

GRACE LUTHERAN PRESCHOOL

“Learn and Grow in a Faithful Community”

Virtual Parent Handbook

Rev: 08/2020

Address: 16 N. Braddock Street
Winchester, VA 22601

E-mail Address: preschool@gracewin.org

Telephone: (540) 678-0635

Executive Director: Jennifer Strickler

Teachers: Phelicia Beachley – Your Virtual Teacher
Whitney Biddle
Kathy Reed
Bernadette Sisler
Aimee Taylor

Board of Directors:

Jeanette Kline	- President
Valerie Rice	- Vice President
Christina Rauhala	- Secretary
Julie Boyce	- Treasurer
Jonathan Boynton	- Pastor/ Parish Liaison
Jennifer Strickler	- Preschool Executive Director
Suzanne Conrad	- Church Council Liaison
Elizabeth Dame	- Parent Representative
Darin Ashwood	- Health Officer
Toby Boyce	
Linda Humphrey	
Heather Hillary	
Sam Marcus	

The Preschool accepts credit cards for tuition payments. (Visa, Mastercard, or Discover accepted.) An authorization for payment form will be given to you in your Preschool Packet during orientation. The form will need to be signed and returned to the Director. The tuition will automatically be charged on or after the 1st of the month **along with a processing charge of 4%**. You do not have to submit an authorization sheet each month. We encourage this option in light of the COVID-19 pandemic.

If payment is not made by the 5th of the month, the student's enrollment will be terminated until tuition is brought up to date. There are no refunds for monthly tuition. Parents are responsible for tuition regardless of vacation, sickness, school closure due to weather or other reason, etc. The Executive Director will notify the parent of any returned checks. If notified of more than two returned checks from the same parent, the preschool retains the right to require that all future payments be made in cash. The preschool also requires that any bank fees or charges incurred due to returned checks be paid in full by the parent.

Calendar:

Orientation: Parent and child orientation day will be held before school starts using virtual platforms. The Class DOJO platform will be used to view a video PowerPoint guide through parts of this handbook and overall procedures. The Zoom platform will be used for a parent Question & Answer session.

October 1st is the First Day of School. On this day our teacher will set up individual zoom appointments to talk to each child one-on-one so the teacher can get to know the students better and have a more personable experience with them. ***Our first day of virtual class will be on Monday, October 5th.***

Closings and Holidays: These dates are chosen at the April Preschool Board Meeting. **They are listed at the back of the Handbook.**

Acceptance:

Children must have reached their 3rd or 4th birthday by September 30th.

Newsletter:

A newsletter will be sent home **each Thursday** by email. This newsletter will prepare you for the following week's learning. Items in the newsletter will include curriculum topics, school supplies needed for crafts or learning projects, any printables that will be used, suggested book lists, supporting material such as songs, poems, fingerplays. We will also reference online material through our Scholastic Magazine's *Lets Find Out* subscription and suggestions for other public online resources such as www.starfall.com and PBS Kids.

Chapel:

Our virtual 4 years olds will have a virtual lesson once a week with one of our Pastors, Staff or Church Volunteers for approximately 15 minutes.

Computer:

Access to a technology device is necessary for this class. We will be using Class Dojo as a platform to communicate with you and share links to videos we record. We will also be using Zoom for virtual class meetings Monday-Thursday from 10-10:30am.

Virtual Experience:

Please be patient with us as we have never thought to attempt teaching preschool through a virtual setting. While so much of a preschool experience is socialization and learning through play, we feel the obligation to provide quality academic resources to our preschoolers during this time of a global pandemic.

Daily: Monday-Thursday our teacher will be at our school building broadcasting live on a Zoom meeting from 10-10:30am. During this time, she will be opening the school day with the Pledge of Allegiance, providing a short review of calendar skills, and discussing the day's weather. She will then provide curriculum content in relation to the weekly themes. While all children will be welcomed each morning into the meeting and during the meeting closing, expect that the teacher may mute each child during the content delivery in an effort to provide the academic content material. This will be done to allow the students to respond and speak within their home setting, but to lower the level of confusion of multiple speakers on a zoom meeting. One child a day will be the "class helper" and will have access to an open mic to verbalize their responses for all to hear. We will rotate through the class so each child has a fair turn at this job.

We envision Thursday's meetings to be a virtual show-and-tell experience where each child will have a chance to share an item from their home in relation to the curriculum from that week.

Following the Zoom meeting, the teacher will post on Class Dojo:

1. Link to a video read-aloud we recorded each day
2. Printable content to review curriculum concepts for that day
3. Follow up activity or craft to complete at home and post to your child's portfolio on Class Dojo for the teacher to see and comment on.
4. Additional resources such as PBS videos or online resources you can access to further enhance curriculum topics at home.

Weekly:

Every Thursday an email newsletter will arrive in your inbox that will include items to prepare you for the following week's learning. Items in the newsletter will include curriculum topics, school supplies needed for crafts or learning projects, any printables that will be used, suggested book lists, supporting material such as songs, poems, fingerplays. We will also reference online material through our Scholastic Magazine's *Lets Find Out* subscription and suggestions for other public online resources such as www.starfall.com and PBS Kids. The purpose of this Thursday email is to allow you time to prepare your home environment for the following week's learning.

Within the school year:

Assessment- If you are interested in seeing the academic progress your child can make through a virtual school year, we are willing to set up by appointment a time for fall and spring assessments to take place. Your teacher will be in further contact with you as these times arrive.

School pictures-

We typically have Fall and Spring pictures available for our PreK students. We will allow for **Appointment Only** picture times to be taken on Thursday, October 15 from 1-3pm if you are interested. Please contact the director to sign up for a 15-minute time slot.

Conferences:

Conferences are offered to all families in November and will take place within a virtual platform, however a conference can be requested at any time.

Staff:

Our staff are dedicated individuals who foster a great learning environment for your child. All staff are required to be certified annually by a practicing physician or nurse practitioner to be free from any disability which would prevent them from caring for children. All staff attend ongoing professional development and trainings throughout each school year. The majority of our staff are trained and certified in First Aid and CPR. All staff are required background checks in accordance with the State of Virginia.

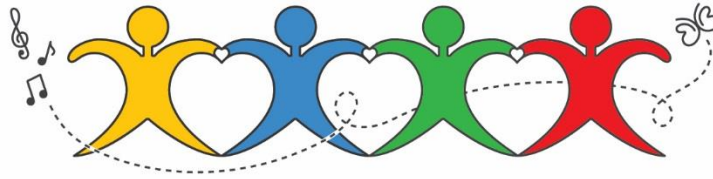
Public Liability Insurance:

The school is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Center as a result of negligence. **All families are required to sign a COVID-19 Risk Statement prior to their child's in-person attendance of preschool.**

Required Forms:

The preschool must have the following forms on file for each child enrolled:

1. Registration Form with Emergency Release Contacts
2. Immunization Record/Sheet
3. Copy of Birth Certificate
4. Photo Release Form
5. Received Handbook Form
6. Risk Statement Form



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Photo Permission Form 2020-2021

I give Grace Lutheran Preschool permission to use my child's picture for the following purposes:

- | | | | |
|-----|----|----|--|
| Yes | or | No | To hang up around the preschool & in the classrooms |
| Yes | or | No | To publish in the preschool flyers |
| Yes | or | No | To use in brochures, pamphlets or other advertising |
| Yes | or | No | To publish in church newsletter |
| Yes | or | No | To use on www.gracewin.org website |
| Yes | or | No | To use on the Class DoJo page for teacher/class families communication |

Please note that your child's last name will never be used with any of the pictures.

The child's first name will not be with his or her picture except when hung up in the Preschool Building or in classroom.

Child's Name:

Child's Class

Parent's Signature

Date

Please return this form before October 2nd.



GRACE LUTHERAN PRESCHOOL

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Handbook Form 2020-2021

I have received, understand, and am willing to comply with the policies and procedures in the Grace Lutheran Preschool Handbook.

Parent or Guardian's Name (Printed)

Parent or Guardian's Signature

Name of Child (Please Print)

Date

Please return this form before October 2nd .



GRACE LUTHERAN PRESCHOOL

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2020-2021

October

- 1 - October Tuition Due
- 12 - No School Columbus Day

November

- 2 - November Tuition Due
- 2 - Regular School Day & Parent/ Teacher Conferences
- 3 - No School Election Day
- 25-27 - No School Thanksgiving Holiday

December

- 1 - December Tuition Due
- 21-31 - No School Christmas Break

January

- 1 - No School New Year's Holiday
- 4 - January Tuition Due
- 18 - No School Martin Luther King Jr. Day

February

- 1 - February Tuition Due
- 1 - Registration Begins for Current Families for 2020-2021 School Year
- 15 - No School President's Day
- 16 - Shrove Tuesday Pancake Supper 5-7pm (*Snow date if needed will be Tuesday, February 23rd*)

March

- 1 - March Tuition Due
- 29-31 - No School Spring Break (March 29-April 5)

April

- 1-5 - No School Spring Break (March 29-April 5)
- 6 - April Tuition Due
- 30 - No School Apple Blossom

May

- 3 - May Tuition Due
- 18 - Last Day of School for T/Th classes
- 19 - Last Day of School for all other students (Preschool Graduation for all PreK Classes at 6pm)