



FAMILY HANDBOOK
2019-2020

Welcome to Little Flock Christian School

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

HISTORY

Little Flock Christian School [LFCS] first opened its doors in August 2003, with 2 classes, 20 children and 5 faculty members. Since then, we have continued to grow with 8 early learning classes, 71 children, and 18 staff members. LFCS provides a high quality education in a Christ centered environment for early learners. As children graduate and go into the world, we hope to have laid a strong foundation for future academic success. We strive to create a close knit community and truly feel to be a large family. We continue to pray for each child even after they leave our school programs. We thank God for the great work He has done at LFCS and we are excited that you are joining us on this journey to see where God will lead us for tomorrow.

MISSION STATEMENT

The mission of Little Flock Christian School is to nurture, grow and inspire our young students in a Christ-centered learning environment, while closely partnering with families to achieve those goals. By lovingly *nurturing* our students' hearts and minds, we hope to *grow* them into well-rounded children who are *inspired* to become disciples after Christ's Heart.

VISION STATEMENT

At Little Flock, we understand the importance of early childhood education. We believe that the early learning years are the most important years to foster of a love of learning that prepare each child for elementary. Our balance of academic and play learning focuses on the individual needs of each child and their family. We are family orientated so that we may work together in helping children develop their God-given skills and use them to the fullest of their potential.

NON-DISCRIMINATION POLICY

No discrimination based on race, color, sex, marital status, handicap, or disability, national origin, or citizenship in admission and the application of all school policies. However, this policy does not preclude the school from taking and/or enforcing appropriate actions with respect to students advocating or practicing ideas/beliefs which are not consistent with the school mission and philosophy.

MOTTO

Be Respectful, Be Responsible, Be Safe

"Train up a child in the way he should go, And when he is old he will not depart from it."
Proverbs 22:6

STAFF LIST

Headmaster: Fr. Paul Girguis

Director: Jennifer Park

Admissions, Records & Marketing: Cynthia Bateman

Administrative Assistant: Rasha Atya

Teachers:

K5: Kimberly Vann

K4: Lydia Iskander

Asst: Amany Kaldas

K4: Jini Nicolas

Asst: Marina Wingate

K4: Lori Sowers

Asst: Dina Hanna

K3: Rosemary Okwaro

Asst: Nermin Saad

K3: Magda Mekhail

Asst: Irimi Tawfik

K2: Eman Fahim

Asst: Aaida Yakoub

K2: Hanan Saad

Asst: Silvia Hong

**Music & Arabic: Iman Zaki
After Care Coordinator**

**Art, Computer & Spanish: Liza Palacios
Irene Lee**



II. EDUCATIONAL PROGRAM

CURRICULUM

At LFCS, our qualified and dedicated teachers provide the appropriate environment to help children expand their academic and spiritual knowledge while developing their social and physical skills. Our small class sizes allow teachers to stress individualized learning according to each child's abilities and rate of progress.

The highly distinguished and internationally recognized Christian curriculum and textbooks from Abeka form our core curriculum in the areas of early education and the teaching of reading using the phonics system. Parts of this curriculum are supplemented that we feel better prepares our students.

ASSESSMENT

Throughout the school year, age/grade appropriate assessments will be made and the results communicated to the parents. Seat work and other papers are sent home for parents' review. Notes and emails are used to keep parents informed as to their child's progress. In addition to the official parent conferences at the end of the first ten weeks, parent conferences may be held at any time at the request of the parent or the teacher. These conferences should be scheduled ahead of time and are not to interfere with the teacher's responsibilities at morning drop off time or the afternoon dismissal time or violate the privacy of the child or parent by having a discussion held where it can be overheard by others. The schedule and grading system for progress reports, parent conferences and report cards is as follows:

K2 Assessment:

- Parents will receive the day's papers in their child's folder and daily activities and photos are shared through Brightwheel. There is no formal assessment for K2 students. Parents have opportunities to speak with the teacher, send emails or notes to keep abreast of daily developments throughout the year.

K3– K4 Assessment:

- Parents will receive the day's papers in their child's folder, opportunities to speak with the teacher and emails or notes to keep abreast of daily developments.
- Progress Reports will be sent home at mid-year and at the end of the year which will include assessments by the classroom teacher and the Specials teachers. Classroom teachers and specials teachers will assess the skills and behaviors expected at each level with:

W – working on a skill,

G – good progress

NA- not applicable

Classroom teachers will also complete a comments section

Parents are to keep the school informed of all outside testing, tutoring or other assistance so that we may fully understand the child's needs and work cooperatively to ensure the best for the child.

Kindergarten:

- Quarterly progress reports showing assessments in all subjects will be sent to the parents.
- Report cards will be sent home per quarter and at the end of the year which will include assessments by the classroom teacher and the Specials teachers.
- LFCS grades kindergarten students in accordance with the Fairfax County grading system in subjects that receive numerical averages. The following grading scale will be used:
 - A (90-100)
 - B (80-89)
 - C (70-79)
 - D (64-69)
 - F (below 64)
- Other areas – Specials subjects, Christian Character, Work and Study Habits, Achievement and Effort are assessed with a rubric of 5.
 - 5 - Excellent, Outstanding
 - 4 – Above Average
 - 3 – Average
 - 2 – Below Average
 - 1 – Unsatisfactory

Official parent conferences will be held at the end of the 1st quarter and midyear. Additional parent conferences may be scheduled at any time during the year at the request of a parent and/or teacher.

The teacher or school may request that a parent contact their local Fairfax public school for an assessment of their child if areas of concern are discovered. With the permission of the parent, LFCS will assist in preparing any assessments and other paperwork needed by the county and will also send the classroom teacher and director to the hearing if needed. Observations by outside specialists may be made in the classroom or at the school at the request or with the permission of a parent if LFCS is notified in advance of the visit so that proper arrangements may be made. Parents are to provide copies of assessments and IEP's that result from outside testing and meet with the teacher and director to discuss these results and any changes that will be needed.

Parents are to keep the school informed of all outside testing, tutoring or other assistance so that we may fully understand the child's needs and work cooperatively to ensure the best for the child.

PARENT/SCHOOL/TEACHER COMMUNICATION

For general school communication, the school strives to communicate all information of interest to the parents in an effective and timely fashion through various channels: e-mails, letters sent home and Brightwheel. Parents reading these communications will be well informed of all developments in a timely manner.

In addition to the events of the school, effective communication between parent and teacher is vital for the success and well being of each student. The goal at LFCS is to mirror Christ-like conversations and provide a model of effective and solution oriented communication for students. Parent-teacher teams work together in the best interests of the child. We firmly believe in parent/teacher rapport and, therefore, encourage parents to first contact and communicate with

their child's teacher if need arises. If a parent wishes to meet with a teacher, he/she can set up a time by sending a note, emailing, or calling the school office and leaving a message for the teacher.

PROMOTION/PLACEMENT

The Director is the person also responsible for the final decision on whether the placement of children for the upcoming year in LFCS is in the child's best interests. LFCS do not have any resource staff to provide for children with special needs. Once a child is identified as having special needs, plans must be made to make sure that these needs are being met. This may be done by an outside source hired by the parents, arrangements with Fairfax County or other outside sources. LFCS is concerned for what is in the best interests of each child. We cannot accept or continue enrollment for children for whom we do not have staff with the expertise to assist them in areas of special needs. Failure by parents to disclose these needs at the time of the interview for admission is grounds for immediate dismissal.

In grades where there are multiple classes, the director will determine the best placement for the student by seeking God's will through prayer, the recommendations of the teachers, information from the parents, and a knowledge of the needs and personalities of each child. In cases where a sibling is involved, the director will place the younger siblings with the teacher that had other members of the family unless this is seen as unsuitable for the child.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

Parents who desire their children to have an educational experience founded on the Christian philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to LFCS. **Little Flock Christian School follows the Virginia state age requirements; the age requirement is to reach the age of the class by September 30th of the current school year.** There is no testing for school admission; however, K3- K5 children must possess the independent skills necessary to be admitted (students must be potty trained and are not allowed to wear pull ups.) Students in the K2 program will begin the steps towards potty training. Parents are required to provide information concerning their child's skills which may include assessments from previous daycares. Information concerning any special needs or concerns must be disclosed at this time.

Parents may register students using our online application process. Registration is not complete until the following steps have been taken:

1. Complete application form online
2. Enrollment fees paid
3. Student's birth certificate and health records received
4. Proof of custody for children not living with either or both parents and school fees are needed. More information is available in the LFCS admissions packet.

Parents of students who are already enrolled at LFCS will receive re-enrollment information before the school opens admissions to outside students. A period of time will be given to enroll their children for the upcoming school year and a schedule of payment of fees will be established. Once this period of early re-enrollment time is over, open admission will begin for those outside of the school. Places will not be held for children who have not been re-enrolled once open admission has begun. More information will be given at the time of re-enrollment.

ATTENDANCE/TARDINESS/EARLY DISMISSAL

Regular attendance is necessary for students to make appropriate academic progress. To gain as much as possible from school experience, a pupil's attendance should be regular and punctual. The school day starts at 8:25am when students begin entering the gym. School will close their doors at 8:40am to protect those ready for the day to start.

All students who report to school tardy must be signed in at the main office before going to class.

ABSENTEEISM

Parents of students are required to notify the school through Brightwheel about the student's absence.

EARLY PICKUP

Parents of all students must first sign their child out at the school office; school office staff will call the student's classroom and ask for the student to be released to the office. If any family member/friend other than the one(s) mentioned as an emergency contact is to pick up your child at any time, the parents must call the school to authorize this and the individual must present an ID to the front desk to prove his/her identity. Please send a message through Brightwheel ahead of time so that the teachers can prepare to release the child on time.

IV. OPERATIONAL POLICIES AND PROCEDURES

DAILY SCHEDULE - OVERVIEW

The school day begins at 8:25am. Children go directly to the gym and start the morning assembly. Students who are not in school by 8:40am are considered late.

Extended Care

Morning: 7:00am – 8:25am in Ms. Eman's K2 Room

Afternoon: 3:05pm – 6:00pm (students not picked up by 6:00 pm or 4:30pm are subject to a late fee charge. **Please note that a charge of \$1/ minute will be charged for any extra time a student is left after)**

Preschool & School Program Hours

K2 - Five days, Half day program: 8:25am– 12:00pm (Dismissal in front office area)

Three days program (Mondays, Wednesdays, and Fridays)

Five days, Full day program: 8:25am- 3:00pm (Dismissal from classroom)

K3- Five days, Half day program: 8:25am – 12:30 pm (dismissal in front office area)
Five days, Full day program: 8:25am- 3:00pm (Dismissal from classroom)

K4- Five day, Half day program: 8:25am – 1:00pm (Dismissal in front office area)
Five days, Full day program: 8:25am- 3:00pm (Dismissal from classroom)

K5- Five days, Full day program: 8:25am- 3:00pm (Dismissal from classroom)

ARRIVAL AND DEPARTURE PROCEDURES

At the time of arrival or dismissal, the school's major concern is the safety and comfort level of the children; this concern is foremost in planning arrival and dismissal procedures. LFCS reserve the right to make adjustments during the year to maintain safety and promote easier facilitation. With these things in mind, we would ask that parents understand, respect and follow the procedures at the start and end of the school day.

Extended Care

- a) **Morning extended care** begins at 7:00am and ends at 8:25am when your child is escorted to the gym to handed over children to their homeroom teacher. Please walk to Ms. Eman's K2 classroom and sign in your child with our morning care staff. Parents who arrive after 8:25 am are asked to follow the regular arrival procedures for children in your age group.
- b) **Afternoon extended care** begins at 3:05pm when your child is escorted from the classroom to his/her area and ends at 6:00pm or before. The students are divided into age groups. Each group will have appropriate activities including snack, play and special activities. To pick up your child, please park in the front of the school and the after-care coordinator will then share with you the location you may find your child. At pick up, parents must sign their child out with the aftercare teacher. **Please note that a charge of \$1/minute will be charged for any extra time that a student is left after regular extended care hours.** For example, if you have full after-care, the child needs to be picked up by 6pm. If you pick up your child at 6:03pm, there will be \$3 late charge. If you signed up for the half after-care, your child needs to be picked up by 4:30pm. If you pick up the child at 4:35pm, there will be \$5 late charge. This charge is to cover the extra hours paid to the personnel who would be attending the children until the parent picks them up. We would greatly appreciate your strict commitment to the extended care operation hours. This fee is waived only in case of an emergency situation reported by the parent to the school in advance. The school is not responsible for the student once he/she is picked up by the parents, even if he/she stays on the school property after being picked up.
- c) **If you decide to enroll your child in an Extended Care program after school starts,** arrangements must be made with the school office and all fees must be paid for this service in advance. You can send a message through Brightwheel for occasional/drop in Aftercare and you will be billed accordingly. **Little Flock Christian School offers a walk-in extended care service for a charge (see the financial section). If parents would like to use this service , they have to contact the after care coordinator and notify him/her of the desired dates at least 2 days ahead, except in case of an**

emergency. There is a capacity for extended care classes and parents will be notified if there is availability or not on the day(s) requested.

School Day Procedures

- **Arrival at School - Park and Walk** - The school day begins at 8:25 am when children begin arriving at the gym. Please drive directly to the front or the back of the building, park and escort your child to the gym. ***Note: All students are expected to be signed in and ready to begin at 8:30 am.** All students will meet at the gym for the morning assembly for morning worship, pledges, National Anthem, prayer, story time or games and announcements.
- **Late Arrival** - Students who are not in the classroom by 9:00am must be brought to the office, be signed in before going to the classroom. No child will be admitted to the classroom without being signed. Parents must leave their child the front office and a school team member will take your child to their classroom at 9:00.
- **Half Day Students Dismissal** – Parents should park in the front parking lot and come into the office area. The children will be escorted to this area for pick up. **** Please note that a charge of \$1/ minute will be charged for any extra time a student is left after regular school hours. This charge will be calculated starting 5 minutes after their regular pickup time. We appreciate your strict commitment to the school operation hours in order to help our staff serve you better.**
- **Early Dismissal** – Parents send a message through the Brightwheel app or call the school so that we can have your child ready promptly when you come to pick them up. Parents should park in the front of the school and come to the office to sign their child out. School personnel will notify your child’s teacher and he/she will be brought to the main office.
- **Dismissal at 3pm** -Please park in the front or back of the building and go directly to your child’s classroom to pick them up from their teacher. Pick up times will be from 2:55- 3:05 pm. Any children not picked up by 3:05 pm will be escorted to Extended Care. If any family member/friend other than the one(s) mentioned authorized contacts is to pick up your child at any one time, the parents must call the school to authorize this and the individual must present an ID to the front desk to prove his/her identity. **** Please note that a charge of \$1/ minute will be charged for any extra time a student is left after regular school hours. This charge will be calculated starting at 3:05. We appreciate your strict commitment to the school operation hours in order to help our staff serve you better.**

INCLEMENT WEATHER POLICY AND PROCEDURES

Little Flock Christian School will follow Fairfax County decisions for closings and delays related to weather or road conditions. Always confirm our decision by checking our website at www.littleflockschool.org. That is the first place these announcements will show up. LFCS will also send an alert message through Brightwheel to parents by 6 am and post it on the school website. Parents are asked to check these in case of predicted inclement weather.

If there are delayed openings or early dismissal, the following procedures will be in effect:

Fairfax County Public Schools	LFCS
Closed	Closed
One hour late	One hour late <i>AM Extended Care 8:00am</i> <i>School day begins at 9:30am</i>

Two hours late	Two hours late <i>AM Extended Care 9:00am</i> <i>School day begins at 10:30am</i>
Early closing	Early closing <i>Same time as FCPS</i> <i>No PM Extended Care</i>

The school reserves the right to cancel classes or alter its schedule when the school authorities deem fit for reasons of safety. As always, our first priority is the safety and well being of our students. So in the event that LFCS is open and a parent feels that it is unsafe for his/her child to leave their house, that absence will be excused and no penalty will be assumed by the student. LFCS will not follow Fairfax County in regards to making up snow days.

DISMISSAL PROCEDURES FOR EARLY DISMISSAL DUE TO INCLEMENT WEATHER OR POWER OUTRAGE

All parents are to be alert during predicted bad weather for early closings. When there is an early dismissal due to weather or power outage, the following procedures should be followed

- There is no afternoon Extended Care to ensure that all children and staff arrive home safely.
- Children will be dismissed from their classrooms.
- Parents should use both front and back parking lots to avoid congestion. Be prepared for more traffic than usual because there is no Extended Care and all students are being picked up at once.
- Please call the main office if you are delayed or send your emergency contact person to pick up your child. Our goal is to get all children and staff members home as soon as possible to avoid injury or accidents due to bad weather.

LUNCH/SNACK

Students should bring their lunch from home. **Please note that LFCS is a NUT FREE school.** Please pack a nutritious lunch for your child. Parents should not send any candy, gum, or soda in their child’s lunch. There is no heating or refrigeration provision available for lunches; therefore consider putting a reusable ice pack or thermos in your child’s lunch box. Clearly label your child’s lunch box. There must be a separate lunch box for each child if you have more than one child in the school. Please include napkins and disposable cutlery if needed. **Please inform the school if your child has a food allergy.**

If a child comes to school without lunch, the parent will be notified by the school office so that a lunch can be brought in. If the parent cannot be reached, the child will be given cereal for lunch or the office can provide a meal for \$5.

Snacks are provided for all students in the morning and in the afternoon extended care program provided by LFCS at no charge.

LFCS may offer lunch deliveries on Mondays to Thursdays. Lunches will be ordered monthly through School House Grill. On Fridays, school will sell meals that you can order through the front office. Please contact the front office for information.

Lunch Program Policies:

- 1) Orders/payments **MUST** be made online before or on the deadline set by School House Grill.
- 2) All paid lunch orders that happen to fall on a day the school is closed due to inclement weather conditions will **NOT** be reimbursed, since the school will not be credited by the vendors for those orders.
- 3) If a student misses one day of school for sickness or other reasons, no refunds /credits will be issued.

EMERGENCIES

In the event of an accident or a medical emergency, the parent/guardian or the designated emergency contact person will be notified immediately. **If your contact numbers change during the school year contact the main office.** Individuals chosen to be the emergency contact persons must be local to the school and able to pick your child up if you are unable to be contacted.

SPARE CLOTHING

All students must have season appropriate spare clothing kept at school in case of a change of clothing is needed. Parents/guardians should label all articles and place them in a plastic bag marked with the child's name. If the child's clothing is sent home for any reason, it must be replaced with appropriate clothing the next day. If your child does not have a change of clothing, parents will be called to bring in clothing.

NAP MATS/ ROLLEE POLLEE

Per General Sanitation Guidelines, all blankets, nap mats, and rollee pollee need to be laundered every week. Please have it laundered over the weekend and send it back on the first day of the week.

VOLUNTEERS

LFCS welcomes any and all types of volunteer services. If parents are qualified in a particular field of specialization, the sharing of that knowledge would be greatly appreciated. Parents are needed help in the classrooms; assist at special events in the school, serving school lunches and supply treats for special occasions. In addition, parent committees are formed to assist in other areas.

All volunteers are required to check in at the reception desk where they will receive a volunteer tag. Volunteers are not allowed to bring siblings when helping in the classrooms.

SCHOOL PICTURES

School pictures will be taken twice a year. In the fall, all students are photographed in uniform individually and as a class for the yearbook. Commercial packages are available to families. In the spring, all students are individually in parent's choice of clothing.

V. GENERAL SCHOOL POLICIES

SCHOOL UNIFORM

Little Flock Christian School has a uniform dress standard to allow children to focus on their work and their play, while promoting a feeling of unity among all students. Lands End is our school's uniform provider. All shirts, sweaters, jumpers, and fleece must have the uniform logo. Bottoms and footwear do not need to be purchased through Lands End as long as they meet the requirements stated in the uniform code. To order uniform through Lands End visit their website www.landsend.com. **LFCS preferred School Number is: 900119959.**

Dress Requirements

- Monday through Thursday– Uniform
- Friday– Casual Day/Dress Down Day
- Concerts– Uniform (white shirt, khaki pants/skort, and blue cardigan)
- Fun Fridays, Spirit Week, School Holidays/ Activities– Dress according to the theme

Preschool Uniform Code

*K2 students uniform pieces do not need to have the school logo and may be purchased through any uniform distributor in school colors. Please note we ask all K2 students to have at least one piece of logo item to be worn on picture day or other special school events.

Tops– Logo Required- Must be purchased through Lands' End

- White, Navy, or Evergreen Long Sleeve /short sleeve Polo or Turtleneck/ mock turtle neck
- Navy Blue Sweater/ Fleece / or Vest
- *Spirits Shirts are only worn on Fridays **

Bottoms– may be purchased anywhere

- Solid color navy, khaki, denim pants, shorts, or skorts. Should be no shorter than 2 inches above the knee.
- Skirts may be worn only if shorts are worn underneath. Should be no shorter than 2 inches above the knee.

Jumpers/ Polo Dress– Logo Required- Must be Purchased through Lands' End

- Solid Color Navy Jumper/ Polo Dress. Shorts must be worn underneath. Should be no shorter than 2 inches above the knee.
- Any white solid shirt (with sleeves) must be worn under the jumper

Footwear-

- Comfortable play shoes (sneakers or tennis shoes) must be worn with socks at all times. Velcro shoes are preferred for their tighter fit/ no laces. Crocs, sandals, flips flops, ballet flats or boots (including rain boots or Ugg style) are **NOT permitted**. Parents will be contacted and asked to bring a change of shoes. If a child's shoes are deemed hazardous during recess/ PE children will not be allowed to participate in the activities.
- Tights or knee socks must be solid white or navy.

* **Casual Day/Dress Down Friday** – Children do not need to wear uniform on Fridays. We do ask that children adhere to the Footwear policy at all times.

SCHOOL DISCIPLINE:

Program Objectives: To maintain a Christ centered environment that is conducive to learning by guiding students to learn appropriate ways to interact with their peers and adults with Christ-like attitudes, habits, and character. We want to teach our students to be respectful, be responsible and be safe in all environments so that we are educating both the heart and head knowledge of each child. Our goal is teach the students to be self-disciplined and act as ambassadors for Jesus Christ. With your support, we will work together in providing the best environment that maintains love, order, and discipline.

During the early years, we must establish the appropriate guidelines and policies in concerning a child's behavior. As parents and educators, we must plant the seeds of obedience so that each child may mature by God's grace. Our three objectives at the school are as follows:

- 1) **Be Respectful-** *He answered, "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind; and, 'Love your neighbor as yourself'"*
- Luke 10: 27
- 2) **Be Responsible-** *"Nevertheless, the one who receives instruction in the word should share all good things with their instructor. Do not be deceived: God cannot be mocked. A man reaps what he sows. Whoever sows to please their flesh, from the flesh will reap destruction; whoever sows to please the Spirit, from the Spirit will reap eternal life. Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers." – Galatians 6:6-10*
- 3) **Be Safe-** *"Those who trust in themselves are fools, but those who walk in wisdom are kept safe." – Proverbs 28:26*

Our teachers will spend the first few weeks of the school teaching, modeling, and discussing the appropriate behavior with the students. We want to encourage our students to become self-disciplined and practice these behaviors during all times of the day. It is then that they can take these Christ-like characteristics and practice them at home in and their communities.

DISRUPTIVE BEHAVIOR

Disruptive Behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The incident report will be placed in the child's folder to be taken home, signed, and returned the next day to the teacher. If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and the Director and may request an assessment to be conducted. If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the preschool program altogether.

Suspension

- **In School Suspension:** The child is temporally removed from classroom and/or class peers. Child is sent to some other part of the school (e.g., other classroom, director's office) for part of the day or multiple days in response to problem behavior. This includes when the child is removed from the classroom to spend extended time with administrator or director.
- **Short Term Out-of-School Suspension:** Child is sent home for some part of the school/program day in response to problem behavior. (When a child hurts others, by hitting a child purposely, bite another child, fight together, or when in-school suspension was given more the 3 times a day)
- **Out-of-School Suspension:** Child is not allowed to return to school for three days in response to problem behavior. (When a child had 3rd short term out of school suspension.)

Expulsion is a permanent dismissal of the child from the program in response to problem behavior. On the 3rd out-of-school suspension, the child is removed from the school.

TOYS

Children are only allowed to bring toys from home for the purpose of *Show and Tell* or at the request of a teacher only. Weapons (whether real or toys) of any kind are not appropriate *Show and Tell* items, and shall not be brought to school for any reason. Please do not send any item of value either monetary or sentimental. LFCS will do their best to return items but cannot be held responsible for any lost or broken items. All toys and games will be provided by the school for classroom use and extended care. Toys brought to school will be taken away by school staff and parents will be requested to pick them up.

BIRTHDAYS

The recognition of each student's birthday is an important part of the educational process with children. Teachers display a birthday board or chart that shows everyone's birthday and recognize the child on that day or the school day closest to the actual birthday. Summer birthdays are also at the end of the school year in June. Every first Friday of the month, we will have celebration as a group for the month. Parents may arrange with the teacher to bring muffins and birthday napkins at snack time and to assist in serving them. Class parties with goody bags and gifts, party hats, etc cannot be held in school, but need to be arranged by the parent at an outside location.

Young children are often hurt when they hear there is a birthday party and they have not been invited. Parents are asked to be sensitive to other children when they plan a birthday party for their child. No invitations will be handed out in the classroom or in the hallway. All invitations are to be mailed. Parents can get addresses from the office or child's teacher for classmates: this list is to be used for birthday invitations only. Use for any other purpose such as chain letters, solicitation, etc. is a violation of the agreement made by the parents and the school.



HOLIDAY PARTIES

During the year holidays such as Thanksgiving, Christmas, Valentine's Day, Easter, etc. may be celebrated in the classroom with some type of party or special activity. All celebrations will be in keeping with Christian principles. Parents may assist with this but siblings are not to be in the classroom.

VI. HEALTH AND SAFETY

FIRE AND EMERGENCY DRILLS

Fire drills are once a month during the school year. Tornado drills will be conducted twice a year, in the fall and spring. Lock down drills will be practiced to establish the procedure necessary but in a way that does not alarm the children.

CHILD HEALTH AND SAFETY

Parents and guardians have the primary responsibility for the health and well-being of their children. Parents are not to bring sick children to school and expect the school to monitor them during the day. The school does not have an infirmary or medical personnel to care for sick children. Children with a fever may not be given fever reducers and brought to school. Once the fever returns, the parent will be called and asked to take the child home. Children who are vomiting are not to be brought to school. A child who vomits during the school day will be removed from the classroom and parents will be called to take the child home. According to Fairfax County law, a child has to be symptom free for 24 hours before returning to school. Observations of these procedures will protect children and staff from infection.

Parents who are contacted by the school because their child has been injured or is ill, are expected to come to the school within one hour to pick up their child. If parents work at a location that is too far from the school to be able to pick up a sick child, they are to have emergency contact persons who are authorized to pick up the child. Health and state regulations require these procedures to be in effect. Violations will require the school to take action.

Parents who continually violate health and safety guidelines may be asked to remove their child(ren) from the school.

CHRONIC MEDICAL CONDITIONS

The parent of any child having any chronic condition or allergy must inform the school in writing or at registration about the condition and the name of the child's supervising physician. Parents should also discuss the condition with the school. In an emergency situation, LFCS staff will try to contact the parent and any of the student's emergency contacts. If none of the parent or emergency contacts can be reached, LFCS reserves the right to call 911 for assistance.

ADMINISTRATION OF MEDICINE

The parent/guardian of any child that needs administration of medicine during the school hours must complete a *Medication Administration Form* which includes specifics for administration of the medicine and leave all medications with the front office for administration during the day. **Students are not allowed to keep medications in their possession – all medications must be kept in the office. Never send medications (of any kind) in the child's backpack or lunch bag. Medicine must be brought into school in original prescription container. Antibiotics must be taken home at the end of each school day.** The Medication Administration Form can be obtained from the office.

ACCIDENTS AND FIRST AID

The parent/guardian, or other authorized persons, will be notified of the accident/injury by the LFCS staff as soon as it is reasonably possible. This will be done through phone or message through Brightwheel. **Parents are to make sure that all phone numbers are kept current so that they may be immediately contacted in case of illness or accident.**

If you want the LFCS to apply ointment on the scratches or small cuts, please fill out a *Medication Administration Form* and the ointment.

All staff have current yearly physicals and TB testing every other year in compliance with the State of Virginia licensing. There is always a certified CPR/ First Aider on the premises if not in each classroom.

Little Flock Christian School has liability insurance and is covered by St. Mark Coptic Orthodox Church.

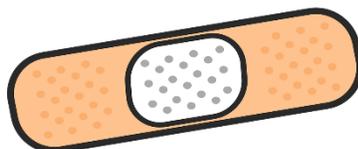
ILLNESS

The school makes accommodations for children who become sick at school by removing them from the rest of the student population until the parent/guardian or other authorized person can take the child home. Children with fever or communicable diseases or who have been vomiting will be sent home to reduce the risk of infection to other children. After being notified, parents are expected to arrange for pick up of sick children within an hour period. **Children may not return to school until they are without fever, diarrhea or vomiting for at least 24 hours.**

-Early Dismissal

- a) **Fever over 100F**
- b) **Pink eye**
- c) **Had diarrhea twice or more at school within 1 hour**
- d) **Had vomiting twice or more at school**
- e) **When child has a virus that is contagious... ex) chickenpox, pink eye, stomach flu, lice, etc.**

* If your child is diagnosed or suspected of having a contagious disease or condition such as a strep infection, chicken pox, Fifth's disease, head lice, measles, etc., please notify the school. Children are not to return to school until the period of contagiousness has passed. Notification will be sent to all parents by the school office when there is an outbreak of a communicable disease in their child's class. To return to school, LFCS will require a doctor's note that the child is well to return.



INFECTIOUS/COMMUNICABLE DISEASES

The protection and welfare of each individual child is of importance at LFCS. All children must be immunized and/or tested according to the current Virginia State Board of Health requirements found in the Virginia School Health Guidelines.

VII. FINANCIAL POLICIES AND PROCEDURES

OVERALL FINANCIAL POLICIES

- 1) By enrolling your child(ren) at LFCS, you are reserving a spot and you become financially committed to paying the full tuition dues in a timely manner on the date agreed between the parent(s) and LFCS.
- 2) All families must register for an account through Brightwheel for tuition payments. All Tuition payments are processed directly through this program unless parents elect to pay as a lump sum by check. No other form of payment is accepted.
- 3) LFCS will charge non-recurring fees and charges for the summer camp, enrollment fees and other miscellaneous charges through Brightwheel. Parents will be notified of their other options whenever applicable.
- 4) LFCS is committed to informing parents of all applicable fees as soon as possible and providing adequate notice prior to debiting the parents' bank account. Invoices will be sent via email to the parent's email address on file or invoices can be accessed anytime through the Brightwheel program.
- 5) Payment of the Registration fee reserves your child(ren)'s spot(s) at LFCS for the corresponding school year. The spot will not be **guaranteed** until all enrollment fees (including materials, registration fees and activity fees) are paid in full by the specified due dates. Enrollment fees are non-refundable.
- 6) All payment deadlines should be respected. Parents will be notified at least 7 days in advance of these dates.
- 7) If LFCS fails to collect tuition dues for 1 month installment, LFCS has the right to prohibit the student(s) from attending the school until the balance is cleared or a payment plan is set. If the parents fail to honor the agreed upon payment plan, the student(s) attendance will be **irreversibly** terminated, and his records/report card/ personal belongings will be held back until the balance is cleared. If the balance is still not cleared by these measures, the student(s)' file will be transferred to a collection agency and steps will be taken to preserve LFCS' financial rights.
- 8) Applicable extra charges are as follows and will be enforced:

- \$30 for each returned transaction (whether ACH or check)
- \$50 for each past due or late payment made through brightwheel
- \$50 for any changes to the payment plan as established on your tuition agreement form
- \$1/minute for late pick-up of your child(ren) starting 5 minutes after the regular dismissal time and immediately following after care dismissal time. brightwheel will be checked on a monthly basis and parents will be billed accordingly. An invoice will be emailed to the parent(s) at the beginning of each month for all of the month's charges. Payment will be due 7 days later through brightwheel. Students with unpaid balances will be prevented from using the extended day service until the payment is received.
- \$40 for replacing mats and cots.

9) **LFCS Withdrawal Policy**: While a student might leave the school for unavoidable reasons, the school continues to bear the costs of the student with no tuition income. Fees are as follows in case of withdrawal:

- Withdrawal prior to June 1, 2019 - No withdrawal fee.
- Withdrawal after June 1, 2019 – The fee is one-month tuition (per student withdrawn not per family in case of siblings' withdrawal) calculated based on the current year tuition rates.
- Withdrawal after April 1, 2020- All remaining tuition needs to be paid.

10) Extended care walk in service rates are as follows:

- Walk-in Before care: \$15 per day per student.
- Walk-in After care: \$25 per day for full day students. \$40 per day for half day students.
- Before care for a single month: \$122/month/student
- After care for a single month: \$300/month/student (Full aftercare: until 6pm)
: \$150/month/student (Half aftercare: until 4:30pm)

These rates apply only to walk-in services. Please check the tuition information posted on our website for special all-year service use rates. Need for any of these services must be requested at least 2 days prior to the actual date unless it is an emergency. Failure to do so cannot guarantee there will be availability as staffing may be short on the chosen day(s).

11) Discounts and special rates

*If a student is eligible for more than one discount on tuition, only the higher one applies.

- Families with the siblings received 5% off the lower tuition fee (Excluding extended care)
- One-time payment receives 5% off (applies to tuition fees only) when made on or before June 30, 2019 and 3% off when made thereafter.
- There is a 10% discount for congregation members of St. Mark's Coptic Orthodox Church.
- There is 5% discount to military families (Active and Veterans)



11911 Braddock Road • Fairfax, VA 22030
Phone: 703-591-1216 • Fax: 571-234-4589
<http://www.littleflockschoo.org>