



Top Things to Know About Preschool for our 3s and 4s Pre-K Programs

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1. Brightwheel

ELP uses a software app called Brightwheel to facilitate administrative tasks, communicate with families, record student observations, share photos and newsletters, and manage tuition billing. Parents/caregivers use the mobile app to check their child into and out of school, and can message us about an absence, delayed arrival or pickup, or unexpected change as to who is bringing your child home. You can also digitally sign and send forms, add/change emergency contacts, or send messages and questions. We hope you will find it to be a quick and easy way to touch base about your child. The office also checks emails, but all families are strongly encouraged to communicate mainly through Brightwheel.

2. School Calendar and Parent Handbook Resources

Our school Google calendar is available on our website: www.elcviennapreschool.org. School closures, Creative Movement/Music, Science, Garden/Nature, Chapel, and other events are posted. You can sync the "ELP Public Calendar for Families" to your personal online calendar. We will send Brightwheel messages regarding inclement weather/delayed openings and closures, but FCPS also posts these and is also a good resource. We generally follow the standard FCPS calendar including holidays and teacher workdays with some key differences. We begin our school year after Labor Day and end during the week before Memorial Day. More information can be found in our *Parent Handbook* which is posted on our preschool website under the Admissions Tab. While we are trying to reduce paper copies, if you prefer a copy of our calendar or handbooks, they will be provided to you.

3. School Hours

Preschool classroom doors open at **9:00am and dismissal is promptly at 12:00Noon**. Upon arrival, students must be checked in using your Brightwheel QR code located outside classroom doors before the teachers welcome your child. If you arrive past 9:05am, please drop-off your child through the office. If no one is in the office, please message us through Brightwheel. You will still need to check-in your child on Brightwheel. Please inform us of circumstances that could regularly affect arriving at 9:00am.

****Please be on time for pick-up- 12Noon sharp.***

Brightwheel keeps a record of arrival and pickup times and any late pickups. Please be on time as we want to avoid charging late fees as outlined in our Parent Handbook Pick-Up policy. A late pick-up is considered any time after 12:05pm. Picking up your child after 12:05 pm is recorded and you may be charged a late fee of \$30+ as outlined in the *Parent Handbook* (page 6).

4. Parking Lot

As we all adjust to new schedules, driving routes, and traffic patterns remember **TRAFFIC IS ONE WAY ONLY** in the church/preschool lot at 10mph. Drivers should enter at the top entrance and exit at the lower drive only. We encourage you to please allow plenty of time to arrive at school for drop off and pickup. We know it can be upsetting for children to be the last one to be picked up, so please Brightwheel message/call the office if you're running late. This allows us to reassure the children you are on your way.

5. Health Screening

Each morning, teachers follow our licensing guidelines to do a brief “Daily Health Observation” as they greet children making sure they are feeling well and ready for school. If a teacher has any questions regarding a child’s health, she will speak with the parent before welcoming the child into the classroom. If a child becomes ill during the school day or exhibits signs that they are not feeling well, “not themselves” and unable to participate fully, they will be cared for in a separate room while parents are called to pick up their child. Our policy is that a child must be fever-free (without medication) and may not have a fever, diarrhea, or vomiting for 24 hours before returning to school. ELP has trained staff to administer Epi-pens as prescribed in emergency situations, but do not administer any other medications, including Benadryl or Tylenol. If your child needs sunscreen, topical medicines, or lotion, we ask that you do that at home. We use soap and water, cold packs, band aids, and TLC for the occasional scrape or bump.

6. Tuition Payments

Tuition payments are invoiced and processed through Brightwheel. Tuition payments are divided into 8 equal payments due on the first of the month starting September 1st through April 1st. **Without exception, the Application Fee, Activity fee, and Tuition Deposit paid at the time of Registration are non-refundable and non-transferable to another month or student.** Billing preferences can be set as an automatic draw or manual payment through direct ACH bank transfer (with a flat .06% fee per transaction, max \$2.00) or credit card (2.95% of the tuition amount added as a transaction fee) or a combination of payment sources. If you are experiencing financial difficulties and cannot pay before the 5th of the month, please contact the ELP Office. We will do our best to work through a solution with you. Accounts that are paid consistently late may be charged an additional fee and/or required to go on an automatic payment plan. More information about tuition and late fees is outlined in our Application and Parent Handbook. Summary reports of tuition expenses for tax purposes can be processed at home through Brightwheel as needed.

7. Forms and Paperwork

According to licensing requirements, all students’ registration paperwork, accompanying documentation, health forms, medication consent forms, etc., must be completed and submitted prior to the start of the school year. *It is VERY important that you keep the office up to date with any changes to this information, and helpful to let us know if the emergency contact information on your child’s Brightwheel profile is different than what you listed on their registration form.*

8. Clothing

With fun and safety in mind, all children should be dressed in comfortable play clothes and sneakers (no Crocs, boots, or sandals). We are encouraging learning through exploration and children will be painting, using markers, crayons, and other art materials as well as playing on the playground, digging in our Children’s Garden, and moving their bodies in Creative Movement & Music. At preschool, we want them to be free to engage in any activity without worrying about their clothes. Any soiled clothes will come home in a red plastic bag. Parents should pack an extra change of clothes, including socks, in their child’s preschool tote bag and replace them seasonally.

9. Allergies/Snacks

Licensing requires children with a medically diagnosed allergy must have **a signed letter from your child’s physician confirming the allergy and also designating the appropriate course of action or treatment in case of an emergency.** Typically, in a preschool setting, the most common allergy is food-related. A child who requires an epi-pen for allergic reactions must provide two (2) epi-pens in the original prescription box to the ELP before the child can attend. These epi-pens are kept out of the reach of children, and “travel” with the teacher as the class moves throughout the day from the classroom to specials and

outdoor activities. Staff will confirm with the parent the symptoms their child may exhibit if exposed to an allergen and agree on a written plan of action/treatment (FARE plan).

ELP serves a rotating variety of crackers, pretzels, goldfish, cheerios, and animal crackers with apple juice and water each day. Parents of children with food allergies can review the brands and ingredients list for our school snacks and authorize the snacks their child may eat. For class celebrations, parents who sign up to bring treats from home can provide something their child enjoys. Parents who have a child with an allergy will be asked to provide a special snack for their own child (no candy please) to be used on those days. In past years, we have defrosted a cupcake from a parent-provided supply kept in the school freezer. We can also store individually wrapped shelf-stable snacks like Rice Krispie treats or Oreos in the classroom cabinet.

10. Chapel

Our chapel program for our 3s and 4s PreK classes takes place on most Wednesdays at 11:35am. During Chapel, our Director leads singing with the children and our pastors and ELC staff will share a short story and a prayer. Our goal is for the children to experience God's love for us. We will be in the sanctuary for Chapel and sit as classes. Families are invited to our Christmas and Easter Chapel.

11. Playground

The playground is available for use by ELP students and families after school, EXCEPT during lunch bunch from 12:00-1:30 on Tuesdays and Thursdays. Parents are responsible for watching their child and enforcing our school playground rules. **The Playground Rules:** Feet first down the slide on our bottoms (never headfirst). No buckets, toys, or balls onto the climbing equipment. Gravel stays on the ground and may not be thrown or put onto equipment. Red taped areas mean stop, no climbing there. No climbing on the fence or top of the houses. If you dig a hole in the gravel, fill it back up. We appreciate your help keeping all the children safe.

12. After School Lunch Programs

Lunch programs are held on Tuesdays and Thursdays beginning in late September from 12:00pm-1:30pm. Typically, the 4s are offered to participate in the lunch program prior to the 3s who may need more time to adjust to a preschool day. Your lunch fee includes cheese pizza, applesauce, carrots, and apple juice/water. Playground time and additional rotating themed activities such as STEAM, art & crafts, science and cooking. Registration for Lunch Bunch is on a monthly first-come, first-served basis. The office will send up the signup through Brightwheel prior to each month. You may sign up your child for all Tuesdays that month, or all Thursdays, or both the Tuesdays and Thursdays. Lunch bunch spaces fill fast. A waitlist will be created for full days and the office will contact you if a space opens up.