, kindergarten, care programs, and camp programs are ****currently**** licensed and inspected at least semi-annually by the Commonwealth of Virginia Department of Social Services. ****At this time, the school is pursuing a change to licensing status; this change was described in an email to parents on June 14, 2018, and a print-out of this email is currently hanging in the lobby of the lower school building and included in the handbook appendix.**** Pinecrest School gained full accreditation through AdvancED/Southern Association of Colleges and Schools Council on School Improvement (SACS CASI) in 2008-09 and was revisited by a quality assurance external review team in November 2014. Pinecrest School has achieved accreditation through June 30, 2019, ****and our next re-accreditation engagement review visit will take place in November 2018.****

Daily Routines

Schedule

7:30-8:35 a.m.	Before-care
8:20 a.m.	Faculty arrive
8:35-8:45 a.m.	Student arrival period
8:50 a.m.	Classes begin
9:05 a.m.	Buildings locked
12:05 p.m.	Preschool Dismissal
12:05-6:00 p.m.	Preschool After-care
12:35 p.m.	Preschool faculty leave per contracts
3:35 p.m.	K-6 Dismissal
3:35-6:00 p.m.	K-6 After-care
3:50 p.m.	Full-day faculty leave per contracts
4:30 p.m.	Head of School leaves per contract

Arrival

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

- Before-care begins at 7:30 and runs until 8:35 a.m. Drop-off for school begins at 8:35 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 faculty/staff members on the sidewalk who will assist the student out of the car.
- Please pull up directly behind the car in front of you leaving as little space as possible.
- Do not go around the car in front of you unless specifically asked to by a staff member.

- Please do not get out of your vehicle at any point during this process.
- If your child has a safety seat that takes longer than a few seconds to unbuckle and/or requires you to get out of the car, or if you are transporting multiple children who will require assistance, please use the parking lot. Situations that cause a back-up in the line and delay departures or arrivals must be avoided.
- If you need to come into the school, please park in the 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.
- Unless an extenuating circumstance persists, all children should be dropped off through this kiss-and-ride procedure.
- There should not be any children or parents walking in the drop-off/pick-up area.
- Please obey the posted speed limit (10 mph) when coming up and down the driveway, and please stop at the stop sign as you exit the driveway onto the public part of Quiet Cove.

Late Arrival – All children who arrive after 8:45 a.m. must be brought to the office by a parent/guardian. Please ring the doorbell on the lower school building to be let inside. Students who are tardy will be escorted to their classrooms by an office staff member. Students arriving after 8:50 a.m. are marked tardy and this data is tracked on the K-6 report cards.

Departure

12:05 p.m. and 3:35 p.m. Dismissal Procedures

- Kiss-and-ride drivers stop and line up in the driveway.
- Please pull up directly behind the car in front of you leaving as little space as possible.
- Do not go around the car in front of you unless specifically asked to by a staff member.
- Please do not get out of your vehicle at any point during this process.
- If you need to come into the school, please park in the 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 drop-off/pick-up area. Children are put into their parent's or designated driver's car by a faculty/staff member.
- If your child has a safety seat that takes longer than a few seconds to buckle and/or requires you to get out of the car, or if you are transporting multiple children who will require assistance, please use the parking lot. Situations that cause a back-up in the line and delay departures or arrivals must be avoided.
- 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.
- Unless an extenuating circumstance persists, all children should be picked up through this kiss-and-ride procedure.
- Please obey the posted speed limit (10 mph) when coming up and down the driveway, and please stop at the stop sign as you exit the driveway onto the public part of Quiet Cove.

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 after-care as indicated below 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 school 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 12:05 or 3:35 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 12:15 p.m. will be sent to after-care. Fees will be assessed as listed in the after-care section of this handbook.

Early Pick-Ups, Late Arrivals, and After-care – Children who are absent from school may not attend after-school activities, before-care or after-care that day. In order to attend after-care or after-school activities, a child must be present for at least half of the school day on that same day. (This would mean 1.5 hours for preschool students and 3.5 hours for K-6 students. In the cases of late arrivals, this would mean preschool students must arrive by 10:30 a.m. and K-6 students must arrive by 12 noon to be present for at least half of the school day.) Children who are picked up early from school without having spent half of the day at school or early from after-care cannot leave and then return to after-care or after-school activities later; supervision and staff ratios are affected by each student's participation and decisions are made about staffing as children are picked up for the day or if they are absent.

Deviation From Normal Routine – The school must be notified in writing (email is sufficient) and in advance 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 may 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.)
- If you are picking up another student and you have not previously notified the school, please park in the lot and do not go through the carpool line.

Neighborhood Parking and Traffic Guidelines

Being a safe and respectful neighbor is a priority for Pinecrest School. No parking is allowed in the Quiet Cove community of brick homes, the Glen Hollow condo complex, or in other nearby private areas; if you park in these areas, you do so at the risk of being ticketed or possibly towed. All parking for school events must be on our own campus; or at the AMF Annandale Lanes, 4245 Markham Street, Annandale, VA 22003 (make sure there's something on the dashboard that says PINECREST SCHOOL); or in the public part of Quiet Cove at the top of the road when you first turn in (if there is available space there). Please consider safety for all as your first priority when driving in and out of our driveway and also determining where to park. Thank you in advance for your cooperation.

During drop-off and dismissal (or any other time), cars cannot back up onto Annandale Road and/or into the Glen Hollow condominium complex. If you do this, you are at risk of receiving a ticket from the police department. If you are turning onto Quiet Cove and the carpool line is all the way to the street and not moving, please drive past and come back in a few minutes when the line may have moved. The school can hold your child as long as need be and would much rather do that than have you – and the neighborhood – in an unsafe position.

Please obey the posted speed limit (10 mph) when coming up and down the driveway, and please stop at the stop sign as you exit the driveway onto the public part of Quiet Cove.

If your child has a safety seat that takes more than a few seconds to buckle and/or requires you to get out of the car, or if you are transporting multiple children who will require assistance, please use the parking lot. Situations that cause a back-up in the line and delay departures or arrivals must be avoided.

Per the school's zoning decision by Fairfax County on June 17, 2014, Pinecrest School has a transportation management plan in place and on file with the Mason District Supervisor's office and the Fairfax County Department of Transportation (FCDOT). Ms. McDermott is the school's designated transportation management plan coordinator. FCDOT can be reached at 703.877.5600.

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. 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 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 and via our text alert system.

If there are more than two consecutive snow days, classroom teachers will send by email homework and/or suggestions for parents.

Concerns or questions about the school's snow policy should be directed to the Board of Directors.

Absences

Illness – Parents must contact 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. 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, and if possible, teachers will leave students' work on the office counter and parents may pick it up whenever convenient between 12 noon and the end of the school day.

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 teacher and/or 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 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 documentation to the contrary or unless indicated on the Medical/Emergency Form.

Communication With School in 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 (email is sufficient), that all such information be sent to him/her separately at his/her current address.

Academic Policies and Regulations

Admission to Pinecrest School

Acceptance to Pinecrest School is offered to students whose abilities fall within a peer range, so that all students in a class can work comfortably together and have equal opportunities to receive time and attention from the teacher. As part of our efforts to differentiate instruction, we 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 significant 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.

Admissions Process

1. Parents/guardians tour the school at an open house or arrange a personal tour/meeting with the Admissions Associate.
2. Parents/guardians complete Pinecrest's online application form and remit online a non-refundable, non-transferable \$50 application fee.
3. In addition to the application, Pinecrest requires some or all of the following forms:
 - Teacher Recommendation Online Form. This form is required for all students, except for preschoolers who have never attended school or daycare before. A teacher, principal/director or daycare provider should complete the form. The teacher recommendation form is submitted online.
 - PDF Release of Records Form. For those applying to Grades 1-6, parents must download Pinecrest's release of records form, fill it out and sign it, and then give it to the registrar of their child's current school. The registrar will mail or email the records to Pinecrest School. The Release of Records Form may be found on Pinecrest's website under the "Applying to Kindergarten-Grade 6" tab.
 - Results of any outside cognitive, psychological and/or therapeutic testing. In order that Pinecrest may better understand a child's educational and/or social and emotional needs, parents/guardians should give Pinecrest copies of any outside testing.
4. Once the child's application and all relevant forms have been received, the Admissions Associate will contact the parents/guardians to schedule a class visit.
 - Children applying to preschool will do a play visit in a preschool class. The visit will start at 9 a.m. and last for 20-25 minutes. The visit coincides with morning free play, so it is a fun and relaxed time for children. One or more parent/guardian will be with the child at all times during the play visit.
 - Rising kindergarten students will spend two and one-half hours (9-11:30 a.m.) visiting Pinecrest's Preschool 4 class. Parents/guardians are invited to walk their child to class prior to dropping them off for their visit.
 - Rising Grades 1-6 students will spend a full day (9 a.m.-3 p.m.) in their current grade. Parents/guardians are invited to walk their child to class prior to dropping them off for their visit.

- If school is not in session, such as during summer break, a child may be asked to do a visit in one of Pinecrest Pavilion's summer half-day camp classes and/or spend some time with the Head of School and/or a classroom teacher.

5. Parents/guardians will receive notification by email from the admissions team indicating the school's admission decision. Acceptance emails will be accompanied by a link to our online student registration contract. In addition to submitting the registration contract, parents/guardians must remit the following:

- The non-refundable, non-transferable new student registration fee (for current fees, please refer to Pinecrest's website under the tabs "Applying to K-6" or "Applying to Preschool.")
- The first tuition installment
- The one-time new family enrollment fee

The registration contract and fee, the first tuition installment and the one-time new family enrollment fee must be submitted within two weeks of the date on the acceptance email. After this two-week period, Pinecrest School can no longer guarantee a child's space in a class. The registration contract link is provided in the acceptance email and the registration fee and the one-time new family enrollment fee are paid online with the submission of that contract. The first tuition installment is paid by check, payable to Pinecrest School. Once all above-listed items are received, the child has secured a place in the class.

Admission decisions are based on:

- prospective student visit and/or informal assessment
- teacher recommendation form (if applicable)
- academic record (if applicable)
- 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) and interactions

Financial Aid

Pinecrest School offers financial aid to families who demonstrate financial need, defined as the difference between a child's educational expenses and the family's resources. Pinecrest may also offer scholarships to families on a case-by-case basis.

Pinecrest School is committed to partnering with families from all economic backgrounds to make a Pinecrest education possible. To that end, we encourage families who might not believe that a Pinecrest education could be within their means to proceed with the application process. Families do not apply for financial aid until after their child has been accepted to Pinecrest.

Families apply for financial aid after their child has been accepted to Pinecrest School. At that time, families must submit a completed financial aid application and their most recent US Federal Income Tax Return. Financial aid is not automatically granted each year and families must reapply each year. The financial aid application may be obtained from the Admissions Associate.

- Income (both taxable and non-taxable) and expenses
- Assets and indebtedness
- Number of family members attending tuition-based schools (including colleges/universities)
- Hardship (such as ongoing medical expenses; loss of employment, etc.)

All information and decisions regarding financial aid and scholarships are made by the Head of School and Admissions Associate. These decisions are strictly confidential without the knowledge of teachers, staff members (excluding the Admissions and Finance Associates), members of the Board of Directors and other Pinecrest families.

Current Student Re-enrollment and Registration

On January 23, 2019, parents of currently-enrolled students will be sent re-enrollment information and the link to the Student Registration Contract for the upcoming school year via Wednesday Envelopes. Completed forms and a non-refundable registration fee for each student re-enrolled will be due as described in the letter that will accompany the information. Upon the school's receipt of the registration contract for a current student, s/he will be re-enrolled 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 a class, the non-refundable registration fee must be paid by the due date. After the due date, 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 that could better meet his or her needs.

Tuition Payments

Tuition is set each year by the Board of Directors and is based on faculty/staff salaries, facility and program costs, and enrollment. Tuition may be paid in a lump sum or in ten installments. When you submit 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.

Payment Options – tuition and unlimited after-care:

1. Opt in to receive tuition invoices by email and pay via ACH with a 50 cent fee per transaction. You must sign up online by Monday, August 13, 2018, if you wish to use this option at <https://tinyurl.com/pinecrestach201819>. *****This must be done annually *****
2. Arrange for your bank to send checks to the school directly. Invoices are not sent.
3. Handwrite checks and mail them to the school or drop them off in the office. Invoices are not sent.

Tuition installments are due on September 1, October 1, November 1, and December 1, 2018, and January 1, March 1, April 1, May 1, and June 1, 2019. A \$50 late fee is charged if the tuition payment is not received on or by the fifth day of the month. (Note for January 2019 only: the late fee will be charged if tuition is not received on or by the seventh day of the month.)

Unlimited After-care payments are due on September 1, October 1, November 1, and December 1, 2018, and January 1, February 1, March 1, April 1, and May 1, 2019. A \$50 late fee is charged if the Unlimited Attendance After-care payment is not received by the fifth day of the month. (Note for January 2019 only: the late fee will be charged if tuition is not received on or by the seventh day of the month.)

Payment Options – before-care and/or drop-in or scheduled after-care after receiving invoices:

1. Pay online with a credit card with the credit card processing fee.
2. Arrange for your bank to send checks to the school directly. Do not pay the credit card processing fee amounts listed on the invoices if using this option.
3. Handwrite checks and mail them to the school or drop them off in the office. Do not pay the credit card processing fee amounts listed on the invoices if using this option.

A \$50 late fee will be applied to any before-care and/or drop-in or scheduled after-care fees not paid a month after receiving the invoice.

Invoices are sent from *Pinecrest School* <quickbooks-email@intuit.com>. Please add this address to your approved senders/contacts list and, if you have not received an invoice shortly after the first of the month for the previous month, please check your spam or junk folders.

Pinecrest School uses a site for registrations and payments called Formsite. Payments made through our Formsite forms are made through PayPal. You can use your PayPal account or use a credit card without a PayPal account. You can also complete and submit a Formsite form and then pay later by cash or check (the amount due does not change), but it is preferred to submit the form and make the payment online together, at the same time.

Late Tuition Payments – Tuition must be received by Pinecrest School by the first day of each month. A \$50.00 late fee is charged if payment is not received within five days of the due date. An additional \$50.00 fee will be assessed after payment is 30 days late. If more than two tuition installments are late during the school year, the Board of Directors Finance Committee shall, at its discretion, require tuition installments to be made more than one month in advance.

Parents/guardians of students who have unpaid tuition may not incur any other costs for their students.

Transcript or similar requests sent to the school from parents/guardians of students who have unpaid tuition accounts will be referred for decision to the Board of Directors.

Tuition payments can be mailed, hand-carried to the clear inbox in the front office by a parent or by a child who is responsible enough to successfully complete this task, or sent to the office via Wednesday Envelope. If you place a tuition payment (or something else important) in your child's backpack for delivery to school, please email office@pinecrestschool.org to alert staff that you have done so. When mailing tuition checks, note that the deadline is received by, not postmarked by. Please do not hand checks or other items of importance to teachers at drop-off or dismissal. Please do not leave checks or envelopes in the mailbox.

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 August 31, 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 first tuition installment 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. All withdrawals must be made in writing and any request for refunds must be made in writing. Email is sufficient.

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 or re-enrollment fee and the first tuition installment 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 8:50 a.m., and each teacher completes his/her class attendance sheet at that time. Children who arrive after 8:50 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

All students 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 mailed in the summer.

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 (CogAT)
- Grade 5 (beginning 2019-20) – Stanford Achievement Test (SAT-10)
- Grade 6 – Iowa Algebra Aptitude Test (IAAT)

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.

Student Referrals

If a student is scheduled for testing (psychological, speech, et cetera) by an outside specialist and/or an evaluation from the student's prospective 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. When parents ask the school to complete referral or recommendation paperwork, they must waive their right to see the recommendation and they must give permission by signature for Pinecrest School to complete it.

As much as possible, please hold onto any recommendation or similar forms until you have all you intend to submit at one time rather than submitting each one over a period of time. It is most helpful for school staff to receive all of the forms together at once.

Student Records

Parents/guardians are not permitted to hand-carry their child(ren)'s records, transcripts, teacher recommendation forms or similar such items from Pinecrest 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 only.

The school will send up to two transcripts at no cost to families per school year. If more transcripts are needed, there will be a \$5.00 per transcript charge. As much as possible, please hold onto any transcript requests until you have all you intend to submit at one time rather than submitting each one over a period of time. It is most helpful for school staff to receive all of the forms together at once.

Student Forms

All necessary forms (including, but not limited, to the Medical/Emergency Care Form, Student Registration Contract, Medical Authorization Form (if applicable)) and necessary medications/medical supplies must be received by the school no later than the first day of school. Children will not be permitted to attend school until all completed forms and other such items are received. All necessary forms and information are sent to families in the summer mailing. Unless otherwise stated, 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. In situations where any special services are contracted by a family, it is that family's responsibility to inform the special service providers of any school closings or delays, student absences, schedule changes, or anything else relevant.

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.

Parents should never engage in conversation with students about other students, behavior concerns or other issues about the school.

The directory is distributed (one per family) at the beginning of each school year.

It is recommended that parents/guardians save all of the Pinecrest School phone numbers into their mobile phones. While 703.354.3446 is the school's main number and the number you should always call, additional lines are 703.354.3483 and 703.354.2073. These additional lines could be used to dial out when trying to reach parents.

****The school has a Google Drive folder for the community with various resources. This is only available to family and staff with the link; it is not a public site.****

List-Serv/Google Groups E-mail List

Pinecrest School and Pinecrest 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 sometimes receive messages twice, which is unavoidable. Patience is appreciated.

Text Alert System

Pinecrest School also uses a text alert system to send emergency or time-sensitive information in the form of a text message to a mobile phone. The school will subscribe parents via mobile phone number. The text alert system is only used in emergency or time-sensitive cases or when email is not available. When text alerts are sent out, sometimes there is also an email message sent out with the same information, but sometimes not. It is not possible to reply to the text alert phone number, and there are no reply-all messages or spam associated with this. Parents who wish to get the text alerts by email as well as by text should alert the Head of School. (Mobile phone numbers are automatically added, but email addresses are not.)

Summer Communication

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, supply lists for all students, a volunteer letter 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 the community through a written newsletter, [Pinecrest Headlines](#), sent out every other week. This newsletter is distributed via *PinecrestSchool@googlegroups.com*. 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 Update

Each classroom teacher sends home monthly updates (or equivalent form of regular communication) to the parents of his/her students. This update could include a list of upcoming events, 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 communications 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 school calendar.

Back-to-School Night

Back-to-School Night is held in September. Back-to-School Night includes a presentation from each classroom teacher where s/he 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 dates are 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. Care is offered and there is a fee associated with this. A link is sent out in advance for parents/guardians to sign up for time slots. 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 approximately nine-week quarters for K-6 students 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 preschool 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.

Calendar

The yearly school calendar is disseminated to families during the summer and again in the school directory. It is also on the school website and located at the back of this handbook. 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. ****The calendar is also available via Google Calendar at <https://tinyurl.com/pinecrestgooglecalendar>****

Social Media

Pinecrest School is on the following social media sites:

- Facebook www.facebook.com/pinecrestschoolannandaleva
- Instagram www.instagram.com/pinecrest1957
- YouTube <https://tinyurl.com/pinecreстыoutube>
- Twitter www.twitter.com/Pinecrest1957

All members of the school community on these social media sites are encouraged to “like” and “follow” these pages.

Staff members are directed not to connect with school or camp parents on Facebook, Twitter, Instagram or other social networking sites and not to post any head-on photos of or any names of students on any social networking sites. Staff members already connected to current parents because of outside relationships are asked to use discretion when posting about school or camp or when posting anything that could reflect negatively about his/her employment or image with Pinecrest School.

Media Release

Photos and videos are taken regularly during school and camp. With the completion and submission of the Student Registration Contract to Pinecrest School, parents/guardians gave permission that their child(ren)’s photo(s) and/or videos including their child(ren) can be shared with the school community and could be used in school or camp brochures, ads, media coverage, on the school website or social media, et cetera. Names or other identifying information are never used with student photos or videos. Concerns about this should be addressed directly with the Head of School.

Children whose parents will not allow photographs or videos for possible media or public use will be treated as if they have a “no media” allergy, disease or condition, with instructions provided accordingly to staff. Just like with an allergy or condition, the school relies on the family and child to speak up to advocate for themselves and have a voice in the process; parents should help children have the words to be able to say “I’m not allowed to have my photo taken or be in any videos” or similar if the situation requires that. In this situation, children would not be photographed or videoed at all and would be asked to step out of any

and all group or class photos or videos taken (with the exception of the official class photo taken each year by the photography company).

Confidentiality Statement

All staff and board members are required to sign and comply with the school's Confidentiality Agreement which reads as follows:

Young children have not yet developed a sense of judgment about the difference between information that can be shared about their families or information which properly stays within the family. Very often young children are the source of much gossip, much conversation about the private lives of their families. Teachers and caregivers unwittingly become the receivers of shared confidences both from children and their parents. It is critical that children's and parents' confidences are not repeated to other teachers, to the caregivers' friends, or family.

Our school stresses the importance of protecting the rights and privacy of children, their families, and our teachers. The practice of maintaining the confidentiality of verbal information and written records is a basic policy of our school. This practice is in accord with one of the primary ethical principles of professional behavior in early childhood settings. The identity of children and their families should be revealed only in cases of professional necessity such as in child abuse or neglect, developmental records, or special family circumstances.

In addition, Teachers, Staff, Board Members, and Volunteers have access to personal and confidential information of students and families and to proprietary information belonging to Pinecrest School. It is in the best interest of Pinecrest School, its students, families, teachers, staff, Board, volunteers, and donors, to protect the confidential and/or proprietary information.

AGREEMENT: I agree to respect the confidentiality of verbal and written reports of children, families, and teachers within my classroom, the school, and in my non-work environment. I will not disclose to any other person the confidential or personal information of students, families, or staff that I have obtained through my employment or association with Pinecrest School. I will not use any confidential or proprietary information obtained through my employment or association with Pinecrest School for the benefit of any other person or entity or to the detriment of Pinecrest School.

Politics and Other Sensitive Topics

Staff are always welcome to exercise their constitutional rights to participate in political activity (e.g., campaigning, running for office, registering voters, displaying and distributing political materials) but must do so on their own time, or by taking leave. It is also important to ensure your activity is not viewed, or implied, as representing Pinecrest School, whether in-person, on social media, or other forum. Also, while participating in political activity is encouraged, activity that leads to any criminal charges could be grounds for suspension and/or termination.

Staff may not participate nor may Pinecrest facilities be used in political campaigns during school or work hours. During work hours or work events, staff and those acting on behalf of Pinecrest should not wear campaign buttons, t-shirts, hats or other items, nor should they display such items in their workplaces.

Staff should use Pinecrest systems and network resources for school system business, not for other purposes; this includes websites and official Pinecrest social media accounts.

When appropriate and in older grades, instructional personnel may discuss political issues with students as part of the instructional program, but must check in with the Head of School and follow her direction to ensure balanced and critical review of issues.

In general, politics and opinions of leaders or candidates should not be discussed at Pinecrest and should be discouraged and redirected if conversation begins among the students. It is always important for staff to acknowledge and hear feelings that are expressed by the children. It is also important to do that without encouraging further conversation on the topic and, as much as possible, swiftly redirecting the conversation.

Staff members are instructed that it is also important to be mindful that personal feelings do not come out in any conversation and that staff actions and feelings do not unintentionally cause any uncertainty, confusion or strange feelings among students. This is including but not limited to politics or other sensitive topics.

Program Enrichment

Enrichment Classes

**Pinecrest offers K-6 enrichment classes in physical education (PE) four times a week, Science Technology Art Engineering & Math (STEAM) four times a week, music once a week and coding once a week 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. Depending on age, classes are 30 or 60 minutes each session. Note that our K-6 coding teaching is a contractor with [Coder Kids](#); she is not an official Pinecrest School staff member although she has undergone the same Pinecrest-required background check process.

Preschool students have physical education (PE) four times per week, art twice a week and music once a week. Each enrichment class for preschool students is 20 minutes each.**

Computers

Pinecrest has a computer lab in the upper school building where classes may receive instruction and work on projects. Some classrooms have computers as well.

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 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 school contracts with a company that provides a vehicle and driver for field trips and parents are encouraged to volunteer as chaperones. Sometimes there are more requests for parent chaperones than can be accommodated. Teachers work to ensure fairness among parent volunteers during field trips. Parents should not arrange their own tickets or plan to attend if they are not selected by the school to officially serve as a chaperone.

Occasionally parents and/or staff transport students to and from field trips in their personal vehicles (once parent permission has been obtained via Student Registration Contract). Parents are informed in advance when this will take place. On occasions that trips are 30 or more miles away, the school will work with parent or staff drivers to reimburse gas costs.

The following are guidelines for parents or grandparents who attend field trips as chaperones and/or drivers:

- Parents are asked not to use their mobile phones for talking, texting or emailing while driving or during the event. Mobile phones and any electronic devices should be turned onto silent or vibrate. The only exception to mobile phone use for talking or texting would be if parent volunteers and teachers need to communicate about trip logistics, but this should never be done while driving children.
- Wear clothing that is suitable for the field trip destination and activity. Be mindful of the teacher’s suggestions to the class on attire as well as weather conditions. The school wants parent chaperones to be able to fully participate as needed in the field trip activities.
- Each parent chaperone will be assigned responsibility for a group of children, not just his or her own child.
- Parent drivers will be given emergency contact information for children riding in their vehicles and will follow all child car safety and seatbelt regulations. Parents should not provide food to any children in their vehicles.
- Please check with the teacher before purchasing, providing or deciding anything that impacts the class or the other students on the trip.
- Parents should not purchase food or drink for any children.
- Children whose parents are attending the trip are under the care of their teacher and must still adhere to the teacher’s guidelines for the trip and all school rules including the behavior accountability plan. The teacher is in charge of planning and decision-making for the group on a field trip.
- Siblings or other children are not able to attend field trips with parents who are chaperoning.
- Parents who are driving children to/from a field trip destination should not make any stops unless directed to do so by the teacher.

Additionally, children attend in-house assemblies and presentations that are sometimes conducted by guest performers, visiting authors, et al. When appropriate, parents and age-appropriate siblings are invited to attend.

Class Presentations

Each K-6 class is responsible for one class presentation per year. It is usually 15-35 minutes long, held in the multipurpose room, and attended by the student body and the parents of the performing class.

The intention of having each K-6 class share one class presentation a year is to give children an opportunity to shine and perform in front of an audience and work together as a team to make it happen. This builds confidence and community. It is the involvement of the children of all aspects that matters most; the class presentation should be child-driven and not seek perfection. The class presentation should be an enjoyable experience for all involved.

A short parent/student low-maintenance social is held after each class presentation and this is organized by the room parent. The room parent coordinates **light** refreshments for the **casual** post-presentation social but should connect with the teacher beforehand to follow any direction s/he may have. The room parent typically also coordinates flowers or similar for the classroom teacher(s) and, if involved, the music teacher as a thank you. The class presentation dates are on the school calendar.

Snack and Lunch

Preschool – A snack and drink are provided daily for preschool groups. However, students are welcome to bring food 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.) 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.

Nuts of any kind should not be served to children individually by the school or in baked goods brought for group consumption.

Classroom Celebrations

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 protecting instructional time should always be kept in mind.

Birthdays at School

Parents may make arrangements with the teacher to bring or send in a small treat on the day of the child's birthday. Birthdays celebrated at Pinecrest School include a treat only at lunch time, not a full lunch. Parents should drop off the treat in the morning, and it must be ready to serve (i.e., no heating, cutting, or preparing should be needed / refrigeration is available if necessary). Parents of children with serious allergies should make arrangements with the classroom teacher to keep some non-perishable treats or special snacks on hand so that children with allergies can still enjoy a treat when it is a classmate's birthday if the treat provided is not safe for them. For parents planning to buy a birthday treat from a bakery, the school's preference is that parents use Out of the Bubble Bakery (owned and operated by a past Pinecrest family) – 571.336.2280 / celebrate@obubblebakery.com; this is an allergy-friendly bakery that can accommodate many different types of allergies and food sensitivities.

The teacher should check with the parent several days in advance of the birthday to make sure that the child's special day is not missed. If the birthday falls on a holiday or Saturday or Sunday, the celebration may be held at a time convenient for the teacher and parent. K-6 children will eat the birthday treat as a lunch time dessert; preschool children will eat the birthday treat at snack time. If a child has a summer birthday, teachers will coordinate with parents to plan a half birthday or a June celebration. Teachers should inform parents about allergies of the students in their classes have so they can better plan the treat.

Goodie bags, balloons, favors or any other kind of take-home items for the children are not necessary and not permitted for birthdays, holidays, or any other occasions.

Parents and students are requested to exercise discretion when inviting only select classmates to birthday or other parties at home. The school will only distribute invitations or any other such cards at school if the entire class is invited or receiving an envelope; in this case, the school will only distribute the invitations via Wednesday Envelope on Wednesdays. Otherwise, we ask that invitations be mailed to the homes or sent via e-mail rather than distributed at school.

Food at School

The school and staff will not distribute candy, treats or food from the school or staff to students with the exception of preschool and after-care snacks. The school will allow families to bring treats for birthdays and other planned celebrations and will serve those items. Candy is always discouraged. Staff will not reward children with food or treats and will not give out snacks and candy in class, on field trips or for other reasons or occasions.

The school holds Pinecrest Pizza Fridays (PPFs) twice per month and this is a school fundraiser where parents have the choice to participate or not. ****The link to sign up is <https://fs9.formsite.com/pinecrest/schoolppf/index.html> and parents signing up for all of the PPFs at one time are eligible for a small discount off the total.****

After-school Activities

After-school activities are optional, fee-based enrichment experiences available for K-6 and preschool students after school. There are typically 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 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; this process is first-come, first-served and online. 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 after-school activities.

Health and Safety

Supervision

Each teacher must know where the children in his/her class are at all times. Between 8:35-8:45 a.m., each child is removed from a parent's car by a staff member. If a child arrives before 8:35 a.m., s/he must remain under his/her parent's care until 8:35 a.m. or the parent can drop off the child in before-care for a fee. Each child is welcomed at the door of the lower school building by the administrative assistant. Children from preschool through the first grade walk to their classrooms. Children in grades two through six walk to the upper school building under the sight supervision of the administrative assistant.

Attendance is taken by the administrative assistant at the beginning of each morning, and children remain under the supervision of a teacher throughout their day. **If an absence persists past one day with no notice from parents, the administrative assistant will call the parent to verify the child's 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 8:45 a.m., s/he is escorted first to the office by his parent to sign in. The upper school building is locked around 9:10 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 (Commonwealth of Virginia School Entrance Health Information Form) 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 annually.

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.

Parents sharing information with teachers on get-to-know-you or similar forms must also share that same information on the Medical/Emergency Form if they want all school personnel to be aware of the restriction, condition or other need.

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. Anyone administering medication must be trained to administer necessary medication or to use medical equipment correctly and to follow any required emergency procedures; this is coordinated with office staff. 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 Medication 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 for non-prescription medication. 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. A Medication Authorization Form is good for 12 months if the duration written on the form by the doctor is a 12-month period. After this time, if the prescription is still needed, the parent must submit a new completed form, complete with the doctor's signature and instructions for dosage, exact time medication must be given, and possible side effects. There is no limit to how many times a Medication Authorization Form can be renewed per child or per medication. Prescription medication must be in a properly labeled pharmacy container. Over-the-counter medicines must be in their original containers. Students may not self-administer any medication, including cough drops or syrup, nasal spray, aspirin, insect repellent, sunscreen, or lip balm. Staff does not apply sunscreen or insect repellent; if this is needed, please apply at home.

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, cubby, backpack, lunch box, or pocket.

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/her home the next day even if s/he seems well by morning. Students should be fever-free, vomit-free or diarrhea-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 or her designee 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. (This is an additional change of clothes from the one that must be sent in for the emergency preparedness plan.) 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.

Vaccinations

Pinecrest School requires that all of its students submit documentary proof of full vaccination prior to admission to the school or camp. The school provides only two exemptions from required immunizations: medical and religious. There is no exception to these requirements for the case of a personal belief or philosophy of a parent or guardian not founded upon a religious belief.

Safety

Door Locks

All exterior doors of the building are locked all day long. Typically, the only exceptions to this are during before-care and when students arrive each morning. During morning arrival time, the front doors of both buildings are unlocked for a very short time.

Both buildings have a keypad entry system, and only staff members have the code. All visitors must ring the doorbell at the lower school building to alert personnel of their presence.

****Beginning Tuesday, August 28, 2018, from 3:45-6 p.m. each weekday, the door code to access both buildings for after-care pick-up will change and will be emailed to parents in advance.**** The left side door of both buildings will open with this code.

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 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 s/he must be able to dress and undress himself/herself. All items of clothing and boots must be labeled with the student's name.

Playground Safety Rules

- The playground is inspected by classroom faculty on a rotating basis every morning ideally before 8:35 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 at least twice per year.
- 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 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.
- Classes return to the building with their teachers using the path.
- Children may not play with or throw sticks, stones, mulch, wood chips, insects, et cetera. Children should not roll or dig in the mulch.
- Only one child is allowed on each swing and must swing in a sitting position going forward and back (not side to side). Swings may not be twisted and released or thrown over the top frame. Children should not jump off swings. Children should not be running or walking directly behind the swings. (The swingset will be replaced sometime during the 2018-19 school year.)

- Only one child at a time may use the slide and must slide down sitting up and facing forward.
- 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 a teacher. Students may not climb on the horizontal ladder or sit on the top. They may traverse the ladder hand-over-hand only. Only one child is allowed on the monkey bars at a time. No children should be running underneath the monkey bars while a child is using the monkey bars.
- The teachers on recess duty should do their best to ensure that children playing games are included willingly and that no child is caught in a game s/he does not want to play.
- All children must keep their body parts to themselves at all times.

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 by the quickest means possible. It could be one or all of the following means: the school's blanket text alert system, the school's blanket email list, and/or individual phone calls.

In the case of phone calls, school personnel will attempt to reach one parent/guardian from each family by telephone; this will be done by calling the parent's preferred number per the Medical Emergency Care Form. 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. However, if you must contact Pinecrest School, please do so at 703.354.3446.

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 her designee is responsible for having with her any additional medical information or supplies necessary for any particular students (medications, et cetera), as well as general first aid supplies.

In the event of a significant medical emergency, staff should immediately dial 911, notify the office, and find the staff member on duty with the highest level of medical training. S/he will be called to respond to the situation until a solution is reached or until medical support arrives.

Staff members should direct any unaffected persons to a safer and secure area and assist emergency medical responders if needed.

Minor Medical Problems:

Staff should move student to the office and assess situation and administer first aid if appropriate.

Following any medical emergencies, the Head of School will file the incident report/supporting paperwork and make appropriate parent/guardian notifications.

CPR/First Aid Training

The Head of School, Camp Director, and Administrative Assistant are currently certified in both CPR and First Aid. There are additional staff members who also have current CPR and/or First Aid training. Certification cards are available in the Head of School's office.

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. 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. This may be for fire or other physical problems within the school.

The immediate evacuation site as practiced during monthly fire drills is the front lawn. The immediate shelter-in-place sites as practiced during regular shelter-in-place drills vary by room but are always the hallway.

The school's primary evacuation structure is 0.37 miles from the school:
AMF Annandale Lanes, 4245 Markham Street in Annandale, VA 22003; 703.256.2211

Secondary evacuation structures are also close by: Westminster School located 0.73 miles from the school and/or Annandale High School located 1.45 miles from the school:
Westminster School, 3819 Gallows Road, Annandale, VA 22003; 703.256.3620
Annandale High School, 4700 Medford Drive, Annandale, VA 22003; 703.642.4100

Depending on the nature of the situation, students, faculty, staff, and administration will evacuate by foot and/or 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 Head of School will determine which evacuation site will be used and if and when it is safe to return to the Pinecrest campus.

The Head of School or her designee will get the emergency and first aid supplies from the old building to bring to the evacuation site. When possible, the classroom crisis bins will also be brought to the evacuation site.

Lockout

A lockout is called for when a crisis occurs outside of the school and an evacuation could/would be dangerous. This could be initiated because of a hazard in close proximity to the school or high risk police activity happening in the area. In this case, teachers, staff and administrators gather students inside of the two buildings as quickly and safely as possible. All exterior doors are locked. Windows may need to be covered. Classes may resume as normal, but teachers should be aware of the status of the lockout and should be continuously informed on new information from the office. Movement inside the school may resume as normal, but all exterior movement should be forbidden until the all clear is given from the Head of School or her designee.

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 lockout. Once this is done, it is the responsibility of administrative assistant, enrichment teachers, and assistant teachers to begin checking, securing, and sealing windows, as well as begin pulling out emergency supplies if needed.

Lockdown

An emergency lockdown is declared when, in the opinion of the Head of School or her designee, a situation exists that threatens the safety of school occupants and requires they remain in their classrooms. When a dangerous person or condition exists in or near the school, the primary objective is to protect school occupants from danger.

When a lockdown is initiated, the Head of School or her designee will verbally announce the lockdown to the teachers and staff in both buildings using plain language. If it is not possible to move to the upper school building, she will call or text teachers on their mobile phones and/or call via classroom phone intercom.

The Head of School or her designee and the office support staff are responsible for securing all exterior doors and keeping lines of communication open with 911. The Lead Teacher in the upper school building is responsible for ensuring that all exterior doors of the upper school building are secured.

Teachers should quickly glance outside their rooms to direct any students or staff members in the hall into their classrooms immediately. If possible, they will lock interior doors and they will lower or close blinds/cover windows, and place students against the wall in that room's safe corner. A safe corner is the area of the room that gives the least visibility from someone looking in from the outside. Teachers should turn out the lights, maintain their cell phones on silent or vibrate, and do their best to keep the children quiet and calm.

When each teacher feels it is safe to do so, s/he may place a green placard in the window or under the door frame indicating that everyone in the classroom is okay. A red placard in the window or under the door frame indicates that there is a medical emergency or that something else is wrong in the classroom. This will expedite attention given by first responders when standing down.

Note that if all of the students are determined to be more safe in centralized locations (safe rooms) that rooms 223 (hall bathroom), 222 (hall bathroom), 208 (office) and 207 (office) in the lower school building and room 103 (computer lab) and hall bathrooms in the upper school building are designated to hold occupants of each building in a large group. If it is safe to move upper school building students to the lower school building, this will be done at the discretion of the Head of School. If the upper school building students are moved to the lower school building, classroom teachers are responsible for bringing with them emergency folders and classroom crisis bins.

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 – approximately 16 oz. each (sent in by parent/guardian)
- Flashlight and batteries
- First Aid kit
- Neon Traffic Vest: To be worn by staff members when evacuations do occur so law enforcement can easily identify staff from potential intruders or other outsiders.

The following items are contained in each classroom teacher’s emergency folder:

- Red Paper: Place in door jam so at least half of the paper is protruding outward from the door. Red paper will indicate to law enforcement that someone inside the room is injured or requires immediate assistance.
- Green Paper: Place in door jam so that at least half of the paper is protruding outward from the door. Green paper indicates to law enforcement that students are all okay in your classroom and there are no injuries.
- Attendance Sheet: A written sheet of who is supposed to be in the teacher’s class on a regular school day. Includes blank lines for additional students collected during the lockdown. This assists teachers and office staff in maintaining accountability and records for after incident review.
- First Aid Review: A sheet with the basics of first aid, CPR and emergency numbers.

Office Crisis Bin

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

- Flashlight and batteries
- Battery-powered radio and batteries
- First Aid kit
- Baby wipes
- Garbage bags
- Plastic sheeting to cover windows
- Duct tape
- Emergency Contacts for police, fire, poison control, utilities, fire alarm management company, American Red Cross
- Medical/Emergency Care Forms for all students along with a master list of students with any special or health needs noted

The following items are kept in the upper school building for use as needed, in addition to the items contained in the classroom crisis bins:

- Flashlight and batteries
- Battery-powered radio and batteries
- First Aid kit
- Baby wipes
- Garbage bags
- Plastic sheeting to cover windows
- Duct tape

Social Policies

Behavior Accountability Plan

Pinecrest School’s Accountability Plan includes student behavior at school and camp and at any related school functions including, but not limited to field trips, bus rides, before-care 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 and/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 and/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 Pinecrest. Those who disregard the behavioral expectations outlined here will experience increasingly serious responses as previously described. The school reserves the right to dismiss any child 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.

Parents are encouraged to talk with the Head of School and/or teachers about any concerning behavior or activities. The Head of School will then act or intervene as quickly as possible.

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

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 Directors.

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, arms, and head to yourself and 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. No student should wear clothing that could be considered distracting or clothing with any inappropriate graphics, words or message. 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 or the Pinecrest t-shirt are required, teachers will send a note to the parents in advance.

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.

If any accessories come off and become toys, teachers will ask children to put them in their backpacks.

Field Day

Field Day for K-6 students is typically 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 End-of-Year Ceremony

The preschool end-of-year ceremony is held on the last day of preschool in the multipurpose room. During the festivities, the children may receive certificates and similar such end-of-year items. The date is on the school calendar.

Bringing Things to School

Bringing toys (including fidget spinners) or similar such items to school is not permitted. The exception to this is for Show and Tell.

Parents will be notified by the classroom teacher when the group will have sharing or Show and Tell time. Please consider the size and nature of the items your child brings for this occasion. Fragile objects present obvious problems, and large or bulky items may cause a problem for transport. The value of any items brought in for show and tell should be \$50 or less. No toy guns, water guns, knives, or similar items are allowed at any time. No live show and tell items. Show and Tell items should stay in backpacks until the appropriate time.

Unless otherwise noted by the Head of School, children may not bring to Pinecrest any phones, hand-held video games or other electronic devices. Unless otherwise noted by the Head of School, children should not

have or be using cell phones at Pinecrest. 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 waiting under the overhang or in the hallways. In cases of rain, please ensure that your child has an appropriate jacket, preferably with a hood.

Any items (including clothing and jackets) sent in to school should be labeled with the child's name or initials.

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 fundraising 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.

Parents acting in leadership capacities for school events may prepare flyers or letters for distribution to Pinecrest families via email or Wednesday Envelopes. Anything going home to families from parent volunteers must be emailed in advance to the Head of School for approval. Anything copied to go home to families will be copied by school personnel and should not be copied or printed by parent volunteers.

The Pinecrest Board of Directors 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 activities and work should contact the Chair of the Board of Directors, Liz Bicer, at boardchair@pinecrestschool.org.

All families are asked to participate in both of the school's major fundraising activities and most special annual events – the Fun Fair and Celebrate Pinecrest 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 Vice Chair of Board of Directors, Erin Johnston, at vicechair@pinecrestschool.org ****and also complete parent volunteer survey at <https://tinyurl.com/parentvolunteerinventory201819>****

Room Parents

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

Specific Responsibilities

- Meet or communicate with the teacher during the first month of school to discuss your role.
- Introduce yourself to the other parents at Back-to-School Night and briefly outline where parent support will be needed during the school year.
- Ensure that classroom celebration supplies are provided if requested by the teacher. There usually are some celebrations during the year at/around Halloween, December holidays, Valentine's Day, and after the class's annual assembly, but these are at the teacher's discretion (with the exception of the social after the class presentation, which always takes place and is planned by the room

parent and/or other parents; food and atmosphere at the post presentation social should be light and relaxed).

- 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.
- Solicit volunteers for field trip chaperones, field trip drivers and/or other activities if requested by the teacher.
- Help contact 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) if requested by the teacher and/or the office.
- Assist the class in preparing its auction donation if requested by the teacher. Each class creates an item/classroom memento that is auctioned off at the annual auction. (K-6 only)
- Help at the annual K-6 Field Day. Although the PE teacher plans the day, room parents can assist and play a vital role at event stations, et cetera.
- Assist the teacher as appropriate with different class needs that may occur throughout the year.
- Help make sure the classroom teacher (at least) is appreciated and recognized by the class at the right times per year, including after the assembly (and also including any other teachers who may have played a part in assembly preparation).
- Help promote school community events and encourage participation and involvement within the class. Be a positive ambassador for the school at all times.

Room parents should not coordinate efforts with other room parents without first checking with the parent Board member serving as the Volunteer Chair and/or the Head of School. If there is any doubt on responsibility or expectations, please check in with the Head of School.

Fundraising

Several times a year the school plans events to raise funds for a variety of curricular enhancements. The annual auction is the primary fundraiser. We also hold periodic small fundraising 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 Directors or the Head of School.

Before-care and After-care

All policies, rules, and regulations of Pinecrest School, including the behavior accountability plan, that are set forth in this handbook are applicable to all participants in before-care and after-care.

Before-care

Before-care is available on school days from 7:30-8:35 a.m. for students currently attending Pinecrest School. Activities are recreation- and play-based. Preschool and K-6 before-care are together in the multipurpose room supervised by one staff member. The before-care program is staffed daily by Ms. Marble.

Preschool After-care

Preschool After-care is available on school days from 12:05 until 6:00 p.m., providing high-quality childcare for preschool students currently enrolled in the school. Activities include lunch (children bring their own lunch from home; no refrigerators or microwaves are 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 is staffed daily by Ms. Marble. Additional staff may be added as necessary based on enrollment.

K-6 After-care

K-6 After-care is available on school days from 3:35 p.m. until 6:00 p.m., providing high-quality childcare for K-6 students currently enrolled in the school. Activities could include outdoor (or indoor, in cases of inclement weather) play, board games and quiet reading time. A snack is provided by the school every day. The K-6 after-care program is staffed daily by one staff member; details To Be Announced.

General Before-care and After-care Information

Before-care staff will check in each child daily upon arrival.

An after-care staff person will sign in each child daily at 12:05 p.m. (preschool) or 3:35 p.m. (K-6). Every child must be signed out of the after-care program each day on the Sign-In/Sign-Out Sheet in the binder after-care room. Only the parent, guardian, or parent's designee may sign out a child. Each child has his/her own page.

From 3:45-6 p.m. each weekday, the door code to access both buildings for after-care pick-up is provided to parents. The left side door will open with the code.

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 before-care or after-care with the other children and staff.

If your child attends an after-school activity and will be going to after-care afterwards, you must indicate this on the after-school activity registration form.

The school will provide after-care students with a snack and a beverage (milk, water, or 100% juice) each day. No food is served in before-care.

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

Please direct any questions or concerns about care or programming to the Head of School.

Before-care Fees

Before-care is billed at a rate of \$12.00 per student, per day (regardless of how much time is used per day) for both preschool and K-6. You are expected to pay for this after you use before-care; you will receive an invoice by email and are expected to pay promptly by the due date on the invoice.

After-Care Options and Fees

Drop-in or Scheduled Attendance is billed at a rate of \$12.00 per student per hour for both preschool and K-6. Charges are calculated in half-hour increments and billed at the end of each month. You will be billed only for time actually spent in after-care. You are expected to pay for this after you use drop-in or scheduled after-care; you will receive an invoice by email and are expected to pay promptly by the invoice due date.

Unlimited Attendance is due on the first of the month from September through May. Because students are in school less in December and June, those two months are combined for Unlimited After-care payment purposes. Bills and reminders are not sent for Unlimited After-care. This option allows for unlimited use of after-care. Preschool Unlimited After-care is billed at \$725.00 per student per month. K-6 Unlimited After-care is billed at \$325.00 per student per month.

Before-care and After-care Sibling Discount

Families with multiple children enrolled in the same before-care program at the same time will pay full fees for their oldest child and will enjoy a 50% reduction on each additional child's fees.

Families with multiple children enrolled in the same after-care program at the same time will pay full fees for their oldest child and will enjoy a 50% reduction on each additional child's fees.

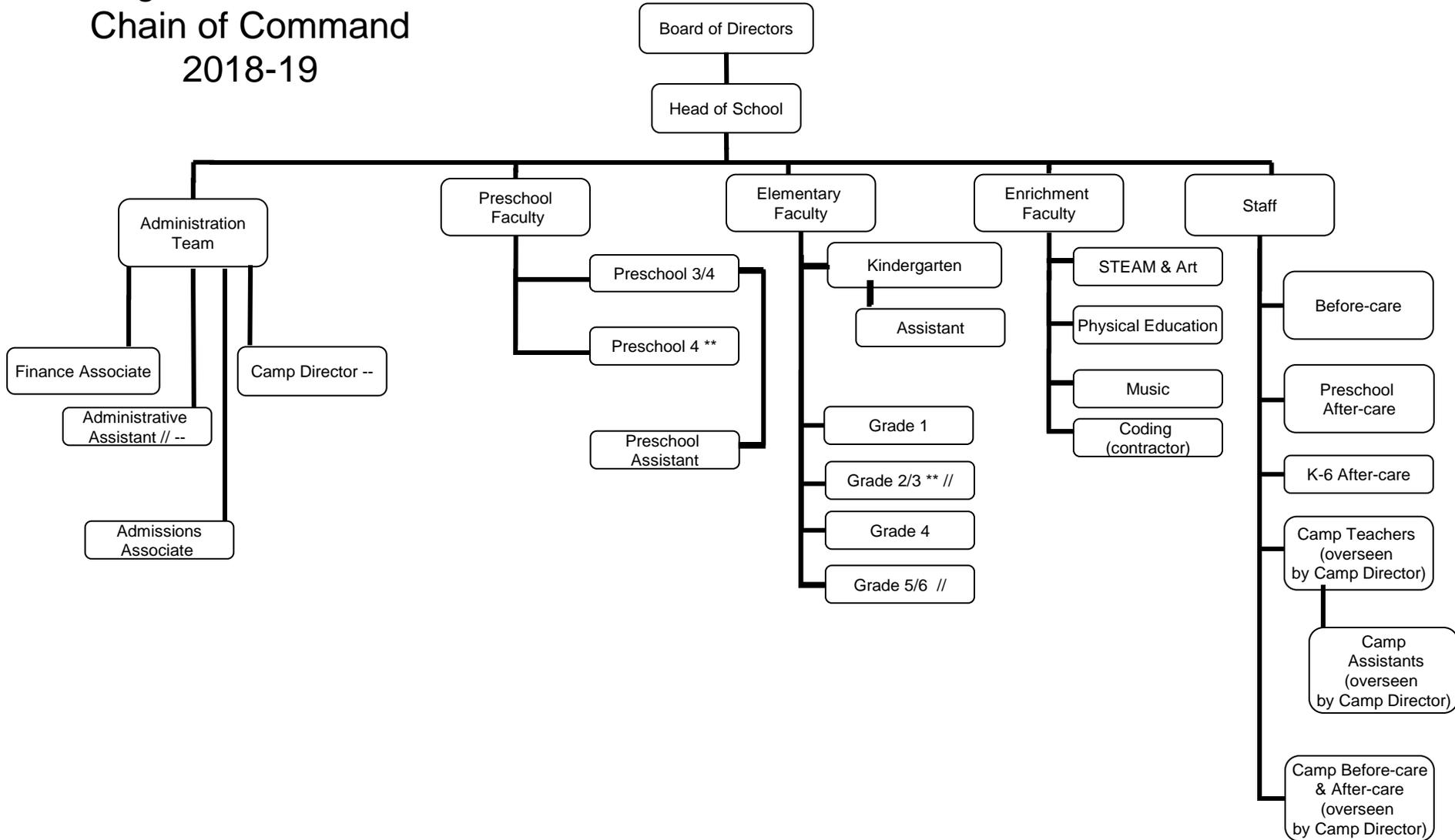
Late Pick-Up Fees and Late Payment Fees

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.

A \$50 late fee is applied to any before-care fees or any after-care fees not paid a month after receiving the invoice. An additional \$50 fee will be assessed every 30 days. A \$50 late fee is charged if the Unlimited After-care payment is not received by the fifth day of the month. An additional \$50 will be assessed after payment is 30 days late.

Please direct any questions or concerns about billing or fee calculations to the Finance Associate.

Pinecrest School Organization Chart Chain of Command 2018-19



// = Assumes Head's duties in her absence during the school year

-- = Assumes Head's duties in her absence during the summer

** = Lead Teacher

7/25/2018

2018-19 Calendar

Monday-Friday, July 16-20, 2018 Monday-Friday, July 23-27 Monday-Friday, July 30-August 3 Monday-Friday, August 6-10 Monday-Friday, August 13-17	Remaining Weeks of Summer Camp for current preschoolers, new preschoolers who will be 4 by 9/30/18 and any rising K-6 students – space still available in many great classes! Details: http://pinecrestschool.org/camps/summer-camp.aspx Registration: https://fs9.formsite.com/pinecrest/summer2018/index.html
Tuesday, July 31	Optional: If the total annual tuition is paid in full on or before (including postmarked by) this date, a three percent (3%) tuition reduction will be applied.
Wednesday, August 1	K-6 Materials Fee Due (\$325/K-6 student)
Wednesday, August 1	Preschool Snack and Materials Fee Due (\$200/preschool student)
Friday, August 17	Last Day of Summer Camp
Monday-Friday, August 20-24	Teachers Return / Faculty Workdays
Friday, August 24	Visiting Morning at Pinecrest 10-11:30 a.m. <ul style="list-style-type: none"> • <i>This is a drop-in event; students can come with their families anytime within this 90-minute block.</i>
Tuesday, August 28	First Day of School! ☺ <ul style="list-style-type: none"> • <i>Before-care for all is available beginning at 7:30 a.m.</i> • <i>Drop-off for all begins at 8:35 a.m.</i> • <i>Preschool Day: 8:50 a.m. – 12:05 p.m. with after-care available until 6 p.m.</i> • <i>K-6 Day: 8:50 a.m. – 3:35 p.m. with after-care available until 6 p.m.</i>
Tuesday, August 28	K-6 Quarter 1 Begins
Saturday, September 1	2018-19 Tuition Installment 2 of 10 Due (A \$50 late fee is charged if the tuition payment is not received on or by the fifth day of the month)
Monday, September 3	Labor Day Holiday / No School / No Care
Friday, September 7	New Parent Coffee – 9 a.m. – conference room
Friday, September 7	Pinecrest Pizza Friday
Friday, September 8	Family Outdoor Movie Night – 7:15 p.m. (movie starting by 8 p.m.) – front lawn (rain date: Friday, September 21)
Wednesday, September 12	Back-to-School Night 1 – Grades 2-6 – 7 p.m. – upper school building
Thursday, September 13	Back-to-School Night 2 – Preschool-Grade 1 – 7 p.m. – starts upper school building
Wednesday, September 19	Board of Directors Meeting – 7 p.m. – conference room
Friday, September 21	Pinecrest Pizza Friday
Monday, September 24	Faculty Professional Development Time / No School / Care Offered
Saturday, September 29	Fun Fair – 3-5:30 p.m. – front lawn
Monday, October 1	2018-19 Tuition Installment 3 of 10 Due (A \$50 late fee is charged if the tuition payment is not received on or by the fifth day of the month)
Friday, October 5	Pinecrest Pizza Friday
Monday, October 8	Columbus Day Holiday / No School / No Care
Friday, October 19	Pinecrest Pizza Friday
Friday, October 19	K-6 Color Run – 2:15-3:35 p.m. – parking lot
Saturday, October 20	Celebrate Pinecrest Oktoberfest Beer Tasting – 6:30-9 p.m. – Total Wine, 6240 Little River Turnpike, Alexandria, VA 22312 (adults only)
Friday, October 26	Grade 5/6 Class Presentation – 9 a.m. – multipurpose room
Friday, October 26	K-6 Quarter 1 Ends (41 days)
Sunday, October 28	Spruce Up Day – 9-11:30 a.m. – front lawn
Monday, October 29	K-6 Quarter 2 Begins
Wednesday, October 31	Halloween Parade – 9:05 a.m. – parking lot
Wednesday, October 31	K-6 Quarter 1 Report Cards Distributed in Wednesday Envelopes
Thursday, November 1	2018-19 Tuition Installment 4 of 10 Due (A \$50 late fee is charged if the tuition payment is not received on or by the fifth day of the month)
Friday, November 2	Pinecrest Pizza Friday
Monday, November 5	Faculty Professional Development Time / No School / Care Offered
Tuesday, November 6	Parent/Teacher Conferences / No School / Care Offered
Monday, November 12	Open House for Prospective School Families – 12:30-2:30 p.m.
Tuesday, November 13 – Wednesday, November 14	AdvancED Engagement Review Visit – a visiting team of two outside educators will be here as part of our five-year re-accreditation process
Wednesday, November 14	TENTATIVE: K-6 Half Day – 12:05 p.m. Dismissal / After-care Offered – this K-6 half day is tentative right now pending more details from AdvancED – an update will be

	provided as soon as more information is known
Friday, November 16	Individual & Class Photos by Creative Images – morning (no make-ups)
Friday, November 16	Pinecrest Pizza Friday
Tuesday, November 20	Preschool and K-6 Thanksgiving Feasts
Wednesday-Friday, November 21-23	Thanksgiving Holiday / No School / No Care
Wednesday, November 28	Board of Directors Meeting – 7 p.m. – conference room
Saturday, December 1	2018-19 Tuition Installment 5 of 10 Due (A \$50 late fee is charged if the tuition payment is not received on or by the fifth day of the month)
Friday, December 7	Pinecrest Pizza Friday
Friday, December 7	Grade 2/3 Class Presentation – 9 a.m. – multipurpose room
Sunday, December 9	Open House for Prospective School Families – 1-4 p.m.
Friday, December 14	Pinecrest Pizza Friday
Friday, December 21	No School / No Care
Friday, December 21	Preschool & K-6 Winter Concert – 9 a.m. – Location To Be Announced
Monday, December 24 – Friday, January 4, 2019	Winter Break
Thursday-Friday, December 27-28 and Wednesday-Friday, January 2-4	Winter Break Care
Tuesday, January 1	2018-19 Tuition Installment 6 of 10 Due (A \$50 late fee is charged if the tuition payment is not received on or by the <u>seventh</u> day of the month *January 2019 only*
Monday, January 7	School Resumes
Wednesday, January 9	Board of Directors Meeting – 7 p.m. – conference room
Friday, January 11	Pinecrest Pizza Friday
Sunday, January 13	Open House for Prospective School Families – 1-4 p.m.
Friday, January 18	Pinecrest Pizza Friday
Friday, January 18	K-6 Quarter 2 Ends (44 days)
Monday, January 21	Martin Luther King, Jr.'s Birthday Holiday / No School / No Care
Tuesday, January 22	K-6 Quarter 3 Begins
Wednesday, January 23	K-6 Quarter 2 Report Cards Distributed in Wednesday Envelopes
Wednesday, January 23	Preschool Narratives Distributed in Wednesday Envelopes
Wednesday, January 23	2019-20 Re-enrollment Materials Distributed in Wednesday Envelopes
Friday, January 25	Faculty Professional Development Time / No School / Care Offered
Monday, January 28	2019 Camp Materials Distributed by Email and on Website
Friday, February 1	Pinecrest Pizza Friday
Monday, February 4	Faculty Professional Development Time / No School / Care Offered
Thursday, February 7	2019 Camp Registration Begins for Current School Families (with a special password)
Sunday, February 10	Open House for Prospective School Families – 1-4 p.m.
Sunday, February 10	Open House for Prospective Camp Families – 1-4 p.m.
Monday, February 11	2019 Camp Registration Begins for Past Camp Families (with a special password)
Wednesday, February 13	100 th Day of School (date will change if inclement weather days)
Friday, February 15	Pinecrest Pizza Friday
Friday, February 15	2019 Camp Registration Begins for the General Public (no password needed)
Monday, February 18	Presidents' Day Holiday / No School / No Care
Friday, February 22	Grade 4 Class Presentation – 9 a.m. – multipurpose room
Saturday, February 23	International Dinner & Family Game Night – 6:30 p.m. – multipurpose room
Monday, February 25	Ledo Pizza Fundraising Night – 5-10 p.m. – 7510 Leesburg Pike, Falls Church
Friday, March 1	2018-19 Tuition Installment 7 of 10 Due (A \$50 late fee is charged if the tuition payment is not received on or by the fifth day of the month)
Friday, March 1	Pinecrest Pizza Friday
Friday, March 1	Dr. Seuss' Birthday Celebration of Reading
Wednesday, March 6	Board of Directors Meeting – 7 p.m. – conference room
Sunday, March 10	Open House for Prospective School Families – 1-4 p.m.
Friday, March 15	Pinecrest Pizza Friday
Friday, March 22	Family Bingo Night – 7 p.m. – multipurpose room
Friday, March 29	Grade 1 Class Presentation – 9 a.m. – multipurpose room
Friday, March 29	K-6 Quarter 3 Ends (46 days)
Monday, April 1	2018-19 Tuition Installment 8 of 10 Due (A \$50 late fee is charged if the tuition payment is not received on or by the fifth day of the month)
Monday, April 1	K-6 Quarter 4 Begins
Wednesday, April 3	K-6 Quarter 3 Report Cards Distributed in Wednesday Envelopes
Friday, April 5	Parent/Teacher Conferences / No School / Care Offered

Friday, April 12	Pinecrest Pizza Friday
Monday-Friday, April 15-19	Spring Break
Monday-Friday, April 15-19	Spring Break Care
Monday, April 22	School Resumes
Friday, April 26	Pinecrest Pizza Friday
Saturday, April 27	Celebrate Pinecrest Auction / Drinks and Dessert Evening – 7 p.m. – multipurpose room (adults only)
Monday-Friday, April 29-May 3	Spirit Week
Wednesday, May 1	2018-19 Tuition Installment 9 of 10 Due (A \$50 late fee is charged if the tuition payment is not received on or by the fifth day of the month)
Sunday, May 5	Spruce Up Day – 9-11:30 a.m. – front lawn
Monday-Friday, May 6-10	Teacher & Staff Appreciation Week
Wednesday, May 8	Board of Directors Meeting – 7 p.m. – conference room
Friday, May 10	Pinecrest Pizza Friday
Friday, May 10	Kindergarten Class Presentation – 9 a.m. – multipurpose room
Wednesday-Friday, May 15-17	Grade 2 Cognitive Abilities Test (CogAT) – mornings – no make-ups
Friday, May 17	Grade 6 Iowa Algebra Aptitude Test (IAAT) – morning – no make-ups
Friday, May 17	Rising K-6 Movie Night – 6-9 p.m. – multipurpose room
Monday, May 20	Grade 1 Authors' Showcase – 3-3:35 p.m. – classroom
Tuesday, May 21	Grade 2/3 Authors' Showcase – 3-3:35 p.m. – classroom
Wednesday, May 22	Grade 4 and 5/6 Showcase – includes science fair and writing portfolios – 2:30-3:35 p.m. – multipurpose room
Friday, May 24	K-6 Half Day – 12:05 p.m. Dismissal / After-care Offered / Faculty Professional Development Time
Monday, May 27	Memorial Day Holiday / No School / No Care
Friday, May 31	Pinecrest Pizza Friday
Friday, May 31	Preschool Last Day of School, Before-care and After-care
Friday, May 31	Preschool Narratives Distributed in Backpacks
Friday, May 31	Preschool Year-End Ceremony – 11:15 a.m.-12:05 p.m. – multipurpose room
Saturday, June 1	2018-19 Tuition Installment 10 of 10 Due (A \$50 late fee is charged if the tuition payment is not received on or by the fifth day of the month)
Sunday, June 2	Italian Ice Social – 2-4 p.m. – playground
Tuesday, June 4	K-6 Quarter 4 Ends (40 days) / K-6 Quarter 4 Report Cards Distributed in Backpacks
Tuesday, June 4	Class of 2019 Clap-out – 3:30 p.m. – walkway
Tuesday, June 4	K-6 Last Day of After-care – ends at 5 p.m.
Tuesday, June 4	K-6 Spring Concert & Grade 6 Graduation – 6 p.m. – Location To Be Announced
Wednesday, June 5	K-6 Last Day of School & K-6 Last Day of Before-care K-6 Half Day – 12:05 p.m. Dismissal / No After-care
Wednesday, June 5	K-6 Field Day
Thursday, June 6 – Friday, June 7	Faculty Workdays
Monday-Friday, June 10-14	June Care
Monday-Friday, June 17 – 21	Summer Camp Week 1 – Pinecrest Pavilion
Monday-Friday, June 24-28	Summer Camp Week 2 – Pinecrest Pavilion
Monday-Wednesday, July 1-3	Summer Camp Week 3 – Pinecrest Pavilion / No Camp or Care Thursday-Friday, July 4-5
Monday-Friday, July 8-12	Summer Camp Week 4 – Pinecrest Pavilion
Monday-Friday, July 15-19	Summer Camp Week 5 – Pinecrest Pavilion
Monday-Friday, July 22-26	Summer Camp Week 6 – Pinecrest Pavilion
Monday-Friday, July 29-August 2	Summer Camp Week 7 – Pinecrest Pavilion
Monday-Friday, August 5-9	Summer Camp Week 8 – Pinecrest Pavilion
Monday-Friday, August 12-16	Summer Camp Week 9 – Pinecrest Pavilion

*** **SUBSCRIBE TO OUR GOOGLE CALENDAR:** <https://tinyurl.com/pinecrestgooglecalendar> ***

Looking Ahead to 2019-20**

- Monday, August 19, 2019 – Teachers Return / Faculty Workdays
- Friday, August 23 – Visiting Morning – 10-11:30 a.m.
- Monday, August 26 – First Day of School
- Monday, December 23 – Friday, January 3, 2020 – Winter Break
- Monday-Friday, April 6-10 – Spring Break

**Note: These dates are based on the Fairfax County Public Schools 2019-20 School Year Calendar which was adopted by the Fairfax County School Board in June 2018; should FCPS make a change to their first day of school, Pinecrest School will as well.

7209 Quiet Cove, Annandale, VA 22003 | 703.354.3446 | pinecrest@pinecrestschool.org | pinecrestschool.org

Communicable Disease Reference Chart for School Personnel

DISEASE	INCUBATION PERIOD	TRANSMISSION	COMMON SYMPTOMS	RECOMMENDATIONS
Chickenpox* (Varicella)	10-21 days, usually 14-16 days. (Incubation period in persons who receive VarIZIG or IGIV extends through day 28.)	By direct contact with vesicular fluid or by airborne spread from respiratory tract secretions. Infectious from 2 days before rash onset until all lesions are crusted over and no new lesions appear within a 24 –hour period (average is 4-7 days).	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: Check vaccination status of contacts and recommend vaccination if needed. On appearance of symptoms, exclude from school.
Conjunctivitis, Acute Bacterial (Pink Eye)	Varies depending on causative agent.	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, <i>E. coli</i> O157:H7, Giardiasis, Salmonellosis, Shigellosis, etc.)	Campylobacteriosis: 1-10 days, usually 2-5 days. <i>E. coli</i> O157:H7: 1-8 days, average 3-5 days. Giardiasis: 3-25 days, usually 7-10 days. Salmonellosis: 6-72 hours, usually 12-36 hours. Shigellosis: 12-96 hours, usually 1-3 days.	By the fecal-oral route through direct contact or by 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 <i>E. coli</i> 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 4-21 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, average 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: Follow advice of child’s physician and/or your local health department. CONTACTS: School exclusion not indicated. Stress importance of proper handwashing.

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* (2008) published by the American Public Health Association and the 2009 *Report of the Committee on Infectious Diseases* (*The Red Book*) published by the American Academy of Pediatrics. Additional information and consultation are also available through your local health department.

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

DISEASE	INCUBATION PERIOD	TRANSMISSION	COMMON SYMPTOMS	RECOMMENDATIONS
Hepatitis B*	From 45-160 days, average 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.
Influenza	Usually 1-4 days	Person to person by respiratory droplets created by coughing or sneezing.	Sudden onset of fever, chills, headache, malaise, and nonproductive cough. Subsequently, respiratory tract signs including sore throat, nasal congestion, rhinitis, and cough become more prominent.	CASE: Exclude from school until at least 24 hours following resolution of fever. CONTACTS: School exclusion not indicated. Seasonal influenza vaccination encouraged to reduce spread of influenza.
Measles* (Rubeola, Red Measles)	From 7-21 days, (usually 8-12 days from exposure to onset of symptoms).	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. Communicable from 4 days before 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. Unimmunized students may need to be excluded from school. Follow recommendations of your local health department.
Meningitis, Bacterial (<i>H. influenzae</i> *, Meningococcal*, Pneumococcal)	<i>H. influenzae</i> : 2-4 days Meningococcal: 2-10 days, usually 3-4 days. Pneumococcal: 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 <i>H. influenzae</i> or meningococcal meningitis.
Mumps*	From 12-25 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 3 days before swelling until 5 days after.	CASE: Exclude from school for 5 days after the onset of parotid gland swelling. CONTACTS: School exclusion not indicated.

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* (2008) published by the American Public Health Association and the 2009 Report of the Committee on Infectious Diseases (*The Red Book*) published by the American Academy of Pediatrics. Additional information and consultation are also available through your local health department.

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DISEASE	INCUBATION PERIOD	TRANSMISSION	COMMON SYMPTOMS	RECOMMENDATIONS
Norovirus	From 12-48 hours	Primarily by the fecal-oral route through direct contact or ingestion of contaminated food. Transmission is also possible through contact with surfaces contaminated by, or direct contact with, the vomit of an infected person.	Sudden onset of vomiting and/or diarrhea, abdominal cramps, and nausea.	<p>CASE: Exclude from school until 24 hours after symptoms resolve. Stress importance of proper handwashing as virus is shed in stool for weeks after symptoms resolve.</p> <p>CONTACTS: School exclusion not indicated.</p>
Pediculosis (Head Lice)	Eggs hatch in 7-12 days and reach maturity 9-12 days 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.	<p>CASE: Notify parents; inform that child has lice and should be treated. School exclusion is not indicated.</p> <p>CONTACTS: Inspect head for evidence of infestation. Refer for treatment if infested.</p>
Pertussis*	From 4-21 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.	<p>CASE: Exclude from school until a physician advises return (usually 5 days after initiation of appropriate antibiotic therapy). Discuss with your local health department.</p> <p>CONTACTS: Exclude on first indication of symptoms.</p>
Ringworm of the Body (Tinea Corporis)	Unknown.	By contact with lesions of an infected person, animals or fomites.	Circular well-demarcated lesion that can involve face, trunk, or limbs. Itching is common.	<p>CASE: Exclusion from school not indicated as long as lesions are covered or child is receiving treatment.</p> <p>CONTACTS: School exclusion is not indicated.</p>
Rubella* (German Measles)	From 12 to 23 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.	<p>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.</p> <p>CONTACTS: Discuss with your local health department; unimmunized contacts may need to be excluded. Those who are pregnant and not immunized should be urged to seek medical advice.</p>

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* (2008) published by the American Public Health Association and the *2009 Report of the Committee on Infectious Diseases* (*The Red Book*) published by the American Academy of Pediatrics. Additional information and consultation are also available through your local health department.

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DISEASE	INCUBATION PERIOD	TRANSMISSION	COMMON SYMPTOMS	RECOMMENDATIONS
Scabies	Persons without previous exposure: 4 to 6 weeks. Previously infested and sensitized: 1-4 days after re-exposure.	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: Inspect for evidence of infestation and refer for treatment if necessary. School exclusion is not indicated in the absence of infestation.
Streptococcal Diseases (Including Impetigo, Scarlet Fever, and "Strep" throat)	Variable, often 2-5 days, may be longer.	By direct contact with infected persons and carriers or by contact with their respiratory droplets.	<p>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.</p> <p>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.</p> <p>"Strep" throat: Sudden onset of fever, sore throat, exudative tonsillitis or pharyngitis, and enlarged lymph nodes. Symptoms may be absent in some cases.</p>	<p>CASE: Exclude from school until lesions are healed or until 24 hours of antibiotic treatment has been completed.</p> <p>CONTACTS: Exclusion from school not indicated. Observe carefully for symptoms.</p> <p>CASE: Exclude from school during acute illness. Non-communicable after 24 hours of appropriate drug therapy.</p> <p>CONTACTS: Exclude on first indication of symptoms. Culturing of school contacts and treatment of carriers not usually indicated.</p> <p>CASE: Exclude from school until 24 hours of antibiotic treatment has been completed.</p> <p>CONTACTS: Exclusion from school not indicated. Observe carefully for symptoms.</p>

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* (2008) published by the American Public Health Association and the *2009 Report of the Committee on Infectious Diseases (The Red Book)* published by the American Academy of Pediatrics. Additional information and consultation are also available through your local health department.

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**VIRGINIA DEPARTMENT OF SOCIAL SERVICES
DIVISION OF LICENSING PROGRAMS
CONTACT INFORMATION**

LICENSING INFORMATION PHONE LINE:

For information on training, filing complaints or becoming licensed, call Licensing's statewide toll-free number: **1-800-543-7545** or for the Richmond area only, call **804-692-2394**. Information is also available on our website at www.dss.virginia.gov.

VDSS Regulated Settings: Assisted Living Facilities, Adult Day Care Centers, Child Day Centers, Family Day Homes, Children's Residential Programs, and Private Adoption and Foster Care Agencies.

PLEASE CONTACT THE LICENSING OFFICE SERVING YOUR AREA (AS LISTED BELOW) FOR INFORMATION AND ASSISTANCE WITH LICENSING RELATED INQUIRIES:

HOME OFFICE

Virginia Department of Social Services
Division of Licensing Programs
801 East Main Street, 9th Floor
Richmond, Virginia 23219-2901
Tel: (804) 726-7154, Fax: (804) 726-7132

CENTRAL LICENSING OFFICE

(CHILD WELFARE LICENSING ALSO AT THIS ADDRESS)

1604 Santa Rosa Road, Suite 130, Richmond, Virginia 23229-5008
Tel: (804) 662-9743, Fax: (804) 662-7023

Counties: Amelia, Brunswick, Caroline, Chesterfield, Cumberland, Dinwiddie, Essex, Goochland, Hanover, Henrico, King & Queen, King George, King William, Lancaster, Lunenburg, Mecklenburg, Northumberland, Nottaway, Powhatan, Richmond, Westmoreland.

Adult Only: Louisa, Fluvanna, Albemarle & Charlottesville.

Cities: Blackstone, Colonial Heights, Farmville, Hopewell, Lawrenceville, Petersburg, Richmond, Westpoint

EASTERN LICENSING OFF

Pembroke Office Park
291 Independence Boulevard
Pembroke IV Office Building, Suite 300
Virginia Beach, Virginia 23462-5496
Tel: (757) 491-3990, Fax: (757) 552-1832

Counties: Accomack, Northampton, Greensville, Isle of Wight, Southampton

Cities: Chesapeake, Emporia, Franklin, Norfolk, Portsmouth, Suffolk, Virginia Beach

PENINSULA LICENSING OFFICE

11751 Rock Landing Drive, Suite H6, Newport News, Virginia 23606
Tel: (757) 247-8020, Fax: (757) 247-8024

Counties: Charles City, Gloucester, James City, Mathews, Middlesex, New Kent, Prince George, Surry, Sussex, York

Cities: Hampton, Newport News, Poquoson, Williamsburg

NORTHERN LICENSING OFFICE

170 West Shirley Avenue, Suite 200
Warrenton, Virginia 20186
Tel: (540) 347-6345, Fax: (540) 347-6304

Counties: Fauquier, Prince William, Rappahannock, Spotsylvania, Stafford. **Adult Only:** Culpepper

Cities: Fredericksburg, Manassas, Manassas Park, Woodbridge, Dale City

FAIRFAX LICENSING OFFICE

3701 Pender Drive, Suite 125, Fairfax, Virginia 22030
Tel: (703) 934-1505, Fax: (703) 934-1558

Counties: Arlington, Loudon, Fairfax

Cities: Alexandria, Annandale, Centreville, Fairfax, Falls Church, Herndon

VALLEY LICENSING OFFICE

Augusta Professional Park
57 Beam Lane, Suite 102, Fishersville, Virginia 22939-2206
Tel: (540) 332-2330, Fax: (540) 332-7748

Counties: Augusta, Clarke, Frederick, Greene, Highland, Madison, Orange, Page, Rockingham, Shenandoah, Warren

Cities: Harrisonburg, Staunton, Waynesboro, Winchester

Children's Only: Albemarle, Charlottesville, Louisa

Fluvanna & Culpepper

PIEDMONT LICENSING OFFICE

1351 Hershberger Road, Suite 210, Roanoke, Virginia 24012
Tel: (540) 204-9611, Fax: (540) 561-7536

Counties: Alleghany, Amherst, Appomattox, Bath, Bedford, Botetourt, Buckingham, Campbell, Charlotte, Craig, Franklin, Halifax, Henry, Nelson, Patrick, Pittsylvania, Prince Edward, Roanoke, Rockbridge, South Boston.

Children's Only: Farmville

Cities: Bedford, Buena Vista, Clifton Forge, Covington, Danville, Lexington, Lynchburg, Martinsville, Roanoke, Salem.

WESTERN LICENSING OFFICE

190 Patton Street, Abingdon, Virginia 24210
Tel: (276) 676-5490, Fax: (276) 676-5621

Counties: Bland, Buchanan, Carroll, Dickenson, Floyd, Giles, Grayson, Lee, Montgomery, Pulaski, Russell, Scott, Smyth, Tazewell, Washington, Wise, Wythe.

Cities: Blacksburg, Christiansburg, Bristol, Galax, Norton, Radford.

Notification of Potential Social Services Licensing Change

Nicole McDermott <head@pinecrestschool.org>
To: Pinecrest School <PinecrestSchool@googlegroups.com>

Thu, Jun 14, 2018 at 4:15 PM

Dear Parents,

This email is to notify you that Pinecrest School is pursuing a change with our Social Services licensing, which would mean we would go from being – in the eyes of the Commonwealth – a Child Day Center and instead become a Certified Preschool.

More information follows from the Commonwealth of Virginia Department of Social Services [website](#) about Certified Preschools:

“Section 63.2-1717 of the Code of Virginia allows preschool programs operated by private schools that are accredited by a statewide accrediting organization (or another accrediting organization recognized by the Board of Education) to be exempt from licensure.

The State Board of Education recognizes the accreditation process for private schools administered through the Virginia Council for Private Education (VCPE) Commission on Accreditation. Accrediting organizations that are approved by VCPE administer their own accrediting process for schools in their organizations.

In order for preschool and nursery school programs operated by accredited private schools to be certified, certain information must be filed with VDSS before the beginning of the school year or calendar year. That information must be filed annually thereafter. The information includes, but is not limited to, verification of accreditation or accreditation candidacy, a statement of intent, documentation that the parents or guardians of children in care have received written notification that the preschool is exempt from licensure, documentation that the school requires criminal record clearances on all employees of the preschool, a list of staff qualifications and health and fire inspections reports.”

Our accreditation is through AdvancED / Southern Association of Colleges and Schools Council on School Improvement (SACS CASI), which automatically grants us membership in the Virginia Council of Private Education (VCPE).

Should this change take place, Pinecrest School does not intend to do anything differently and, of course, intends to remain in compliance with all applicable laws and regulations relating to food services, health and sanitation, water supply, building codes, statewide fire prevention code or uniform statewide building code. The school does not intend to change any of its policies or procedures if this change should take place.

The change would mean we would become exempt from licensing. (You can see the results from our most recent licensing visits [here](#). The most recent visit report is also always posted in the front office.)

This email is a required notification as part of the process of pursuing this change with the Department of Social Services.

As always, please contact me directly with any questions or concerns in person at school, by phone at 703-354-3446 or by email at head@pinecrestschool.org.

Thank you for your continued trust and involvement in the Pinecrest community.

Onward,
Nicole McDermott
Head of School

ARTICLES OF INCORPORATION
OF
PINECREST SCHOOL, INCORPORATED

(Virginia Non-Stock Corporation)

This is to establish that we do hereby associate ourselves to establish a non-stock corporation under the provisions of Chapter 2 of Title 13.1, of the 1950 Code of Virginia, as amended, for the purposes and under the corporate name hereinafter mentioned, and to that end we do, by this our certificate, set forth as follows:

ARTICLE I

The name of the corporation (hereinafter referred to as "Corporation) is Pinecrest School, Incorporated.

ARTICLE II

The purpose for which the corporation is organized is to own and operate a private school in the Commonwealth of Virginia and any and all other purposes permitted under the laws of the Commonwealth of Virginia.

No part of the net earnings of the corporation shall inure to the benefit of any member, trustee, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation affecting one or more of its purposes), and no member, trustee, officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this certificate, the corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

Upon the dissolution of the corporation or the winding up of its affairs, the assets of the corporation shall be donated for educational purposes as designated by the Board of Directors.

As a means of accomplishing the foregoing purposes, the corporation shall have all the powers granted to non-stock corporations under Section 13.1-204.1 of the Code of Virginia.

In general, and subject to such limitations and conditions as are or may be prescribed by law, to exercise such other powers which now are or hereafter may be conferred by law upon a corporation organized for the purposes hereinabove set forth, or necessary or incidental to the powers so conferred, or conducive to the attainment of the purposes of the corporation, subject to the further limitation and condition that notwithstanding any other provision of this certificate, only such powers shall be exercised as are in furtherance of the tax-exempt purposes of the corporation and as may be exercised by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

ARTICLE III

The corporation is a non-stock corporation.

ARTICLE IV

The post office address of the initial registered office of the corporation is 1925 North Lynn Street, Arlington, Virginia 22209. The initial registered office is located in the County of Arlington. The name of its registered agent is Robert E. Paul, who is a resident of Virginia, and a member of the Virginia State Bar, and whose business office is the same as the registered office of the corporation.

ARTICLE V

The membership of the corporation shall consist of the parents and/or legal guardians of any and all students enrolled in the school, the school faculty, and the school administrative staff. Each member shall have full voting rights as set out in the By-Laws.

ARTICLE VI

A. The number of Directors constituting the initial Board of Directors is six (6). Thereafter, the number of directors shall be fixed by the By-Laws.

B. The Boards of Directors shall consist of:

1. Such number of representatives of the parents and guardians of the students enrolled during each academic year as may be established in the By-Laws;

2. Such number of representatives of the faculty for each academic year as may be established in the By-Laws; and

3. The director of the school.

C. The directors constituting the initial Board of Directors shall hold office until the first annual election of directors to be held in September, 1977.

D. The names and addresses of the persons who are to serve as the initial directors are:

Judith Sklar
4514 King Edward Court
Annandale, Virginia 22003

Robert E. Paul
6310 Hibbling Avenue
Springfield, Virginia 22150

Marian Eldridge
5229 Ampthill Drive
Alexandria, Virginia 22312

James G. Brown
4568 King Edward Court
Annandale, Virginia 22003

Karen Serum
6743 Bostwick Drive
Springfield, Virginia 22151

Gwendolyn Jo M. Carlberg
6547 Spring Valley Drive
Alexandria, Virginia 22312

IN WITNESS WHEREOF, we, the incorporators, have hereunto set out hands and seals this 26th day of April, 1977.

James G. Brown (SEAL)
James G. Brown
Incorporator

Karen Serum (SEAL)
Karen Serum
Incorporator

Gwendolyn Jo M. Carlberg (SEAL)
Gwendolyn Jo M. Carlberg
Incorporator

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

B 76
P 306

AT RICHMOND,

May 12, 1977

The accompanying articles having been delivered to the State Corporation Commission on behalf of
Pinecrest School, Incorporated

and the Commission having found that the articles comply with the requirements of law and that all required fees
have been paid, it is

ORDERED that this CERTIFICATE OF INCORPORATION

be issued, and that this order, together with the articles, be admitted to record in the office of the Commission; and
that the corporation have the authority conferred on it by law in accordance with the articles, subject to the conditions
and restrictions imposed by law.

Upon the completion of such recordation, this order and the articles shall be forwarded for recordation in the
office of the clerk of the Circuit Court of Arlington County

STATE CORPORATION COMMISSION

By Thomas P. Harwood, Jr.
Commissioner

VIRGINIA:

In the Clerk's Office of the Circuit Court of Arlington County

The foregoing certificate (including the accompanying articles) has been duly recorded in my office this 20th
day of May 1977 and is now returned to the State Corporation Commission by certified mail.

DAVID A. BELL, Clerk
By [Signature]
Deputy Clerk

Commonwealth of Virginia



State Corporation Commission

I Certify the Following from the Records of the Commission:

The foregoing is a true copy of all documents constituting the charter of PINECREST SCHOOL, INCORPORATED on file in the Clerk's Office of the Commission.

Nothing more is hereby certified.



*Signed and Sealed at Richmond on this Date:
July 21, 2016*

Joel H. Peck

Joel H. Peck, Clerk of the Commission

Bylaws of Pinecrest School, Incorporated

Article I: Organization

Section 1: Name. The name of the Corporation shall be Pinecrest School, Incorporated and it shall operate as Pinecrest School.

Section 2: Principal Office. The Corporation shall have its principal offices at 7209 Quiet Cove, Annandale, VA 22003.

Article II: Purpose

The Corporation shall operate a non-profit, private educational institution in the Commonwealth of Virginia and is incorporated under the laws of the Commonwealth of Virginia as a non-stock corporation.

Article III: Membership

The membership of the Corporation shall consist of the parents and/or legal guardians of all students enrolled in the school, the School faculty and staff, and the School administration.

- A. Determination of Membership and Obligation to Pay. Termination of Membership. Membership of the Corporation shall be suspended or terminated if a tuition paying member does not pay all required tuition, in full, by the due date established by the school office. Further, membership of school faculty, staff and administration is terminated upon separation from employment from the Corporation.

Article IV: The Board of Directors

- A. General Powers. The Corporation shall be governed by a Board of Directors. The Board of Directors has three main areas of responsibility: solvency, growth and accountability. The Board shall be subject to the restrictions and obligations set forth by law and in the Corporation's Articles of Incorporation and Bylaws. The Board shall report annually to the membership on the progress of the Corporation in fulfilling its purposes and on the finances of the Corporation
- B. Composition: The Board of Directors shall consist of:
 - a. A maximum of twelve members who are parents and/or 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 members of the community at large. Community-at-large members may include but not be limited to parents and/or legal guardians of students who previously attended the School.
 - c. A maximum of three members of the faculty and staff employed by the School during the academic year in which elections are held (not to include the School's finance or business employee); and
 - d. The Head of School will serve as an ex-officio, non-voting member of the Board of Directors. The Head of School is expected to attend all Board meetings, will be privy to Board communications, and can participate in Board discussions (including Executive Session when appropriate).

- C. Nomination, Election, Term, and Qualifications: Members of the Board of Directors shall be elected annually at the Annual Meeting of the School, and the Board shall serve a term from the day of the annual meeting to the day of the annual meeting the following calendar year.
- a. The election of the Board members shall take place at the Annual Meeting of the School. Each family enrolled in the School and each faculty and staff member shall be entitled to one vote. A quorum of one-fourth of the total members, either in person or by proxy, will be required for election of the Board of Directors.
 - b. Removal or Resignation of Directors: Any director may be removed from office at any time by the affirmative vote of at least two thirds of directors present at any meeting where both a quorum is present in person and notice of the intention to remove a Director is provided to each Director at least three (3) days prior to such meeting Any director may resign at any time by giving written notice to the Chair, Vice Chair, or Board. Resignation takes place at the time stated in the notice.
 - c. No member of the Board of Directors may continue to serve on the Board if financial obligations to the School are not met.
 - d. Members of the community-at-large may be nominated by an elected member of the Board of Directors 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 Board members, except they may not vote to elect new members of the Board.
- D. Meetings. The Board of Directors will meet at least six (6) times per year and on such other occasions as the Chair may designate.
- E. Voting Rights; Quorum. Each member of the Board shall be entitled to one vote. A simple majority of the voting membership shall constitute a quorum for the conduct of business. The Board shall act upon the concurrence of a simple majority of the membership present and voting. The Board may also transact business by a telephonic meeting and may vote by e-mail ballot on any issue before the Board. The Secretary will certify the results of any e-mail ballot and record the vote in the Board's minutes.

Article V: Officers

- A. Definition of Officers. The officers of the Corporation shall be the Chair, Vice Chair, Secretary, Treasurer, and such others as the Board may from time to time establish. The officers shall have such powers and duties as generally pertain to their respective offices, as well as such other powers and duties as may be delegated to them from time to time by the Board of Directors.
- B. Election, Term, Qualifications: The members of the Corporation will vote for the Chair, Vice Chair, Secretary, and Treasurer and for the slate of members-at-large. Each office will be presented and voted upon. Each office will be filled by the nominee receiving the highest number of votes in a single ballot. Vacancies on the Board will be filled by the Board at a regular meeting by a majority vote of the Directors at present. In order to be elected to the Board of Directors, an eligible candidate must receive a vote from a majority of all properly-cast ballots.
- C. Chair of the Board. The Chair will be primarily responsible for carrying out the policies of the Board of Directors and executing the policies of the Corporation. The Chair will call and conduct meetings of the Board, serve as an ex-officio member of every Board Committee and chair the Executive Committee and the Finance Committee. The Chair officially supervises and provides support to the Head of School.

- D. Vice Chair. The Vice Chair will be primarily responsible for supporting the Chair of the Board and, as needed, Head of School. The Vice Chair will conduct meetings and business of the Board in the absence of the Chair. The Vice Chair will be an ex-officio member of every Board Committee.
- E. Secretary. The Secretary will be responsible for preparing the minutes of each meeting of the Board, notifying the Board of meetings, and certifying, where necessary, the votes of the Board, including e-mail votes.
- F. Treasurer. The Treasurer will be primarily responsible for overseeing the financial responsibilities of the Corporation, including the preparation of the annual budget, oversight of the independent audits, preparation and filing of the taxes of the Corporation, maintenance of the banking functions of the Corporation and other duties that may be required.
- G. Head of School. The Board will hire the Head of School. The Head of School shall be responsible for the supervision and management of the affairs of the Corporation. The Head of School will champion the Corporation's mission in concert with the faculty, staff, and Board. The Head of School may sign any contracts, deeds, mortgages, and/or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws or by law to some other Officer or agent of the Corporation. The Head of School shall supervise and provide direction to any employees of, or paid contractors to, the Corporation on a regular basis, and shall have the authority to hire and fire the Corporation's employees.
- H. Committees. The Board of Directors will have an Executive Committee and a Finance Committee and may establish additional committees. The authority of committees to act shall be only as provided by the Board. No committee, other than the Executive Committee and the Finance Committee, may act on behalf of the Board.
 - a. The Executive Committee shall be composed of the Chair, Vice Chair, Secretary and one parent Board member who is elected to serve on the Executive Committee by the Board. The Executive Committee will provide leadership and oversight of the Head of School on matters relating to the operation of the School. The Executive Committee will be empowered to handle matters within the School community relating to confidential contractual and personnel matters. The Executive Committee may act on behalf of the Board of Directors for urgent matters, and shall notify and seek concurrence of the Board of Directors as soon as practicable.
 - b. The Finance Committee shall be composed of the Chair, Vice Chair, Treasurer, Secretary and the parent member of the Board elected to the Executive Committee. The Committee will prepare the annual budget of the School, recommend tuition changes to the Board and assist the Treasurer in executive the financial policies of the School. The Head of School is an ex-officio member of the Finance Committee.

Article VI: Fiscal Year

The fiscal year of the Corporation shall be September 1 through August 31.

Article VII: Annual Meetings and Other Membership Meetings

The Annual Meeting of the Corporation will be convened at a convenient location in Northern Virginia during May of each year or as soon thereafter as is practicable. All members will be advised of the date and location of the Annual Meeting and other meetings not less than ten calendar days in advance of the proposed date,

except that, at the discretion of the Board, special meetings may be called on shorter notice to consider urgent issues.

A quorum of one-fourth of the total members, either in person or by proxy, will be required for the conduct of business at all meetings of the membership. Issues placed before the membership for action will require a majority vote of those present and voting, either in person or by proxy. For the purposes of determining a quorum, total membership will be considered to consist of one member per family.

Article VIII: Indemnification

The Corporation shall indemnify directors and officers of the Corporation to the fullest extent now or hereafter provided by law in connection with any proceeding arising out of their service to the Corporation or to another organization at the Corporation's request. The Corporation may, as authorized at any time by general or specific action of the Board of Directors, similarly indemnify other persons who serve the Corporation.

Article IX: Amendments

These Bylaws may be altered, amended or repealed by a two-step process: (1) at any annual, regular or special meeting of the Board by the affirmative vote of at least a majority of the Directors present, provided a quorum is present and notice of the intention to amend these Bylaws is provided to each Director at least seven (7) days prior to such meeting; and subsequently (2) at any annual, regular, or special meeting of the voting members by an affirmative vote of at least two-thirds of the voting members present, provided a quorum is present. Step (1) and Step (2) must occur to amend these Bylaws.

Article X: Effective Date

These Bylaws were approved by the membership of the Corporation on May 24, 2017, May 25, 2016 and supersede the Bylaws of April 1977; May 21, 1988; May 25, 2004; June 2, 2009; May 29, 2012; subsequent amendments.