



FAMILY HANDBOOK
2020-2021

Little Flock Christian School

Headmaster: Fr. Paul Girguis

Director: Jennifer Park

Administration Director: Cynthia Bateman

Reception: Rasha Atya

Teachers:

Kindergarten: Deborah Carlson

Kindergarten: Lori Sowers

Kindergarten Assistant Teacher & Art Teacher:

Amany Kaldas

K4: Lydia Iskandar

Assistant Teacher: Dina Hanna

K4: Rosemary Okwaro

Assistant Teacher: Nermin Saad

K3: Magda Mekhail

Assistant Teacher: Iriini Tawfik

K2: Hanan Saad

K2: Eman Fahim

Assistant Teacher: Sylvia Hong

Childcare: Mariam Wingate & Nicolas Ramirez

Music & Arabic: Iman Zaki

School 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



I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

HISTORY AND INTRODUCTION

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.

The aim of the handbook is to provide you with relevant policies, procedures, and other information concerning your child's Christ centered education at Little Flock Christian School (LFCS). This handbook answers basic questions and provides information about policies and procedures relevant to the operation of the school and the participation of you and your child in our Christian community at LFCS. However, it cannot cover every situation. LFCS reserves the right to interpret and apply this handbook and to address each situation as it determines appropriate in its sole discretion. LFCS further reserves the right to change any provision in this handbook at any time and for any reason in its sole discretion.

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 school. 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

Little Flock will abide by applicable law prohibiting discrimination in admission and application of its policies. As a Christian ministry, Little Flock reserves the right to apply this policy and all policies, procedures, and practices in this handbook consistent with its religious exercise rights under the First Amendment to the US Constitution and other constitutional and statutory religious exercise rights. This includes the right of LFCS to take and/or enforce appropriate actions with respect to students, parents or others who are advocating or practicing ideas/beliefs that are inconsistent with LFCS's religious beliefs, mission, and philosophy, as interpreted by LFCS.



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:
 - **W** – working on a skill,
 - **G** – good progress
 - **NA**- not applicableClassroom teachers will also complete a comments section
- 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 principal 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 principal 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.

VIRTUAL/DISTANCE LEARNING

In the event of a COVID-19 related closure of any scope or duration, LFCS will strive to maintain the continuity of education for its Kindergarten program by employing virtual/distance learning options and resources for staff and students. All teachers will be proficient in the use of the following platforms: Google Meet and Zoom. Kindergarten will also use Seesaw platform to do the work. In addition, LFCS may make virtual/distance learning available for other ages.

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 Principal 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 principal 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 principal 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 and commit to their children having 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 drop off from 8:15am. 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 call the office the day their child is absent. Please send a message through Brightwheel under the 'Absent' and the reason of being absent.

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 can be dropped off from 8:15. Students who are not in school by 8:30am are considered late.

Extended Care

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

Afternoon: 3:05pm – 6:00pm (students not picked up by 6:00 pm or 4:30 pm 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.

All parents need to follow the schedule for drop off.

Drop Off: We will implement a kiss and ride format during drop off and pick up times.

Each group/class will have assigned a specific drop off time and location

**LFCS will coordinate the drop off schedules with parents.

New drop off and pick up procedures are summarized here. Additional details concerning the required daily health screening and requirement of a face covering is covered in LFCS' COVID-19 strategies and protocols document. (LFCS will continue to adapt these procedures as additional information may come available from public health authorities).

1. Any staff member who is helping with drop off must wear mask and gloves.
2. Students and parents must wear masks during drop off. Before a student may be admitted each day, the student must pass a temperature check and the health screening set forth below. This information will get recorded on the Brightwheel student's profile note. **LFCS will not admit any person who is ill, has an ill person at home, or who LFCS otherwise believes could pose a risk to the health and safety of any student, staff, or other member of the LFCS community.** **Anyone with a fever of 100.4° or above or other signs of illness will not be admitted to the facility**
3. Touchless student check-in by parents. ALL parents need to have the Brightwheel app installed and will use a special code to check-in students.
4. Once students enter the building, teachers will provide hand sanitizer Backpacks will be sanitized every morning. Except for school supplies, lunch, medicine, and clothing needed for the day, no other items from home will be allowed.
5. Late arrivals (After 8:45)



- a) Staff will check in the students in front of the main door while maintaining social distancing.
- b) Parents will not enter beyond the front office at any time.
- c) All parents and children will need to wear masks during drop off.
- d) LFCS will conduct and ensure the student passes the temperature and health screening before his/her parent leaves.
- e) Check in: Touchless check-in by parents.

HEALTH SCREENING

1. Enter the individual's temperature data for that day in degrees to the tenth of a degree (e.g. 98.8).
2. Q: Have you had a temperature of ≥ 100.4 in the past 72 hours? *Individuals should not come to LFCS until that person's temperature has been below 100.4 for at least 72 hours and without the help of fever-reducing medication.*
3. Q: Have you experienced any of the following symptoms in the past 10 days that are associated with COVID-19?
 - Fever/chills*
 - Cough (new issue, more than just occasional cough or asthma-related)*
 - Shortness of breath/difficulty breathing (new issue, not asthma-related)*
 - Unexplained fatigue, unexplained muscle/body aches*
 - Headache*
 - New loss of taste/smell*
 - Sore throat*
 - Congestion/runny nose (not attributed to allergies)*
 - Diarrhea, nausea, or vomiting*
4. Q: Have any family members exhibited the above symptoms in the past 10 days?
5. Q: Have you been exposed to someone who has tested positive for COVID-19 in the past 14 days?
 - If known exposure has occurred, the individual may not return to LFCS facilities until 14 days following exposure AND no development of virus symptoms OR a negative diagnostic test result is provided, whichever may come first.*
6. Q: Do you or a family member have a pending COVID-19 laboratory test?

If the answer to any of the above questions is yes, then the student will need to stay home until 14 days since the student's last exposure or at least 10 days have passed since symptoms first appeared.

PICK UP

Pick up time will be from 2:55-3:10. **All parents need to follow the schedule for pick-up and pick-up their child at the assigned location for that child's class.** Parents will wait in the car and staff members will bring out the students, who must wear masks. Any staff member assisting with pick up will wear mask and gloves.

Parents will need to wear a mask when waiting in the car for check-out. Touchless check-out will be completed by parent.



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 the child at 6:03, there will be \$3 late charge. If you signed up for the half after-care, the child needs to be picked up by 4:30pm. If you pick up the child at 4:35, 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. 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.

All parents need to follow the schedule for pick up and new procedures. If you arrive, please send us a message through the Brightwheel app and wait in the pickup zone, which will be located outside of the building, while a staff member brings out the children to the front door. 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.

- a) **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 director 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. Parents may enroll the children in extended care program before the school year begins. **We will not be able to take any drop in or last minute until January 2021. NO special afterschool activities will be offered.**

INCLEMENT WEATHER POLICY AND PROCEDURES

Little Flock Christian School will use Fairfax County/Federal government closing policy as guidance in making 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	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.

In making any decision to close portions or all of the school for COVID-19 related reasons, LFCS will consult guidance from health officials from the County of Fairfax and state and federal authorities, including the Virginia Department of Health and the CDC.

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 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. Please inform the school if your child has a food allergy.**

Snacks and lunch will be eaten in the classrooms. All snacks should be prepacked. You should instruct your students to avoid sharing of foods and utensils. Students will be permitted to have a snack after washing hands or using hand sanitizer. There will be no sharing of food and snacks between children.

Please provide reusable water bottles for your child.



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.

Snacks are provided for all students in the morning and in the afternoon extended care program provided by LFCS at no charge. **All snacks will be prepacked.**

LFCS may offer lunch deliveries on Mondays to Fridays. Lunches will be ordered monthly through School House Grill. **Lunches can be ordered through School House Grill. LFCS will not sell any special meals on Fridays.** Visit Schoolhouse Grill website at www.schoolhousegrill.com. The school registration **code is 49330.**

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 a 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.

NAPMATS

All nap mats will be returned home every day to be washed and brought back to school the following day. Please do not send crib sheets and blankets for nap time. No plush toys are allowed.



FACE COVERING

All face coverings should fit securely over **both** the nose and mouth and should be washed daily if reusable. All students and staff should retain additional personal face coverings such that they have a clean face covering each day, which may include triple-layer cloth/disposable masks. (Bandanas, face shields, or masks with exhalation valves are not acceptable)

Students 2 years old and over will wear face coverings:

- In all transitional times; e.g. from car to class, from class to bathroom/back, during dismissal, etc.
- When indoors, including classrooms and meeting spaces.
- When outdoors and not directly supervised in activities that maintain physical distancing of 6’.
- When physical distancing of 6’ is not maintained and/or possible.

Students may remove face coverings when:

- Eating or drinking while maintaining physical distancing of at least 6’.
- During a naptime while maintaining physical distancing of at least 6’.
- Outdoors and being supervised in a way that allows them to **maintain** physical distancing of at least 6’.

Face coverings will be sent home daily for cleaning. LFCS will maintain a limited supply of disposable face masks in the event a student loses or damages his or her face covering.

We understand that this may be difficult for young children to wear a mask, but the American Academy of Pediatrics has recommended that it is safe for children over the age of 2 to wear masks. We suggest that you practice wearing the face covering at home to help your child get used to it. Here are some tips on masks for children,

<https://www.healthychildren.org/English/health-issues/conditions/COVID-19/Pages/Cloth-Face-Coverings-for-Children-During-COVID-19.aspx>

PHYSICAL DISTANCING

Classrooms and other meeting rooms at LFCS have been arranged to provide at least 6’ of physical distancing between individuals seated in the vast majority of those spaces. Organized activities outside the classroom will be planned to maintain physical distancing as is possible. The face covering protocol will serve to supplement physical distancing guidelines and reduce risk when physical distancing may not be possible.

CLEANING

Following CDC and EPA guidelines, our staff and/or contractors will:

- Clean and disinfect frequently touched surfaces during the day.
- Clean and disinfect classrooms and common spaces in the evening.
- Staff will also perform regular wipe-downs of frequently touched classroom surfaces and shared objects during the day and in between use by different student cohorts.



COHORTS

LFCS will carefully manage the placement and movement of students and staff around LFCS facilities to mitigate risk, minimize interaction, and allow for easier contact tracing in the event an infection does occur. In general, students will be grouped in a cohort within their same assigned classroom. Careful and consistent traffic flow through LFCS facilities will be maintained using appropriate signage and staff instruction.

LIMITED SHARING OF STUDENT SUPPLIES

Parents will be informed of any particular supplies that their students need and students will be required to use (and not share) their supplies. Teachers will carefully allocate any LFCS-provided supplies. Any supplies that require use by more than one student will be cleaned prior to being given to another student.

Each child's belongings will be keep separated from others'. Please label all your child's belongings.

VOLUNTEERS/VISITORS

No visitors or parents will be allowed to go to the classrooms or enter the building until further notice.

If guidelines change throughout the year, and it becomes permissible for volunteers or visitors to enter the facility, LFCS will do so under the following procedures: 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/visitors 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. Volunteers must pass an annual child protection background screening and complete LFCS's child protection training before being allowed to serve as a volunteer.

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.

LOST AND FOUND

All items, including jackets and other items of clothing, must be labeled with the first and last name of the student. All lost items will be secured in plastic bins. Parents should contact reception to arrange a time to search for lost items.



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 Principal 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

No toys are permitted inside the facility from home until further notice.

If guidelines change throughout the year, and it becomes permissible for toys to enter the facility, LFCS will do so under the following procedures: Children will only be 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.

At this time, no birthday celebrations with muffins are permitted inside the facility.

If guidelines change throughout the year, and it becomes permissible birthday celebrations to resume, LFCS will do so under the following procedures: 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.

Until further notice, parents may not assist with this. No visitors or siblings are permitted 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. Fire drills, tornado drills, and lockdown drills will be modified to maintain proper physical distancing.

CHILD HEALTH AND SAFETY

In addition to the general health and safety procedures discussed below, LFCS will have in place supplemental health and safety procedures to address specific COVID-19 health and safety issues that all members of the LFCS community will be expected to follow until further notice.

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 LFCS to apply ointment on the scratches or small cuts, please fill out a *Medication Administration Form* with an ointment.

LFCS will maintain two distinct treatment spaces:

- The "Well Room" will manage routine first aid needs, scheduled medications, over-the-counter medication administration, collecting medical forms, etc.
- The "Sick Room" will manage illness symptoms (including symptoms consistent with COVID-19) that arise during the school day

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.

STAYING HOME WHEN SICK

As LFCS seeks to provide educational services to our community and prevent the spread of COVID-19, LFCS is asking all members of our community to remain home when demonstrating any symptoms associated with the COVID-19 virus, as well as other more common illnesses. In general, individuals should remain at home if they experience fever, cough, runny nose/congestion



not associated with known allergies, recent vomiting or diarrhea, sudden fatigue, chills, and muscle aches that are new/unexplained.

It is likely that students and staff will experience common colds, influenza, and other illnesses during the school year. Many of the symptoms associated with these illnesses are also mirrored by a COVID-19 patient. It may be hard to distinguish illness based on symptoms alone, and both consultation with a health care provider as well as diagnostic laboratory testing will be important to help differentiate. In order to protect the health of our LFCS community, LFCS will act with an abundance of caution.

PROPER RESPIRATORY ETIQUETTE

LFCS will seek to encourage all students and staff to practice proper respiratory etiquette as a variety of illnesses can be spread from person-to-person via respiratory droplets. These droplets are spread by coughing, sneezing or by touching contaminated objects or people. Certain habits help reduce the spread of illness:

- ***Cover mouth and nose when coughing/sneezing.*** If able, cough/sneeze into a tissue and then throw it away. If a tissue isn't available, cough/sneeze into the inner elbow or upper sleeve rather than hands.
- ***Wash hands after coughing/sneezing.*** If hands are used to cover a cough, sneeze or blow a nose, hands should be immediately washed with warm water and soap to reduce the spread of germs.

FREQUENT HANDWASHING AND USE OF HAND SANITIZER

Staff and students are strongly encouraged to wash hands with soap and water prior to entering LFCS facilities for the day, always after using the restroom, before and after eating, before and after using any shared equipment (such as during outside activities), when hands are visibly soiled, after coughing/sneezing/blowing their nose if using a tissue, and upon leaving classroom.

Hand sanitizer (alcohol-based hand rub with at least 60% alcohol) will be available in LFCS classrooms and in other high traffic spots in LFCS facilities as a supplement to hand washing. <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>



COVID HEALTH SCENARIOS AND PLANNED RESPONSES

LFCS will follow certain protocols if a student or staff member presents with COVID-19 symptoms and/or is positively diagnosed with the virus. These responses are derived from both CDC and VDH guidelines for the purpose of limiting exposure and protecting other students and staff members at LFCS.

****SCENARIO 1:***

A LFCS student or staff member develops a fever or other COVID-19 symptoms while at LFCS.

The individual will go to the sick room and will be required to wear a mask while a LFCS Staff is assessing the individual. COVID-19 associated symptoms include:

- Having one primary symptom: fever, persistent cough, shortness of breath, vomiting and/or;
- Having two or more secondary symptoms that are new or worsening: chills, muscle pain, fatigue, headache, runny nose and/or congestion (not associated with known allergies), sore throat, diarrhea, nausea, loss of taste or smell.

In the case of a student, parents of the affected student will be notified and will need to pick up their child from LFCS within 30 minutes. The student will be dismissed from Front Entrance. In the case of a staff member, the staff member should leave LFCS facilities without further contact with others within 30 minutes.

Any family member of the individual who is also at LFCS (e.g., a sibling, parent) will also be sent home given his/her “close contact” exposure within the household.

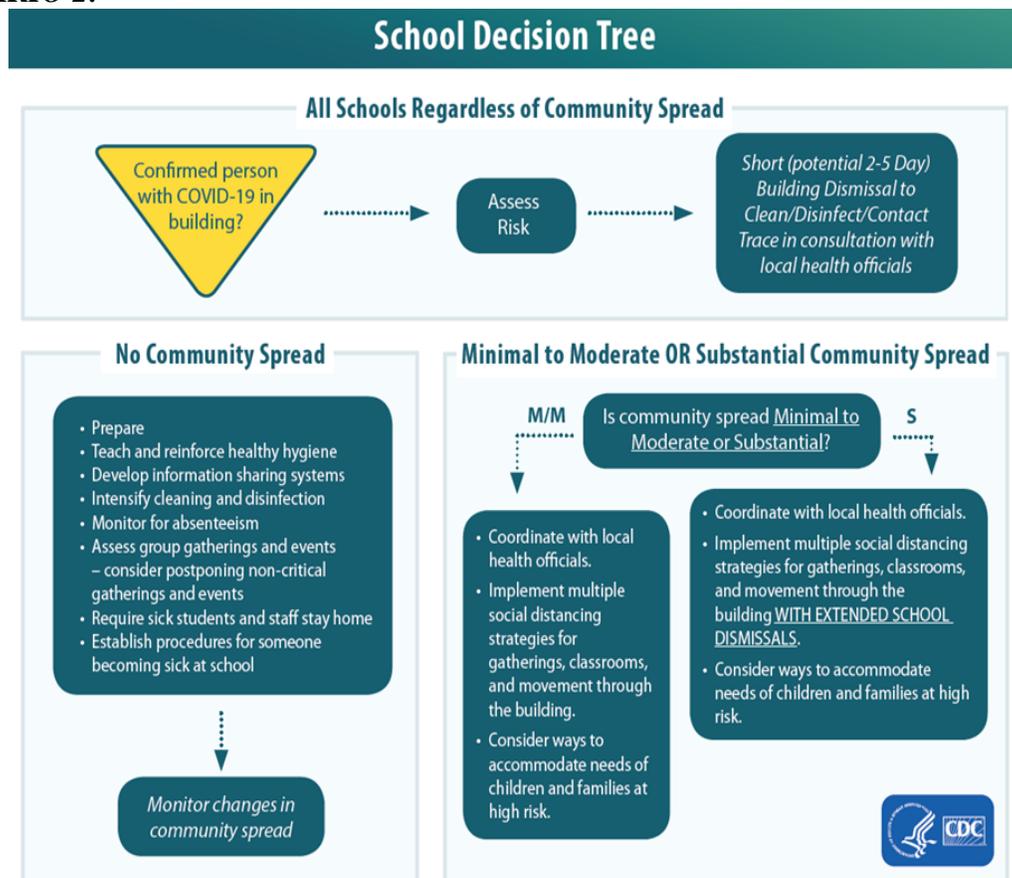
To best determine next steps on the recommended length of time to recover at home, LFCS will require a documented evaluation by a health care provider. A diagnostic laboratory test may also be important to differentiate symptoms as COVID-19 or another illness. Parents of an affected student will also be required to communicate with the LFCS Director, Jennifer Park prior to return to LFCS.

While maintaining confidentiality and for the purpose of monitoring personal health, LFCS will communicate with colleagues and/or families of classmates that an individual in their particular class or work area presented with symptoms and was sent home.

Dismissal of the affected student’s class (or beyond) will be evaluated only after a positive diagnosis of COVID-19 and coordination/consultation with local health officials.



***SCENARIO 2:**



A LFCS student or staff member has been confirmed positive for COVID-19.

When a confirmed case has entered a school like LFCS, regardless of community transmission, LFCS may need to implement short-term closure procedures **if an infected person has been in a school building**. If this happens, the CDC recommends the following procedures regardless of the level of community spread:

1. **Coordinate with local health officials.** Once learning of a COVID-19 case in someone who has been in LFCS facilities, immediately notify local health officials (i.e. VDH). These officials will help administrators determine a course of action.
2. **It is possible that staff and students may need to be dismissed for 2-5 days.** A potential, initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting LFCS to determine appropriate next steps:
 - Local health officials’ recommendations for the scope and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
 - During school-wide dismissals, extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) may also be canceled.
 - Discourage staff, students, and their families from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend’s house, a favorite restaurant, or the local shopping mall.



3. **Communicate with staff, parents, and students.** Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure. *LFCS will maintain confidentiality of the affected staff or student as required in any communications with the LFCS community.*
4. **Clean and disinfect thoroughly.**
 - Close off areas used by the individuals with COVID-19 and *wait (if possible, up to 24 hours)* before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area.
 - Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
 - Visibly dirty surfaces should be cleaned using a detergent or soap and water prior to disinfection.
 - Most common EPA-registered household disinfectants should be effective for disinfection:
 - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - Additional information on cleaning and disinfection can be found on the CDC’s website.
5. **Make decisions about extending the school dismissal. Temporarily dismissing school is a strategy to stop or slow the further spread of COVID-19 in communities.**
 - During school dismissals (after cleaning and disinfection), LFCS may remain open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows staff members to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school should be made in collaboration with local health officials.
 - LFCS administrators will work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions. School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
 - LFCS will seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the LFCS school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.



6. **Implement strategies to continue education and related supports for students.** Ensure continuity of education, including virtual learning options where possible and applicable (as determined by LFCS).

Anyone who has had **known, close contact** with someone (on or outside the LFCS facilities) who has been diagnosed with COVID-19 should stay home for 14 days after exposure due to the incubation period of the virus. “Close contact” includes:

- Living with a person who has COVID-19, or
- Providing care for a person who has COVID-19, or
- Being within 6 feet of a person who has COVID-19 for ≥ 15 minutes, or
- Having exposure to respiratory secretions (e.g., being coughed or sneezed on; sharing a drinking glass or utensils; kissing) from a person who has COVID-19.

***SCENARIO 3:**

An immediate household member(s) of a LFCS student or staff presents with COVID-19 symptoms or diagnosis.

[Virginia Department of Health Quarantine Release Algorithm](#)

Any LFCS student or staff member whose household member (“close contact”) has COVID-19 symptoms should:

- Self-quarantine while the household member is at home **AND** for 14 days after the person has been released from isolation (exposure is considered ongoing during this time), **OR**;
- Until the symptomatic family member has received a negative virologic test result that differentiates their symptoms from COVID-19.
- If at any time the LFCS student or staff member begins experiencing COVID-19 symptoms, they should subsequently self-isolate and may consider returning to LFCS facilities based on symptom-based or time-based strategies described in **Scenario 4**.

LFCS students (through their parents) and staff members are required to communicate with the School Director when starting a self-quarantine period and prior to returning to LFCS facilities.

***SCENARIO 4:**

Return to LFCS facilities following symptoms or positive diagnosis of COVID-19.

[Virginia Department of Health Quarantine Release Algorithm](#)

If a LFCS student or staff member thinks that he/she has COVID-19 based upon symptoms, return to LFCS facilities is determined by either a symptom-based or time-based protocol.



- Symptom-based strategy:
If a person had COVID-19 symptoms and was directed to stay at home (but did not undergo diagnostic laboratory testing), that person can end isolation and consider returning to LFCS facilities after:
 - 24 hours with no fever (without the use of fever-reducing medication such as Tylenol), **and**;
 - Respiratory and other symptoms (e.g. cough, shortness of breath) have improved, **and**;
 - 10 days have passed since symptoms first appeared, **then**;
 - Contact the School Director to return to LFCS. LFCS may require documented evaluation by a health care provider.

- Time-based strategy:
If a person **tested positive for COVID-19**, never had **any** symptoms and was directed to stay at home, that person can end isolation and consider returning to LFCS facilities when:
 - At least 10 days have passed since the date of the first positive COVID-19 diagnostic test, **and**;
 - No symptoms have occurred since the test, **then**;
 - Contact the School Director to return to LFCS.

If a LFCS student or staff member has a weakened immune system (i.e. immunocompromised) due to a health condition or medication:

- [People with conditions that weaken their immune system](#) may need to stay home longer than 10 days and should consult a healthcare provider for more information.
- If testing is not available, a person’s doctor should work with [an infectious disease expert at your local health department](#) to determine if that individual is likely to spread COVID-19 to others and need to stay home longer.

LFCS is dedicated to an ongoing review process of updates from health authorities and other recommendations for educational institutions and will evaluate reducing, expanding or eliminating measures when appropriate.

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) Early registration will begin from February 3 to April 30, 2020. Starting from May 1, 2020, the tuition will be increasing \$200. Please see the tuition chart for details.



- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) All payment deadlines should be respected. Parents will be notified at least 7 days in advance of these dates.
- 8) 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.
- 9) 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.



10) **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:

- i. Withdrawal prior to June 1, 2020 - No withdrawal fee.
 - ii. Withdrawal after June 1, 2020 – 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, 2021- All remaining tuition needs to be paid.

11) **School closure due to pandemic, epidemic, national disaster, or other force majeure event:** In the event LFCS is closed for a period of time or must deliver course work remotely due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, national disaster, state of emergency, or any other event beyond its control, LFCS is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid.

12) Extended care walk in service rates are as follows: **No drop-in or walk-in will be allowed at this time. However, if guidelines change throughout the year, the following fees apply:**

- 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).

12) Discounts and special rates

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

- Families with siblings receive 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 July 30, 2020 and 3% off when made thereafter.
- Two-time payments receive 3% off from the total tuition. Payments are due July 30, 2020 and October 31, 2020.
- There is a 10% discount for congregation members of St. Mark’s Coptic Orthodox Church. All congregation members need to turn in the St. Mark Congregation Member Tuition Discount form.
- There is 5% discount for military families (Active and Veterans) and first responders with valid ID.



HEALTH & SAFETY AGREEMENT

The following addendum amends and modifies the Little Flock Christian School Annual Parent Agreement previously entered into between Little Flock Christian School and [Parent/You]. I am aware of the risks for my child or myself of contracting or spreading COVID-19 while they attend at Little Flock Christian School which includes attending an event; and/or receiving face-to-face services from Little Flock Christian School during the time of a pandemic outbreak. I am aware that face-to-face educational instruction and other in-person experiences may increase the risk of contracting and passing on COVID-19 or coronavirus while attending classes, eating lunch, using the playground, receiving services, attending before school or afterschool programs and activities. I agree to and will follow guidelines for personal hygiene, personal safety, and public safety as recommended by the CDC, and state and local health organizations. I agree to stay home or keep my child home from school should I/they personally exhibit or have been in contact with someone who has presented with illness within the previous 24 hours to two weeks, including exhibiting the following symptoms: prolonged coughing, fever, chest congestion, shortness of breath or additional signs of potential spread of any virus or bacteria/disease. In addition, I will follow the recommendations of my health care provider concerning any illness or symptoms reported. I understand that if I knowingly am in violation of sending my child to school when he or she is ill that my actions will be viewed as a serious breach of the health and safety guidelines established during the COVID-19 pandemic. Such actions may result in an extended absence from class for my child(ren) or dismissal from school.

BY SIGNING BELOW, I CONFIRM THAT I HAVE READ AND UNDERSTAND THIS DOCUMENT.

SIGNATURE: _____ DATE: _____



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