

# PARENT INFORMATION HANDBOOK



Working Together for Children

## **PARENT INFORMATION PACKET**

### **POLICIES AND PROCEDURES**

*(Revised July 2021)*

#### **About**

The Speech and Language Center of Northern Virginia, Inc. (SLCNV), the parent organization, was founded in 1970. SLCNV is a private, non-sectarian, non-profit organization designed to offer both a preschool, Dolley Madison Preschool (DMPS) and Speech-Language Services (SLS), collectively referred to as SLCNV. SLCNV also offers summer camp for children 3 to 6 years old.

Dolley Madison Preschool, founded in 1976 by Anne Schwartz, is a non-profit, non-sectarian preschool, located on the grounds of the Immanuel Presbyterian Church. The facility consists of bright, sunny rooms and a spacious outdoor play area. We offer education and enrichment programs for children ages 2 1/2 to 5 years old. The Preschool Director is Gabriela Moran.

Speech-Language Services offers specialized speech-language therapy to children who require support. Our Inclusive Preschool Program allows our staff Speech-Language therapists to work collaboratively with teachers in supporting our children with speech and language challenges to ensure a rewarding and successful learning experience. SLS also provides out-patient diagnostic and therapy services to children who do not attend DMPS. All services are provided at a reasonable cost and financial aid is available for families who qualify. The Speech-Language Services Director is Sue Lyons. Sue Lyons, MA, CCC-SLP and Tina Bell, MS, CCC-SLP are the speech-language therapists who provide SL therapy at DMPS.

On-site occupational therapy with Marcy Berger, OTR/L is also available to enrolled SLCNV students. Marcy Berger has been an independent contractor with the school since 1990. Pediatric occupational therapy (O.T.) is a wonderful resource that focuses on sensory motor integration, which is an essential element of child development. Regularly scheduled classroom observations by the O.T. are established by Dolley Madison Preschool to assist the teachers and speech therapists with the classroom needs of all the children. Individual O.T. with Marcy is offered at DMPS when arranged directly with parents.

#### **Mission Statement for the Speech and Language Center of Northern Virginia, Inc.**

Our philosophy is to nurture each child's sense of self-worth and to promote each child's physical, social, emotional and intellectual development. A major focus of our program is to help preschool children with speech and language needs. Every child can be included in the program as long as they can thrive within the standards of the school.

An important mission of Dolley Madison Preschool is for our staff and parents to work together to foster friendships, self-confidence, love of learning, and kindness in our young children. Our Directors work together to create a cohesive program to support all children attending Dolley Madison Preschool. The directors, teachers, assistants, and therapists truly love teaching and helping little minds and hearts explore, expand, and become ready to enter elementary school. We accept children with varied strengths and weaknesses and offer support services to children who need them. The children are wonderful peer models for each other. They teach and learn from each other about different learning styles and about being kind.

#### **Organizational Chart with Established Lines of Authority**

SLCNV is guided by a Volunteer Board of Directors. The Board of Directors has the responsibility to conserve and protect the assets of the corporation, provide safe and healthy programs for children, ensure compliance with federal, state and local fair employment laws and regulations, ensure the future viability of the Board, and fundraising. The Board hires Directors to be responsible for the day-to-day operation and implementation of the programs.

## Daily Operational Lines of Authority

For the current 2021-2022 school year:

Dolley Madison Preschool Director: Gabriela Moran

Speech-Language Services Director: Sue Lyons

Teacher 1: Maeva Del Campo

## Staff

We have a wonderful staff of caring individuals who genuinely enjoy children and are dedicated to nurturing each child's intellectual, emotional, social and physical needs. We are proud to say our staff collectively has over 150 years of teaching experience. Many of our teachers have either a bachelor's or master's degree in early childhood education and/or Human Growth and Development. Some of our assistant teachers are parents of former students of DMPS. They all are affiliated with the National Association for the Education of Young Children (NAEYC) – Northern Virginia. In addition, our staff regularly participates in continuing education workshops and seminars and are first aid and CPR certified. **Please see our website** [www.dolleymadisonpreschool.org](http://www.dolleymadisonpreschool.org) for teachers' names and pictures.

## Non-Discriminatory Policy

SLCNV welcomes students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students. It does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies and financial aid.

## Location and Contact Information

SLCNV is located on the premises of the Immanuel Presbyterian Church at 1125 Savile Lane, McLean, Virginia 22101. The SLS phone number is (703) 356-2833. The DMPS phone number is (703) 356-1351. Our fax number is (703) 356-2311. The main email address is [info@dolleymadisonpreschool.org](mailto:info@dolleymadisonpreschool.org).

## Hours and Days of Operation

During the months of September through early June, the office is open 8:30 a.m. to 3:15 p.m., Monday – Thursday, and 8:30 a.m. to 1:10 p.m. on Fridays. A copy of the current school year calendar is in the welcome letter and is also posted on our website. The office is open during summer camp from 8:30 a.m. to 1:00 p.m. and is closed during much of July and August. If you need to reach us when the school is closed, leave a message at 703 356-1351 or 703 356-2833 or e-mail the office.

## Policies and Procedures

### 1. Arrival/Departure and Attendance

We cannot park along Savile Lane or in the circles or driveways. When you bring your child to SLCNV, please follow the driveway beyond the white house-second circle and church sanctuary. Keep following the driveway to the back-parking lot where there is plenty of parking. Supervise your child and walk up to your class designated meeting spot. Follow the same procedures upon departure. Remember to drive slowly through the driveway. Please do not leave children unattended in your cars. We are not permitted by the church to park in the upper parking lot or in the fire lanes.

Please notify your child's teacher and/or the school office if your child will be absent from school on a scheduled class day. If the school has not been informed, we will call parents to verify your child is safe and accounted for. If your child will be absent due to travel, please be sure to let your teacher know ahead of time the dates that your child will be out of class.

## 2. Tuition Payment

Tuition is calculated on a nine-month basis. It may be paid in full in September or in eight remaining convenient monthly installments, due at the first of each month. Payment options include online via our tuition pay portal at [www.dolleymadisonpreschool.org](http://www.dolleymadisonpreschool.org) or personal checks. Please make checks payable to Speech and Language Center. The deposit for enrollment is one month of tuition and it is applied to the May tuition payment of that school year. This deposit is due prior to the start of school in September. For those students starting school after September, this deposit will be collected at the time of enrollment. For the 2021-2022 school year, the deposit for each student is due by May 15, 2021. The amount due is equivalent to one month of that student's tuition costs and will be applied to May 2022 tuition. We will continue to collect tuition payments should school be forced into a distance/virtual learning scenario due to a national public health crisis. If school closes for more than one-week teachers are prepared to offer virtual learning opportunities.

## 3. Release of Children only to Authorized Persons

- SLCNV staff will release your child only to person(s) authorized by you in writing to pick up your child. The emergency contact people must also be authorized to pick up your child. Please let us know in writing if there will be others picking up your child including carpools, playgroups or a visiting relative. Please tell your child's teacher at drop off if a different authorized individual will be picking up the child that day.
- **Custodial Parents**, by 63 2-1813 of the Code of Virginia, the custodial parent has the right to be admitted to Dolley Madison Preschool.

## 4. Pick Up After Closing

DMPS hours vary by class. Please respect the opening and closing times. If you have an occasional conflict, let us know as soon as possible. We understand emergencies. After waiting 10 minutes for a child to be picked up, a teacher or teacher's aide will first call the parents, and if they cannot be reached, we will call the emergency contact as listed. If an authorized person does not pick up a child after 30 minutes, the child will be taken by a DMPS staff to Balls Hill Police Station. Staff will follow the instructions of the authorities at that time.

## 5. Release of Your Name and Number for a School Roster

Each family will be provided with a roster of the names and email addresses of the other families in the school, for carpooling, birthday party invitations, etc. **If you do not wish to be listed in the school-wide roster, please notify the office prior to August 15** of the upcoming school year.

## 6. Emergency Text Alert

SLCNV has the capability to send mass text alerts in case of a sudden school closure due to weather, or another emergency situation. All members of the household can sign-up, including all care givers. Please sign up using the following link to receive the most up-to-date information on school closures: [https://mobile-text-alerts.com/subscribe/Dolley\\_Madison](https://mobile-text-alerts.com/subscribe/Dolley_Madison)

## 7. Inclement Weather Days

SLCNV follows Fairfax County public schools for weather-related closings and delays. You will receive a text notification of closures when you sign up for our text alerts. You may also check the Fairfax County public school's website <https://www.fcps.edu/alerts>, and sign up for Fairfax County notifications. If Fairfax County announces a one or two hour delayed opening, DMPS will open at 10:00 am with no Early Start.

## 8. Photos and Videos

Throughout the year, photos and videos are taken by our staff and are shared through the school Shutterfly account. It is only accessible via direct link and password with log-in information shared with parents of enrolled students. Some photos may also appear in our school newsletter and website. Children's full names and personal information are never included with any of the images. You may give permission for the school to use photos in our newsletter or on our website by filling out the purple **Photo Release Form**.

## 9. Children's Personal Belongings

Your child will need the following items for school and summer camp:

- A school bag or backpack -- clearly labeled.
- Clearly labeled change of clothes to include socks, underpants, pants and a shirt – seasonally appropriate.
- A supply of disposable diapers and diaper wipes, if your child is not potty trained.

Please dress your child in washable clothing, keeping in mind classroom activities include painting, pasting, cooking, and playing in sand and water. These materials always seem to be able to make their way onto your child's clothes. We keep a box of spare clothing in case of accidents. If one day your child comes home with a different clothing item, please wash and return it the next day.

The school bag or backpack is often used by the teachers to send home the day's art projects, notes, letters and any other items. Please be sure to check your child's backpack daily and is big enough to hold those items.

## 10. Potty Training

We understand that as a preschool, not all children at this age are developmentally ready to be fully potty trained. We accept children in our preschool program who are not yet potty trained or are in the process of potty training. We ask that you please communicate directly with your child's teacher to discuss your child's specific situation, so that you may work together in the potty training process. While we acknowledge there are various methods parents may choose to employ at home for potty training, our rules for the classroom are as follows:

- All children must wear either a diaper, pull up, or underwear at ALL times.
- Supplies must be provided in the child's backpack, including, extra pairs of underwear and additional changes of clothes.
- In the case where there are consistent accidents and the teacher observes that the child may not be developmentally ready to potty train (particularly in the classroom setting), the parent will be asked to work together with the teacher to develop a solution that's best for the classroom and family (which may be to pause potty training, to utilize cotton or nylon training pants, etc.).

## 11. Snacks

DMPS provides a snack for your child each day (i.e. fruit, crackers, cookies, pretzels, goldfish, etc.).

If your child has any food allergies and/or dietary restrictions, please let your child's teacher know immediately. In these cases, the parent will be asked to provide a snack each school day or sign a permission form that allows their child to eat the snacks provided by the school. A list of all children with these allergies and restrictions will be posted in every classroom. [Please see the section in the handbook on "Procedures for Storing and Administering Medications"].

Some days we have special celebratory treats for birthdays and holidays; or other items the children have made as part of a class lesson. Parents who wish to bring in special treats must inform the teacher ahead of time; and the teacher will then be able to inform the parents of children with food allergies and/or dietary restrictions. When food is brought from home, the following will apply:

- ❖ The food and/or shared snack must be NUT FREE.
- ❖ The food shall not be subject to rapid deterioration or spoilage.
- ❖ The food shall be clearly labeled in a way that identifies the owner.
- ❖ All unused portions of food shall be discarded by the end of the day or returned to the parent.
- ❖ For snacks which are being brought to share, please provide a list of ingredients.

## 12. Use of Playground After School Hours and Playground Rules

Our school playground is intended for use by students and teachers during the hours school is in session. If your child would like to stay and play on the playground for a short time after his or her class has ended for the day, he or she may do so under your supervision and at your own risk, provided that there are no classes in session using the playground at that time. Adult supervision is always required on the playground.

### **Playground Rules:**

- Children must be supervised by their parent/caregiver at all times while on the playground.
- Children may not climb the fence.
- Children are not allowed on top of play structures.
- The slides are for going down and not climbing up.
- Sticks are not toys, and sand and mulch should not be thrown.
- Pushing or any other kind of rough play is prohibited.
- Shoes must be worn at all times.
- Please report any broken or damaged equipment or other playground hazards immediately to school personnel.
- Please do not take any toys out of the shed.
- Please do not bring food or drinks (other than water) to the playground.

## 13. Immunization Policy

Please note that SLCNV requires all childhood immunizations to be up to date per the Commonwealth of Virginia Entrance Health Form. Please refer to Virginia Department of Health's website for our detailed immunization requirements: <http://www.vdh.virginia.gov/immunization/requirements/>. Documentation of immunizations must be provided prior to the student starting school at DMPS. Students will not be permitted to attend classes without the requisite physician-signed forms.

## 14. Procedures for Storing and Administering Medications

It is the policy of SLCNV not to administer routine medications to children. We do store medications for emergency purposes such as allergic reactions (Benadryl, Epi-pens), and asthma (inhalers).

- If your child requires Medication, a Medication Consent Form must be filled out by you and your child's physician. The form and medication must be submitted by Orientation Day (held the day before school begins) in order for your child to attend Dolley Madison Preschool. Please make sure the form is completely filled out and signed. Please call (703) 356-2833, email [info@dolleymadisonpreschool.org](mailto:info@dolleymadisonpreschool.org), or visit the office to request the Medication Consent Form.
  - ◆ The front page must be completed and signed by the physician.
  - ◆ Please note dosage and instructions written on the paper must match what is written on the medication (Rx label).
  - ◆ The child's name must be clearly marked on the medication.
  - ◆ Parents must complete questions 19-22 and sign the form.
  - ◆ No medication will be accepted by the staff without the proper paperwork completed.
  - ◆ All medications are kept in a lock box within a locked cabinet which is only accessible to staff.
  - ◆ All medications must be picked up by the parent by the conclusion of the school/camp.
  - ◆ The log of medications given is kept in the child's folder in the office.
- Never give your child any over the counter medication or prescription to take while at school.
- Never keep any medication in your child's backpack.

A list of all children with Medication Consent Forms will be posted in each classroom along with their medications and associated procedures

### 15. Injury/Medical Emergency

In case of injury to a child or a medical emergency, medical procedures are followed as outlined by the parent in the child's application, emergency card, and basic first aid procedures. Please read and sign the form **Authorization for Emergency Medical Treatment**. By signing this form, the parent/guardian will not hold the school, teacher, or therapist liable for any illness/injury that may occur to the child.

### 16. Sunscreen, diaper ointment, insect repellent

Parents/Caregivers are responsible for applying diaper ointment, sunscreen, and/or insect repellent to your child before coming to school each day. School staff will not administer any of the aforementioned items.

### 17. Parent Pick up of Child in Case of Illness

If a child becomes ill during the school day, the child's parents will be notified immediately, and the child will be taken to the front office. Parents (or other authorized individuals) must pick the child up as soon as possible, and within a reasonable amount of time following notification.

All children must be free of all the symptoms below for at least 24 hours without the use of medication, before they are allowed to return to school. Symptoms are the following: **fever, vomiting, diarrhea, heavy nasal discharge, constant cough or sore throat, unidentifiable skin rash, head lice, symptoms of communicable diseases (see below), and symptoms of pink eye/conjunctivitis.**

It is essential that parents and caregivers follow these rules to protect all children and teachers at the school. Please be sure to establish a plan of action within your home at the beginning of the school year to determine the individual who is best to pick up and care for your ill child.

Due to the seriousness and easy spread of COVID-19, should any child exhibit any known symptoms while at school, such as fever, the parents/caregiver will be called, and the child will be picked up immediately.

**If it is determined by the school that this policy is not followed as outlined, the child may be removed from DMPS programs.**

### 18. Reporting of Communicable and Life-Threatening Diseases

Parents will inform SLCNV within 24 hours or the next business day after your child or any member of the immediate household has developed any confirmed reportable communicable disease as defined by the State of Virginia Board of Health. List of Reportable Communicable Diseases includes: **Chickenpox, Conjunctivitis (Pink Eye), Diarrheal Diseases, Fifth Disease, Hepatitis A, Hepatitis B, HIV Infection, AIDS, Measles, Meningitis, Mumps, Head Lice, Pertussis, Rubella, Scabies, Streptococcal Diseases, Ringworm, and COVID-19.**

If there are two or more children with reported cases of a communicable disease, the school will email all parents about this situation, identifying which classes are infected, but not the names of the infected students.

If a household member has been diagnosed as infected with COVID-19 virus the school should be notified immediately and the student will quarantine for 10 days.

If a household member has experienced symptoms such as fever, fatigue, difficulty in breathing, a dry cough, loss of taste or smell, or any other symptoms relating to COVID-19, the student must be tested or quarantine for 10 days.

## 19. Public Health Emergency

In the case of a public health emergency, SLCNV will follow local and national guidelines for openings and closures. The SLCNV Directors and Board of Directors will establish specific plans of action based on the State of the Commonwealth of Virginia by the Governor's Decrees, the Centers for Disease Control (CDC), Fairfax County Public Schools, and all other relevant local, regional, and national authorities. Continued precautions due to COVID-19 are still in place. We will follow updated CDC guidelines regarding our mask wearing policy at school.

Once the flu vaccination becomes available in mid/late Fall, we strongly recommend and encourage all students and teachers be vaccinated in order to further protect the health and safety of our students and teachers.

**Parents will be provided a procedural and health and safety waiver that must be signed by each family prior to the start of school.**

## 20. Reporting Accidents and Incidents

An *accident* is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example a child tripping and hurting his/her knee. An *incident* is an event or occurrence that is related to another person, typically resulting in an injury, for example the child being pushed by another child and he/she hurts their knee as a result of being pushed. An incident may not only cause physical injury, but emotional and psychological effects as well.

Most often, an accident or incident is witnessed by a teacher. If the accident or incident has not been witnessed by a teacher, then the staff member dealing with the accident or incident will find out (must gain an account of) what happened from the child or children involved. (If they are able to verbalize this or communicate in any other way.)

The teacher will include all information regarding the accident or incident in the Accident and Incident Report, which will be sent home with the student(s) involved at the end of the school day. This report includes what happened, how it was resolved, and how it was communicated to the parent. This must be signed by the person picking up the child. If the accident or incident was not witnessed by the teacher, then that will be clearly stated in the report.

This report serves to keep open communication between teachers and parents and transparency of accidents and incidents that occur during the school day. The intention is not only to be informative, but to also be a useful tool in teaching problem-solving and nurturing appropriate behaviors.

In the case where an incident involves more than one student, the teacher will inform the parents of all students verbally, or by phone or email.

## 21. Discipline Policies

Our staff facilitates the development of self-esteem by respecting, accepting, and comforting children, regardless of the child's behavior. Understanding behavior that is not unusual for young children, such as messiness, interest in different body parts, crying and resistance, aggression and later, infraction of rules and honesty, is the basis for appropriate guidance of young children. Developmentally appropriate guidance demonstrates respect for children. It helps them understand and grow and is directed toward helping children develop self-control and the ability to make better decisions in the future.

Discipline shall be constructive in nature, dealt with promptly and includes techniques such as:

- ❖ Arranging equipment, materials, activities, and schedules in a way that promotes desirable behaviors.
- ❖ Using limits that are fair, consistently applied, and appropriate and understandable for the child's level.
- ❖ Providing children with reasons for limits.

- ❖ Giving positively worded directions.
- ❖ Modeling and redirecting children to acceptable behavior.
- ❖ Helping children to constructively express their feelings and frustrations to resolve conflict.
- ❖ Modeling appropriate language for the children.

When separation is used as a disciplinary technique, it shall be brief and appropriate to the child's developmental level and circumstances. The child who is separated from the group shall be in a safe, lighted, well-ventilated place with a staff member nearby.

## **22. Speech and Language Class-Based Services at Dolley Madison Preschool**

Dolley Madison is an inclusive preschool and the speech-language pathologists are part of the classroom team. Children with communication needs will receive direct speech-language therapy services, as well as other services and unique therapeutic opportunities. Children who do not need services may be invited to participate during a speech-language therapy session as peer models. They are always given the choice and generally love the opportunity to join their classmates during therapy sessions. If parents have any questions, please do not hesitate to ask the teachers or speech therapists. Policies regarding absences and make-up sessions have been provided in a separate document to parents of children receiving services. Please refer to that document for questions regarding these specific policies.

## **23. Speech and Language/Occupational Therapy Classroom Observations**

Speech and language observations are made by our speech therapists when working in the classroom or when requested by a teacher. If a teacher and therapist agree that a child may benefit from speech and language services, the parent of that child will be informed of the recommendation. Our speech therapists provide free screenings to DMPS students after a screening permission form is filled out by the parents. Results are then provided to the parents and options are discussed.

Occupational therapy observations are made by our occupational therapist when observing the classroom three times per year or when requested by a teacher. If a teacher and therapist agree that a child may benefit from occupational therapy services, the parent of that child will be informed by the teacher of the recommendation. The O.T.'s phone number is given to the parents to discuss the observation and possible options.

There is no penalty or repercussion if the parent chooses to not follow the advice of the teacher and therapists unless the child's behavior has a direct impact on the class. In this case, a formal meeting will be required to determine a reasonable solution. All therapists' professional information is provided on the website.

## **24. Classroom Visitation/Professional Observations**

SLCNV welcomes visits from community professionals when requested by parents. Please check directly with your child's teacher to arrange a day and time that will meet the needs of the child, class, teacher, speech-language pathologist, parent and/or professional. Please complete a **Permission to Observe Classroom Form** provided by your child's teacher or therapist. We request that outside professionals provide verbal and/or written feedback to the teacher/therapist soon after their observation.

## **25. Working with Community Professionals**

SLCNV recognizes that children often receive services from other professionals and that communication with these professionals is essential to optimize each child's learning and development. Due to the structure of the Preschool program, outside professionals are asked not to provide direct services, including shadowing, during the child's school day. Instead, observations of the child and consultations with the staff are recommended to address each child's needs.

## 26. Licensing Information for Parents about Child Day Programs

The Speech and Language Center is licensed by the Commonwealth of Virginia. The following information regarding licensing is provided by the Commonwealth of Virginia.

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and wellbeing of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you or call 1-800-KIDS-LIL (543-7545). Richmond area – (804) 692-2394.

Fairfax Area Licensing Office  
Office 11320 Random Hills Road #200  
Fairfax, VA 22030  
(703) 359-6786

Verona Licensing  
Post Office Box 350  
4801 Lee Highway  
Verona, VA 24482-0350  
(540) 248-9345

Northern Virginia Regional Office  
320 Hospital Dr., Suite #23  
Warrenton, VA 22186  
(540) 347-6345

Piedmont Regional Office  
Commonwealth of Virginia Building  
210 Church St., S.W., Suite 100  
Roanoke, VA 24011-1779  
(540) 857 7971

Central Regional Office  
1604 Santa Rosa Road  
Wythe Building, Suite 130  
Richmond, VA 23229-5008  
(804) 662-9773

Western Licensing Office  
190 Patton St. Abingdon,  
VA 24210  
(540) 628-5171

Penninsula Licensing Office  
825 Diligence Drive, Suite 203  
Newport News, VA 23606  
(804) 594-7594

Eastern Regional Office  
Pembroke Office Building  
Pembroke Four Office Building, Suite  
300 Virginia Beach, VA 23462-5496  
(804) 473-2116

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## 27. Reporting Suspected Child Abuse

The Commonwealth of Virginia and Fairfax County has mandatory reporting laws for educators to report suspected child abuse and neglect. The staff of the Speech and Language Center of Northern Virginia, Inc. are provided with information and guidelines on child abuse and neglect. The SLCNV follows the reporting laws according to 63.1-248.3 Code of Virginia.

## 28. Reasons and Procedures for Removal

We do realize that circumstances can and do change so that your child may no longer attend our program. We require at least two weeks' notice in writing for parents to withdraw a child. No pro-rated refunds will be provided for families paying tuition monthly for the month of the student's withdrawal. Refunds will be issued for families who pre-paid tuition for the months following the student's withdrawal. The tuition deposit paid prior to the student starting classes is non-refundable.

Our teachers partner with you in creating the best preschool experience for your child. To ensure every child in our program has an opportunity to learn and to grow in a safe, fun and productive environment, **DMPS reserves the right to remove a child from our program** with two weeks' notice if his/her continued presence is not in the best interest of the school and/or child. This option will not be implemented without first discussing the situation with the parents or guardians and trying all other possible solutions. If there is an immediate behavior problem that puts other children or teachers at risk, the teachers at DMPS have the authority to ask that a child be taken home early from class. A form will be filled out by two witnessing staff members to document the incident and the situation will be discussed with the parents as soon as possible to find a solution allowing the student to remain enrolled. This resolution must happen before the child will be allowed back into the classroom. If no solution can be reached between the teacher, school directors, and parents, the child will be removed from our program. No pro-rated refunds will be provided for families paying tuition monthly for the month of the student's removal. Refunds will be issued for families who pre-paid tuition for the months following the student's removal. The tuition deposit paid prior to the student starting classes is non-refundable.

Parents of children receiving class-based speech and language services must confer with his/her speech pathologist when requesting a change in student services. The classroom teacher and speech therapist must agree that classroom support is no longer needed and that the change is appropriate for the student and the class/program. If a parent chooses to discontinue services, one-month payment is owed from the time notice is given.

## 29. Fire and Emergency Evacuation Plan (attached)