



Parent Handbook

Farm School

A Preschool for Ages 3, 4, and 5
Administered by Katydid Inc.

Frying Pan Farm Park
2709 West Ox Road
Herndon, VA 20171
www.Katydidkids.com

Schoolhouse: (703) 689-3104

Email: info@katydidkids.com

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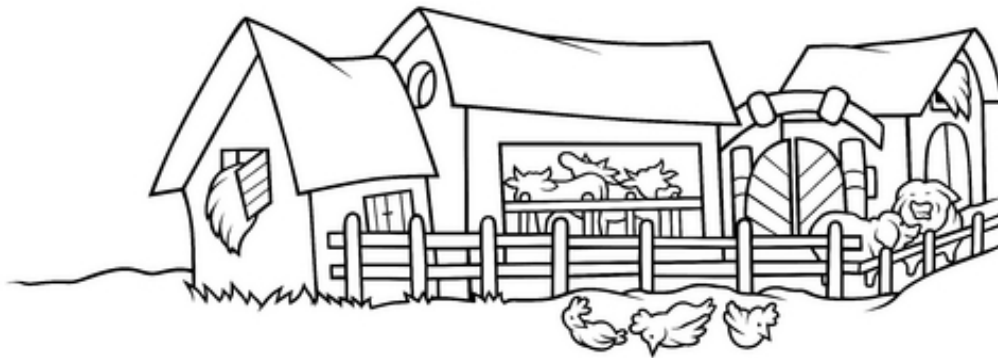
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NOTE: Many unpredictable and unexpected situations occur in the preschool environment. Because each situation involving children occurs at different stages of development, the Katydid Administration reserves the right to address and take appropriate action for each unique situation regardless of whether it is specifically listed in this document. Decisions will be made for the safety and well-being of each child involved, staff and other children in the program.

A copy of this Handbook is available on-line on the Katydidkids.com website.

Program Philosophy

Farm School is a preschool program established to provide a safe and nurturing environment where children can grow emotionally, socially, and intellectually through developmentally appropriate experiences. Children will get a chance to enjoy the sights and sounds of a working farm in a safe, enjoyable atmosphere. They will have the opportunity to observe the farm and its natural surroundings.



The program recognizes children as individuals who deserve the right to be treated equally with fair and consistent limits. We believe that play is an effective method of learning. Play is a child's way of exploring, experimenting, and learning cooperative behavior. Therefore, children are provided with hands-on activities that enhance learning and promote independence. By fostering children's natural curiosity and creativity, a positive self-image develops.

Thematic units about farm, nature, and seasonal topics are incorporated into circle time, songs, free play, learning centers and time outside (weather permitting). The teachers use play situations to provide beginnings in language, pre-writing, pre-reading, science, math, social studies, music, and creative arts. Each child is encouraged in developing self confidence and self esteem.

Our program is not affiliated with any religious organizations.

Farm School has an 'open door' policy in which parents are always welcome to visit or observe the class. To minimize disruption to the classroom, please let the Director and/or your child's teacher know when you would like to visit so that they can check their schedule and limit who you will be bringing (younger siblings, grandparents, etc.). Before planning your visit, please discuss with your teacher possible impacts to your child's behavior in class during that visit. Also, to help minimize classroom disruption, please limit visits to 10 to 15 minutes. Visits should not be planned during the first month of the school year.

Program Goals:

- To have our students enter kindergarten well prepared and enthusiastic about learning
- To provide a sense of community to our students and their families.
- To promote empathy, patience, good manners, and good citizenship including respecting cultural diversity by our example.
- To encourage children to experiment, explore, and practice making their own decisions.

Curriculum:

In addition to the above stated goals, our curriculum includes practice in the use of various supplies and materials to develop skills, daily schedules which establish routines and teach transition skills, and repetition of basic skills to help children to master each skill. Our Learn Through Play philosophy is used to teach basic skills, letters, numbers, math, and language skills. Classroom routines may be altered to take advantage of experiences available only on Frying Pan Farm Park or based on interests and needs of the children.

Our daily schedules include:

- Various small group, individual, and large group activities which include a combination of teacher led and child-initiated options. Free play helps to develop social skills. Fine motor skills are developed with various activities, equipment, and manipulatives. Children are not forced to participate in all activities where options are provided.
- Circle time is one instance where participation is not optional. This time includes theme discussions, story time, songs, calendar, and weather.
- Art provides opportunities to explore creative expression.
- Outdoor time taking advantage of Frying Pan Farm Park when weather permits or indoor gross motor activities when weather prohibits outside time.

Assessments:

Teachers conduct individual assessments twice a year to evaluate children's strengths and weaknesses. These evaluations help with class planning as well as recommendations for future class placements. Parent teacher conferences are scheduled after the first assessment or can be requested at any time by parents.

Based on teacher's knowledge and experience with child development, teachers will notify the director and parents of development concerns of any child in their class. Based on the child's developmental behaviors the Director and/or teacher may provide the parent with information about Fairfax County's Child Find program. If a parent does not follow advice of the Katydid staff the Director has the final decision about the child's continued participation in Farm School if the child's behaviors are affecting the class.

Supervision:

Children always remain within hearing and sight range of Katydid staff, except when using the bathroom. Staff does check on children if they have been in the bathroom for a long time.

If Fairfax County Child Find personnel or a private specialist hired by parents are working with a child during school hours, the **sessions must be prearranged and approved by the parent and director**. These sessions shall not be behind closed doors and Katydid staff knows where the child is during the session.

Program Information

A copy of the Parent Handbook is always available on-line.

Who: The program is designed for children who are 3, 4, or 5 years of age. Children should be three by October 31 of the year enrolled for the 3 year old classes or four by October 31 for the 4 year old classes – exceptions may only be enrolled with the Director’s approval. All children must be potty trained and self-sufficient on the bathroom to attend. (See Bathroom Independence section)

When: Morning classes are from 9 to 11:45 AM. Afternoon classes are from 12:30 to 3:15 PM. Classes are two, three, four or five days per week.

Where: The preschool classes are held in the old Floris Schoolhouse at Frying Pan Park/Kidwell Farm, 2709 West Ox Road, Oak Hill, Virginia 20171.

This program is offered through Fairfax County Park Authority (FCPA) and administered by Katydid, Inc. Children's Programs.



Class Schedule

Depending on the child’s age, classes meet either 2, 3, or 4 days per week. Students in our 4-year-old and Pre-K classes can add a **STEM class** to increase their schedule to either **4 or 5 days per week**.

Class Choices¹

3-Year Olds (2 or 3 days):	4- Year Olds (3, 4 or 5 days):	Pre-K (4 or 5 days):
2 Days: Mon/Wed AM 2 Days: Tues/Thurs AM 3 Days: Tues/Wed/Thurs PM	3 Days: Tues/Thurs/Fri AM 3 Days: Tues/Thurs/Fri PM 4 Days: Mon/Tues/Thurs/Fri AM 4/5 Days: Add Mon or Wed PM STEM class ²	4 Days: Mon/Tue/Wed/Fri AM 4 Days: Tues – Fri PM 5 Days: Add Mon or Wed PM STEM class ²

¹ **Class Choices:** With the exception of adding the STEM Class, students cannot be registered for both AM and PM classes. AM students can register for STEM class which meets either Monday or Wednesday afternoon.

² **4/5 Days:** Add Monday or Wednesday STEM Class to increase your 3-Day class to 4 days or your 4-Day class to 5 days/week.

Registration

To register for the preschool, parents submit a registration form along with the registration fee and the signed parent contract. Forms may be picked up at the Schoolhouse or can be downloaded from our website www.katydidkids.com – click on “Preschool” and then “Registration & Forms.”

*The registration fee is **non-refundable** once you are assigned to a class for Fall.* Your last month’s tuition (May) is due a year in advance. For example, for the 2021-2022 school year, the May 2022 tuition is due May 1 of 2021 or upon registration if enrolled after May. Prior to the start of the schoolyear, the May tuition is refundable with **written notice** to the preschool director postmarked by August 1st of the current year. **Email notification** is also acceptable if sent to info@katydidkids.com by August 1st of the current year. To restate: **written notice must be mailed or emailed by August 1st of the current year or the entire May tuition payment is forfeited.** All payments and communications should be sent to:

Katydid, Inc./Farm School
P.O. Box 710516
Oak Hill, Virginia 20171.

In mid-January, we take registrations for the upcoming fall from children currently enrolled, their siblings/alumni siblings & Tiny Tot students, followed by the new families. Registration Packets will be handed out to all currently enrolled students/Tiny Tots. Class placement will be made in the order registrations are received. In all cases, the Preschool Director must approve class placement. Please call the Schoolhouse at (703) 689-3104 between 9 and 3 Monday through Friday if you have any questions.

All children enrolled are under a 30-day probationary period. This time is used to ensure compatibility between the child and the Katydid Farm Preschool and readiness of the child. Any concerns or issues from the school will be communicated to parents by the teacher or the Director as they occur and NOT just at the end of the 30-day period. The Katydid Administrative Staff has the final authority in the determination of the compatibility and readiness for our program. **Parents may also decide the program is not a fit during this period and may request a refund for May tuition without the required 30 day written notice.** At any time during this probationary period, Katydid reserves the right to immediately dismiss any child for behavior that is harmful to other children, staff, themselves, or Katydid property. See **Transition to School** and **Separation Anxiety** sections.

Withdrawal Policy

Prior to the start of the school year, the withdrawal/refund policy is stated above in the Registration section. It is in the best interest of the applicant to contact us at (703) 689-3104 to confirm receipt of your withdrawal notification.

After the school year begins, through December 31, withdrawal for any reason, requires a **30-day written notice**, or your May tuition is forfeited. For withdrawal notice provided **after December 31**, NO refund of the May tuition will be issued for any reason. In all cases, you owe tuition through your child’s last day of attendance.

Tuition and Payments

Tuition payments are paid on a schedule from September to April with May prepaid. This makes operating funds for the program available and ensures a thirty day written notice by parents of withdrawal from the program. Current Farm School tuition rates are listed on the **Fee Schedule** with yearly registration and activity/supply fees on our website www.katydidkids.com/preschool/tuition.

Tuition payments may be paid monthly or several months in advance. Tuition is due on the 1st of each month; **a mandatory late fee of \$20.00 is due when payment is received after the 10th of the month.** We begin to contact parents who have not paid by the 10th of each month and will take collection action when parents are more than two months in arrears with **no communication from the parents to alert us of any adverse financial situations.** There is also a \$20 returned check fee that is assessed for any checks returned from the bank.

-PayPal is a preferred and touchless method of payment. To pay by PayPal, go to www.katydidkids.com/tuition and click on the Pay Now by PayPal button. You can also go to PayPal.com and search for our user ID: tuition@katydidkids.com. Credit cards, cash and checks are also acceptable forms of payment.

-Credit card payments can be made by presenting your credit card at the Schoolhouse or by completing an authorization form to automatically charge each month. To set up automatic credit card payments, submit the Credit Card Authorization Form which can be downloaded from our website www.Katydidkids.com – click on “Preschool” and then “Tuition & Payments.”

-Checks payments should be made payable to “Katydid, Inc.” Pre-addressed envelopes are available at the Schoolhouse and can be used to mail your monthly tuition check. For security and accounting accuracy **we ask that your checks be mailed.** Please do not leave any payments at the desk.

-Electronic check payments are also acceptable and can be made automatically through your bank. Instructions for setting up automatic tuition payments are listed below.

If the school is closed temporarily for weather, health precautions, or other reasons beyond the control of the Katydid Administration, normal tuition accrues, and refunds/credits are not given. If school is closed for an extended period due to a public health concern or building issue, Katydid Administrative staff will decide if other measures, such as tuition credits, will need to be taken and if teachers will email activities and suggestions to parent.

All payments should be mailed to:

**Katydid, Inc., Farm School
P. O. Box 710516
Oak Hill, Virginia 20171-0516**



For information and questions concerning tuition payments or billing, please contact Mindy@Katydidkids.com.

Automatic Tuition Payments

To set up automatic tuition payments, you do not need the Katydid account or bank information. The process stated below should generate a check sent to Katydid each month. The process assumes, of course, that you have access to online banking. All banks are different, so there may be some variation in the process. Here are the steps to set up an automatic payment:

1. Setup Katydid, Inc as a "biller" or "payee": Katydid, Inc, P.O. Box 710516, Oak Hill, VA 20171, 703-689-3104.
2. If the system allows you, enter your child's name for the account #; otherwise, indicate you have no account # (your name will appear on the check, so we can identify the check).
3. After this you can setup the automatic payment by selecting Katydid, Inc. as your "payee"; indicating the amount to pay (monthly tuition); and selecting the frequency (monthly and the date to pay – the 1st of each month). You can also select the end date, which if your May tuition has been paid, should be **April 30th**. There may also be a field to enter a "memo" to appear on the check - if so, put your child's name there.

For billing issues or questions, please contact Mindy@katydidkids.com.

Required Information/Paperwork

Before beginning preschool, in addition to the registration form, the following information/paperwork is required to be submitted:

- Parent Contract signed and initialed to agree to school policies (part of Registration Form)
- Fairfax County Park Authority Emergency/Medical Information & Parent Agreement form
- Pickup Authorization form
- Health Information form
- Proof of Identification such as an original Birth Certificate or passport must also be shown prior to the first day of school.

Per Virginia Department of Education Licensing standards, children are not allowed to attend until we have all the necessary, completed records. This includes complete contact information for two people on the Emergency/Medical Information & Parent Agreement form who could be contacted in case of Emergency when a parent cannot be reached. At least one must be within 30 minutes travel time from the school.

In addition, if your child will require any medication to be administered during the preschool day – including anything from an EpiPen or inhaler to over-the-counter medications – the **Medical Authorization form** must also be submitted. See form requirements under **Medication section**.

A **written care plan is required** by VA Department of Education Standards for licensing for each child **with a diagnosed food allergy**, to include instructions from a physician regarding the food to which the child is allergic and specific steps to be taken in the event of a suspected or confirmed allergic reaction.

All forms are available on our website at www.katydidkids.com/preschool/registration.

All records are considered confidential with access limited to the Katydid Administrative staff. Information is shared with teachers on a need-to-know basis. Records are maintained and are accessible to authorized persons for 3 years after the child has left the program.

Child Custody/Guardianship

Documentation is essential for school communication with the appropriate guardian. During enrollment or whenever there is a change in custody status/arrangements, the parent(s) must provide the director with a current/correct copy of any legal document for each child there is a custody agreement or for any child not residing with their parent(s).

Custodial parents should identify, in writing, other adults who may have access to information regarding their child.

Non-custodial parents may receive information upon request unless specific documentation in the legal custody agreement prohibits the school from releasing the information.

Physical Exam and Immunization Records

A Health Information form, which documents the child's latest physical examination and includes a copy of immunization record, completed and signed by a physician, is required upon a child's enrollment. Per VA Department of Education licensing requirements, the physical must be within 12 months prior to the child's attendance or within 30 days after the first day of attendance. Re-stated, records for children ages 2 through 5 and under must be dated within one year of enrollment.

Proof of Identification

Your child's proof of identification can be with any government issued document such as Birth Certificate or Passport.

Children are not allowed to attend until we have all the necessary, completed records.



Child Drop-off/Pickup

A parent/guardian or person authorized by them should escort your child to & from their classroom each day. Students must be escorted by someone who is at least 18 years old. To facilitate staff preparations for the school day please do not enter the building before 8:50 AM or 12:20 PM. Due to licensing and insurance requirements, we are unable to allow children to be dropped off or picked up outside of Katydid operating hours (9:00 AM -11:45 AM and 12:30 PM– 3:15 PM).

If a child becomes ill or is injured and a parent is called. Parents must pick-up or arrange for an authorized adult to pick-up the child within 30 minutes. Any child who is ill will be kept separate from the rest of the class until this early pick-up occurs.

Signing In and Out

A **Pickup Authorization** form must be completed by a parent/guardian and submitted prior to the start of the preschool year. Each day, a parent or guardian or person authorized by them must sign the child in and out on the Pickup Authorization form which is kept at the sign-in table. Any person picking up a child from Farm Preschool must be named on the Pickup Authorization form and provide photo identification upon request. Children will only be released to those persons listed on the Pickup Authorization form. The authorized parent/guardian may update the form at any time by contacting the director in person or in writing. Children must be signed out by an authorized individual 18 years of age or older. Custody issues require special attention and may require authorization by both parents therefore must be prearranged with the director.

Releasing Children to Non-Custodial Parent

Staff may not release children to anyone who is not authorized by the custodial parent. If the custodial parent is unwilling to give blanket permission to the non-custodial parent, permission must be granted for each specific occasion. A custodial parent denying blanket release must provide legal documentation regarding custody.

Late Pickup Policy

If a parent or authorized person is late in picking the child up, a late fee of \$20 for every 15 minutes will be applied. If a child is consistently picked up late, the school will take further action by raising the fee or calling a meeting with the parent(s) and Katydid Administrative staff. Children become upset when parents are not on time so, please call - (703) 689-3104- if you know you will be late.

Attendance

Regular attendance in the program is strongly encouraged for setting the groundwork for a successful school experience. Please notify your teacher or the director via email about planned absences and those due to illness. This courtesy prevents the staff from wasting time and supplies preparing items that would have been used by your child. Refunds or credits are not given for absences.

If a family takes an extended leave from the school for any reason, the parents are still responsible for the tuition during the child's absence. Tuition must be paid on time or your child's spot may be given to another student. If you return and the spot is still available, all past due tuition must be paid before your child can attend school again.

Tardiness

While there is no punishment for late arrivals, arrivals more than 15 minutes late can be very disruptive to the plans of the class and should be avoided if possible. This is especially the case during nice weather when the class may be planning to visit the farm or investigate other areas of the park early. Teachers are not required to wait beyond 15 minutes to go outside. If you arrive after the class is outside, you may need to take your child out to find the class or your child may have to sit with the director until the class comes back.

Transportation

Parents are responsible for providing all transportation to and from school. Children are not transported for any field trips since Katydid does not schedule field trips. Staff members are never allowed to transport children.

Transition to School

Katydid Farm Preschool staff realizes this is the first school experience for most of the children and the first time away from family for many. While this is an exciting and new experience, it can sometimes be an overwhelming time of transition. Some children are not socially or emotionally ready for Preschool and need additional time for development and to mature. Past experiences and research have shown that shortening classes can help with the transition to school. To help children during these first days, teachers are constantly monitoring each child and if a child is inconsolable for an extended period, we will call the parent for early pick-up. When children are upset, teachers constantly remind them that their parent will be coming back soon. In some cases, the child may need to start the year with shorter days and gradually build to the full class time. If after the 30-day Probationary period, the child is not making progress, the Director may ask the parent to withdraw.

Separation Anxiety

For some children, this is their first separation from their parents. We understand that this is often a difficult experience for youngsters. It is important to let your child know you are leaving but will come back for them after class. For the first few days, if you think your child may have some anxiety, you may want to wait a few minutes outside the Schoolhouse or in the car- we will be glad to check on your child's progress if you would like to call the front desk (703) 689-3104. **Please do NOT wait inside the Schoolhouse where your child may see you.** Your classroom teacher will let you know when your child feels comfortable with the new environment.

Parent Help with Separation Anxiety

Again, most children calm down in the first five minutes after a parent leaves. If you say your good-bye to your child and would like a report from us just stay outside the Schoolhouse or in your car or give us the number where we can reach you and we will be glad to report on your child's behavior for the first few days. It is a good idea to move your car away from the spaces near the school, so your child does not see you if their class comes outside.

Anxiety also applies to children going through difficulties such as (but not limited to): nightmares, death in the family, divorce, illness, loss of pet, etc. Please notify us of any changes in your child or family. All information is kept confidential.

Bathroom Independence

Preschool children must be independent and wear underwear to school.

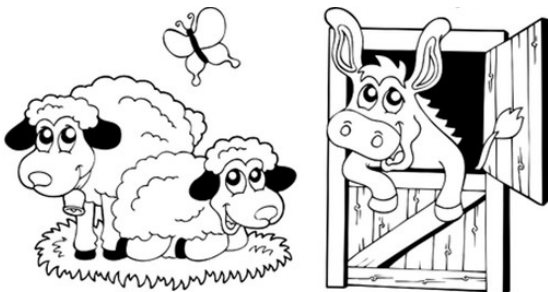
A child who is potty trained can:

- Communicate the need to go to the toilet to a teacher in time to go to the bathroom.
- Pull down clothes and pull them back up when finished. (Clothes should not be fully removed)
- Get on and off a toilet
- Wipe themselves when finished.
- Wash hands with soap and dry them when finished.
- Be able to wait if someone else is using the bathroom or they are outside.

Young children often have accidents when introduced to a new environment, so children will be given the probationary period to get adjusted to school and new teachers. However, if a child is clearly not ready and not manageable for a classroom, the Katydid Administration will make the final decision on the child attending school.

In the case of a “wet” accident, Katydid staff will assist the child to change their wet clothes. The child should be able to do this with minimal assistance. For bowel movements, the parent will be called to immediately come to clean the child and/or take them home. Per licensing regulations, staff are not allowed to clean children after bowel movements.

If the child continues to have accidents throughout the probationary period, the parent will be required to withdraw and put name on the top of the Waitlist. The child can return to school when ready, however, there are no guarantees that space will be available when the child is ready to return to school.



Behavior Guidelines: FCPA/Katydid, Inc. Rules of Conduct

Preschool children are not expected to immediately know what constitutes appropriate versus inappropriate behavior. Teachers will explain and model rules beginning the first day. Children should quickly adapt and learn to self-discipline on a level that is developmentally appropriate.

All customers enrolled in Fairfax County Park Authority (FCPA)/Katydid programs agree to meet and sign the rules of conduct. **The parent initials on the registration form that you have reviewed the parent handbook is your agreement to follow the rules listed below.** The Americans with Disabilities Act (ADA) accommodations provide customers with disabilities support to help meet the rules of conduct. The ADA Coordinator reserves the right, on behalf of the agency, to terminate participation in the program if the customer cannot follow the rules of conduct. Every effort will be made to provide appropriate accommodations before terminating participation.

These Rules of Conduct for all students are listed below:

- Must be able to maintain personal care without support staff
- Stay with assigned group
- Respect others (listening & following directions; not disrupting or interrupting, keeping hands and feet to self)
- Maintain self-control (anger management – no hitting, kicking, biting, throwing items or hiding from staff)
- Meet the prerequisites for the program (age and other if required for participation)
- Must be courteous to teachers and adults
- Must use appropriate language
- Respect Katydid school property
- Must not endanger others with pushing or other rough play.

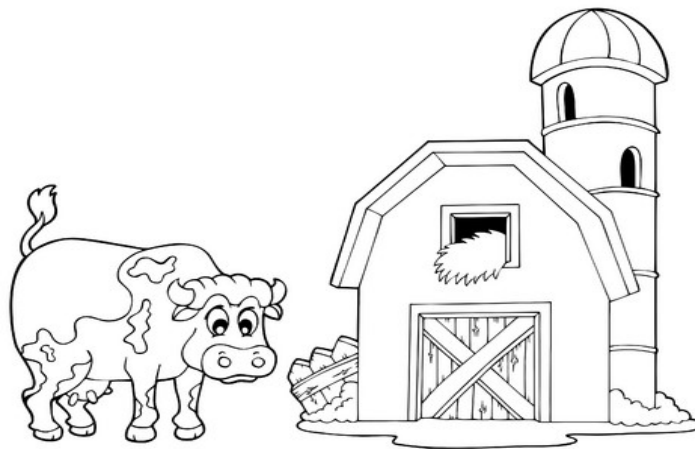
Discipline

Classes are designed to promote social learning in areas such as sharing and taking turns. Farm school staff try to avoid issues by aiding the development of self-control in children. The following are some of the ways we encourage that development:

- Staff sets clear and consistent rules and limits for behavior in the classroom and outside;
- Staff redirects children to alternative activities
- Children are encouraged to solve their own problems with help from teachers if needed.
- Staff models acceptable behavior to the children
- Staff discusses situations with the child and validates their feelings

If children have difficulty controlling their behavior, we will try to redirect the inappropriate behavior by providing positive alternatives. The teacher will talk to the child privately to explain the inappropriate behavior. Children may be directed to an individual activity (i.e., reading, puzzles) if the inappropriate behavior persists. Should the problem continue, the director and parents will be informed. Behavior which is disruptive to the class activities may result in the director addressing the issue outside the classroom. Each case will be handled individually depending on the child's age, type of incident and history of behavior. When a child displays unusual behavior such as prolonged crying, tantrums, hitting, kicking, or biting, the parents will be notified for immediate pick-up. Repeated behavior problems will be addressed with parents so that parents and teachers can work together to try to understand possible causes and work to correct the behavior. Depending on the severity and repetition of the behavior or where it is a recurring safety issue, the child may be dismissed from the program. This decision would be made after discussion with the parents, the teachers, and the Director. The final decision is made by the Preschool Director.

Children are not punished using time outs, being left alone, or by withholding of food. Children will never be yelled at or have physical punishment or rough handling or be restrained or enclosed in a confined space. Although children are required to be potty trained prior to entering preschool, our staff accept toileting accidents as normal in this age group and will never single out or punish a child for the accident. However, if accidents continue a regular/daily basis, the child may be dismissed from the program.



Sick or Ill Children

Due to licensing supervision requirements, students must be healthy enough to participate in all aspects of the class day including outside time. Remember – the best place for a sick child is at home in bed. **Please do not send a sick child to school** and risk infecting other children and staff.

Please notify us at (703) 689-3104 if your child becomes ill and will not be attending that day.

If a child arrives with symptoms of illness, the child will not be permitted to stay. If a child develops symptoms after arriving, they will be excluded from contact with the other children; re-located in the hallway until the parents can arrive for pick-up. A child is not permitted to attend preschool when he or she has had a fever, vomited, or had diarrhea during the previous 24 hours.

A sick child can have any of the following symptoms and for the well-being of all our preschoolers and staff, please keep your child home if he/she:

- Has taken fever reducing medication within the last 24 hours
- Is running a fever
- Has a runny nose, coughing and sneezing (not belonging to a chronic condition like allergies)
- Has red, crusty, or runny eyes
- Experienced vomiting and/or diarrhea within the last 24 hours or
- Has an undiagnosed skin rash.

Children should be kept home and must be symptom-free for 24 hours without medication after the last episode of fever, vomiting, and/or diarrhea. This 24-hour period must start after the last fever reducing or other medication has expired.

Communicable Diseases

Per the VA Department of Education Standards for Licensed Child Day Care, **Parents must notify the director** within 24 hours of confirmation that their child or anyone else in the household has been **diagnosed with any communicable disease**. The preschool will notify other-parents as appropriate about any communicable disease outbreaks (This does not name the child involved just the classroom to indicate highest exposure).

Per the Virginia Department of Education Standards for Licensed Child Day Care Centers: “When children at the preschool have been exposed to a communicable disease listed in the Department of Health’s Current Communicable Diseases Chart, the parent(s) shall be notified within 24 hours or the next business day of the center’s having been informed by law except for life threatening diseases, which must be reported to parent’s immediately.” Parent(s) receive this information via e-mail from the Katydid Admin.

Accidents and First Aid

All Katydid staff is certified in First Aid and CPR. If a child is injured, Katydid staff will assess and treat minor injuries. Parents will be immediately notified for more serious injuries.

If an injury or medical condition appears severe, 911 will be called immediately and then the parent will be notified. Staff is required to call 911 in the case of an allergic reaction which requires an EpiPen

or Auvi-Q. If a parent cannot be reached, your emergency contact numbers from your emergency form are used until a live voice is reached, a staff person goes with your child in the ambulance. An injury report form is filled out for FCPA and Katydid, Inc. A copy is available to the parent upon request. Fairfax County Fire and Rescue will also have a report which is also available. The child may be released back to staff or parents once EMTs make an evaluation. The child is therefore not always transported. If the child is transported upon advice from the EMTs before a parent arrives, the Director or another staff member will accompany the child and the parent will be asked to meet the ambulance at the hospital.

Katydid Inc. shall be held harmless from any liability costs or expenses associated with the professional treatment or first aid provided (including transportation) which are the responsibility of the parent/guardian.

Medication

The **Medical Authorization form** must be completed and signed by the doctor before any medication can be accepted and administered at the preschool. This form is available on our website at www.katydidkids.com/preschool/registration. Any medication that can possibly be given before or after school should be administered by the parent.

The first dose of any medication must be given at home. New medications should not be sent to school without the child having already been exposed to it. Epi-pens and Auvi-Q devices are the only exception to this.

Children are not permitted to carry any type of medication, cough drops, hand sanitizers, lotions or Chapstick to school.

The name of the medication must exactly match the name listed on the Medical Authorization form (i.e., if the form signed by the doctor says Children's Tylenol, you may NOT submit a bottle of generic children's Acetaminophen) A separate form is needed for each medication. All Medications MUST be in the original container with the label intact. Expiration dates must be clearly visible. **Prescription Medications must be in the original container and must have the pharmacy Prescription Label attached.** Parents must provide needed medication spoons, syringes, cups, etc. If pills need to be split, it is the responsibility of the parent to split the pills before they are brought to school to ensure the correct dosage.

Never send in medication with your child: medication and forms must be dropped off with the director or another staff member trained to handle/dispense medication. **Medication will NOT** be administered without the proper forms completed with proper authorization by a doctor's office.

If your child requires medication to be given during the school day (prescription or over the counter), even in the event of an emergency, you must adhere to the following:

1. Complete the necessary **Medical Authorization form** and have it **signed by your child's physician** prior to submitting to the Preschool Director (available at the Schoolhouse and on our website www.katydidkids.com). For allergies present a written care plan.
2. Schedule a meeting with the Preschool Director to have your child's paperwork reviewed

3. Supply the necessary medications to the Preschool Director along with the Medical Authorization Form – All medication, over-the-counter or prescription, must be in the original packaging and must contain the prescription label if it is prescribed
4. Update paperwork and medication as required; this includes expired medications and
5. If a doctor indicates on the Health Information form that your child needs an Epi-Pen, one must be provided to the school for your child to attend.

Allergies

A **written care plan is required** by VA Department of Education Standards for licensing for each child **with a diagnosed food allergy**, to include instructions from a physician regarding the food to which the child is allergic and specific steps to be taken in the event of a suspected or confirmed allergic reaction. If the doctor's instructions include a 2nd Epi-Pen or Auvi-Q injection after a set time, then the parent must supply Katydid with 2 injectors. This also applies to other allergies such as bee stings that require injections.

If your child has a milder environmental allergy, please make this known to the staff, so that any allergy symptoms are not mistaken for cold symptoms.

Head Lice

If you discover your child has lice, they are not allowed to return to class or school activities until they have been treated two times with an over-the-counter Lice treatment and they are completely lice and nit-free. If the child is scratching their head, this is a sign that the lice are not gone. After the treatments are complete and the child is ready to return to school the parent must contact the director and arrange for Katydid staff to check the child before they can return to school.

If a child is discovered to have head lice while at school, they will immediately be separated from the class and a parent will be called for immediate pick-up.

A notice will be sent home to every child in any class in which another child is found to have head lice and parents will be asked to check their own children. The classroom will be emptied of cloth items which will be placed in plastic bags for 2 weeks. The carpets will be vacuumed multiple times during each day.

Safety

If a student causes harm to another child or to a staff member-kicking, hitting, biting- the parents are called for immediate pick-up of the child. The child's behavior is documented in an incident log. If this becomes a persistent issue the child may be asked to withdraw from the program. (See Discipline section)

Playground Safety: The playgrounds are maintained by Fairfax County Park Authority (FCPA) or Katydid, Inc. by the standards set forth in the Virginia Department of Education playground safety guidelines.

Our staff has guidelines we follow with supervision and with rules for your children. The student rules include:

- Walking feet are to be used around equipment.
- Slides are one way only, down the slide, never climb up the slide

- Always slide on your bottom, feet first
- Take turns
- Pushing and shoving are not allowed

Emergency Drills

Fire and Shelter in place drills are done monthly. Shelter in place drills will be conducted once a year.

Our emergency exit route is posted in each room at the schoolhouse. Our emergency response plan is available from the director.

Children's Belongings

Please label **all** belongings. FCPA and the Katydid staff are not responsible for lost items. Lost and Found items are kept in a basket at the front of the schoolhouse and are donated if not claimed. Please send a spare set of clothing for your child each day they attend class. Personal belongings should be kept in a bag or backpack which will be stored in the classroom cubbies. **Toys and stuffed animals should not be brought to school unless pre-approved by the teacher to the parent. Weapons (real or toy) are not allowed at anytime this includes for Show and Tell or as part of a costume.**

Dress Policy

Children should come dressed in comfortable, casual, practical play clothes and dressed for the weather. We are proud of the unique outdoor park/farm surroundings on which Farm School is located. This is a farm, and the children may get dirty. **Closed toe shoes are required.** Children should wear sneakers or other closed toe shoes that do not allow gravel and mulch to enter easily. (Croc's, sandals, and party shoes do not fall into this category and can be a hazard). Every child should have a spare change of clothes available every day including socks, underwear, pants, and shirt in a Ziploc bag labeled with their name. Please **plan ahead** for your child to be out in all sorts of weather (not severe). If your child is not dressed in appropriate clothing (coat, hats, mittens), the teachers will have your child stay in with the director while the rest of the class goes out.

Costumes, hats, jewelry and watches should not be worn in school unless directed by the teacher for a special event.

Snack Policy

Parents are asked to send a **small snack** and juice or water with their child daily. Each part of the Snack must be labeled with your child's name and date as required by licensing policies (Sharpie, painter's tape or address label stickers work well). Due to the prevalence and severity of food allergies, **parents are not allowed to send snacks or treats containing peanut butter or nut products** as a precaution. Snacks should be provided in containers that allow children to independently access their food for snack time. Students are not allowed to share snacks.

It is recommended that snacks and other foods brought from home be nutritious and non-perishable. Suggestions for healthy snacks from USDA guidelines include fruits, vegetables, muffins, and cereal. Snacks should be quick and limited to one or two items, it should not be a meal. 100% fruit juice or water is the recommended drink.

Birthdays and Other Occasions

It is not appropriate to plan a “party” during school hours, however, you may provide a small, pre-approved treat for your child’s classmates on their birthday. Please make prior arrangements with the teachers since they will know the number of children in the class and any other existing food allergies that must be considered. Please limit what you send to a small treat consisting of a cookie, small cupcakes, cupcake, muffin (no candy, balloons, drinks, etc.). Alternatively, students may provide a SMALL goodie bags instead of a snack for the class. These goodie bags **should not contain food/candy items due to allergies.**

For other occasions such as special class themes or holiday celebrations, you may be asked to furnish food items for the class. You will be notified by your teacher of such occasions.

Holidays and Inclement Weather Policy

Farm School follows the Fairfax County Public Schools (FCPS) schedule for holidays and teacher workdays. A yearly school calendar will be provided in the School Directory when it is printed.

The preschool will be closed when the schools are closed for inclement weather. Farm School schedule changes are posted on the website as soon as we have the information. **In bad weather, always check the Katydid website before you leave home.** Make-up days will not be scheduled for days missed due to inclement weather. No refunds or credits are given for closings, holidays, vacations, or illnesses. We do, however, consider modifying our holiday schedule when FCPS takes away holidays due to school cancelations. If such a decision is made the Katydid Administrator will notify parents via e-mail.

Our inclement weather policy for preschool is as follows:

If Fairfax County Public Schools have a delayed opening:

- Katydid Preschool morning classes will meet from 10:45am - 12:45pm; *Morning students should bring a lunch with them to preschool*
- Katydid Preschool afternoon classes will meet from 1:15pm - 3:15pm

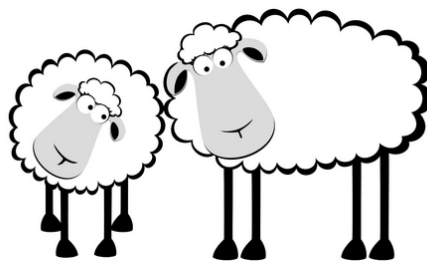
If Fairfax County Public Schools are closed:

- All Katydid Preschool classes are cancelled

If Fairfax County Public Schools close early:

- Katydid Preschool morning classes will end at the normal time
- All afternoon classes are cancelled.

If you would like to pick up your child before dismissal on an early release day due to road conditions, you are able to pick up your child at any time. This allows you to decide what is safe for you and your child based on where you live.



Communication

Farm School offers several means of communications.

The Katydid Admin sends school-wide information via e-mail to provide information and details about the events of the month and other necessary news. This is also the way updated or emergency information is communicated.

You will also receive monthly newsletters by email from your child's teacher. The newsletters are an opportunity for the teachers to let you know what is happening in the classroom. Newsletters may include information on thematic units, upcoming events, as well as other classroom news.

You may contact your child's teacher or assistant by email using teacher's firstname@katydidkids.com. Some teachers also provide information via text messages if parents provide a cell phone number.

Teachers generally are not available by phone or e-mail during the school day while they are supervising children, but if you have an emergency or urgent situation, please call the desk, 703-689-3104, and the director can relay information to them.

Families are issued a **Preschool Directory** with contact information for your child's classmates and teachers. Parents may **opt-out** by notifying us prior to publication.

In addition, Back-to-School Nights are held in the fall to give parents a chance to hear about the classroom routine and talk with the teachers without the children present.

Parent-teacher conferences are offered with assessment information in January. Conferences are available at any time during the school year upon request. Parents may contact the director with issues at any time, however specific classroom concerns may be best addressed with the teacher first.

Farm School is a drop off program, which allows parents to talk briefly with the teachers each day. These conversations should be quick and only take a minute or two as the teacher needs to greet other children and parents as well. If you would like to discuss something further, please ask for a conference.

Other opportunities to know our staff better are at social events such as the Welcome Open House held in September, prior to the first week of preschool, and the Fall Family Fun Night held in October each year.

Photos and other media

Parents will be given a form to authorize or opt out of their child being included in pictures taken by teachers, Katydid employees or Fairfax County Park Authority. This gives you, the parent, the ability to decide if your child can be included in pictures that may be emailed to the other class parents, posted on our website, or possibly used in FCPA publications such as the Parktakes magazine. While we will do our best to follow your wishes, we cannot always control who takes pictures outside on the park or at classroom events.

Volunteer Opportunities and Fundraising

Parents may also participate as volunteers. Opportunities may include things you can do at home such as cutting, making play dough and other “prep work” tasks or tasks at the schoolhouse such as subbing in your child’s classroom or other classrooms and helping with special events and fundraisers. Various fundraisers sometimes require parent volunteers – picture days, scholastic orders, etc. Proceeds from fundraising activities support specific causes such as making playground improvements or fulfilling teacher wishlists. Anyone wishing to work with the children in the school will need to have a recent TB screening and will also need to be fingerprinted for an FBI background check. Each class has a Room Parent who helps the teacher coordinate with parents for parties and other events. The Room Parent is indicated in the Directory so that other parents know who to contact for information.

Licensing Information

This preschool is licensed by Virginia's Department of Education (VDOE). Standards for licensed programs address certain issues such as: health, play space, staff qualifications, staff-child ratios, cleaning, medication, program guidelines, recordkeeping, and building codes. Compliance with standards is determined by periodic visits to the site by a licensing agent. In addition, parents may register a complaint for investigation or obtain additional information by contacting the Fairfax Licensing Office, Department of Social Services, 11320 Random Hills Road, Suite 200, Fairfax, Virginia 22030. Phone: (703)359-6709 Fax: (703) 934-1558.

Reporting Child Abuse and Neglect

The children in our care are appreciated and nurtured. If it is suspected that a child has been abused, neglected, or exploited in any way, our program staff are required to report it to the Youth Services Director of FCPA and Virginia Department of Social Services (VDSS). The Youth Services Director will then immediately make a report to Child Protective Services. Confidentiality will be maintained.



HISTORY

Historic Floris Schoolhouse

The Frying Pan School Association was deeded the land for the first Frying Pan School on June 2, 1876. The school which was built on the current site of the 1911 brick building was a one room wood building. In 1900 growth brought the need for a two-room building and around this time the area began to go by the name of Floris. Students came from as far west as the Route 28 area, as far south as Route 50, as far east as Lawyers Road/West Ox Road, and as far north as the Dulles toll road. With continued growth and a dedication to educating the area's children, the four-room brick building was erected in 1911. Two of the four rooms were used for grades 1 through 7 and two were used for the first two years of high school. If students wanted four years of high school they attended in Washington, D.C. No one was required to attend school. In 1919 funds were raised so that children could go to high school locally and a three-story structure was built fifty feet east of the schoolhouse. This was the area high school until it was consolidated with Herndon High in 1930. The three-story building continued in use as an elementary school until 1954 when the existing Floris Elementary School was built on Centreville Road.

Kidwell Farm at Frying Pan Farm Park

Four and one-half acres of land was deeded from the Fairfax County School Board to the Park Authority in 1961. In 1965 the Park Authority purchased the adjoining farm from Floyd Kidwell. Additional land has been added over the years. Frying Pan Park continues to grow and serve the citizens of Fairfax County. The most recent addition to the park is the property once owned by the Ellmore family and more recently the Chantilly Bible Church. It is now the Ellmore Farm Visitor Center where visitors check in and registrations for park programs are handled. Kidwell Farm is a working farm and with the park's additional attractions of riding rings, trails and woodlands provides more than 130 acres of outdoor enjoyment. Frying Pan Park is open to the public daily.

History of Katydid, Inc.

Kate Plummer became contractor with the Park Authority in the late 1980's. Katydid Childrens Programs was established in 1991 to accommodate classes being given at Frying Pan Park by Kate. The company added **summer camp** that same year which served 170 campers. Over the years, Katydid has operated summer Day Camps at Burke Lake, Colvin Run Mill, Eleanor C. Lawrence and Lake Fairfax Parks. The company has continued to grow and serve the residents of Fairfax and surrounding counties. Our day camp programs now serve more than 1,000 children each year from age 3 to 10 years over 13 weeks of the winter, spring, and summer breaks. Katydid, Inc. also offers Teacher Workday Programs for elementary aged children. Look for us in **Parktakes**-the quarterly publication of activities, classes and camps from the Park Authority or on the web site at www.fairfaxcounty.gov/parks. Katydid Day Camps are currently held at Frying Pan Farm.

During the years following 1993 the preschool classes added teachers, children, days, and hours and eventually became a **licensed preschool**. The preschool continued to expand and currently offers both morning and afternoon preschool and pre-kindergarten classes September through May to more than 100 preschool age children. **STEAM classes** have also recently been added to accommodate community request for more science, technology, engineering, art, and math programs.

Katydid, Inc. also offers the **Tiny Tots Activity Time and Music & Movement** parent-child classes from September to June for children ages 18-36 months.

CONTACT US:

Our mailing address:

Katydid, Inc. Children's Programs
P.O. Box 710516
Oak Hill, Virginia 20171
(703) 689-3104
info@katydidkids.com
www.katydidkids.com

Our location:

Frying Pan Farm Park
2709 West Ox Road
Oak Hill, Virginia 20171
Preschool Office: (703) 689-3104
Frying Pan Farm Park Office: (703) 437-9101

Kate Plummer, Executive Director
Judi Edmondson, Preschool Director