

HERNDON  
UNITED METHODIST CHURCH  
PRESCHOOL  
**2019-2020 School Year  
Parent Handbook**



United Methodist Church  
**PRESCHOOL**

*Educating Young Minds in Herndon for over 20 Years*

**An outreach of Herndon United Methodist Church**

**701 Bennett Street  
Herndon, Virginia 20190**

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**Like us on Facebook - [Herndon United Methodist Church Preschool](https://www.facebook.com/herndonumcpreschool)**

**In Case of Emergency:**

**(703) 707-6271\***

*\*This number is the Church Office and should only be used if you are unable to reach the Preschool Office and there is an emergency.*

Lara Runz, Director      Cara, Financial  
Liza DeVaun Wynn, Registration      Kim Via, Office Support

# HUMC PRESCHOOL PARENT HANDBOOK

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## HUMC PRESCHOOL CALENDAR 2019-2020

September	3	PARENT ORIENTATION – 7:00 – 8:00 PM	
September	4	CLASSROOM VISITS-for students and parents: 9:00 - 10:30 5 day, 3 day, and 2 day (W,F) classes 11:00 - 12:30 4 day & 2 day (TuTh) classes	
September	5	SCHOOL BEGINS for children with <b>reduced hours</b> <b>2 day (Tu, Th), 3 day (MTuTh), 4 day (Tu-F),</b> <b>and 5 day</b>	<b>9:00-11:00</b>
September	6	SCHOOL BEGINS/CONTINUES for children with <b>reduced hours</b> <b>2 day (W, F), 3 day (MWF), 4 day, and 5 day</b>	<b>9:00-11:00</b>
September	9 - 13	SCHOOL BEGINS for children <b>full time</b> <b>10<sup>th</sup> - 3 day, 4 day (M-Th), 5 day classes</b> <b>11<sup>th</sup> - 2 day (Tu, Th) and 4 day (T-Fri) classes</b> <b>12<sup>th</sup> - 2 day (W,F) class</b>	<b>9:00-12:30</b> <b>9:00-12:30</b> <b>9:00-12:30</b>
October	14	COLUMBUS DAY HOLIDAY	
November	4 & 5	CHILDREN HOLIDAYS----STAFF WORKDAYS	
November	27 - 29	THANKSGIVING VACATION	
December	23-		
January	3	CHRISTMAS VACATION	
January	20	MARTIN LUTHER KING’S BIRTHDAY HOLIDAY	
January	27-28	CHILDREN HOLIDAY----STAFF WORKDAY	
February	17	PRESIDENT’S DAY HOLIDAY	
March	2 & 3	CHILDREN HOLIDAY ---- STAFF WORKDAYS <i>*March 2 is NOT a FCPS Student holiday</i>	
April	6 - 13	EASTER VACATION	
May	22	LAST DAY OF PRESCHOOL	

## 2019-2020 Preschool Staff

### Office Staff

Lara Runz – Director

Cara Meilus – Finance

Kim Via – Administrative Support

Liza Wynn – Student Information Services

### Teddy Bears

Cynthia Woycke

Kathy Blystone

Kathy Benfield

Ingrid Williams

### Rainbow Bears

Carol Keesling

Loren Carson

### Corduroy Bears

Marilyn Quinn

Jenn Harlacher

### Lucky Bears

Magda Jacinto

Michelle Haase

### Honey Bears

Mary Glenn Mancini

Ella LaRe

Candice Johnson

### Snuggly Bears

Michele Wojtan

Dominique Smith

### Panda Bears

Nancy Yeshnik

Helen Smagh

Michelle Butler

### Music

Liza Wynn

Staffing assignments are subject to change.

**Professional Staff:** Staff members are carefully selected for their early childhood experience, educational background and dedication to the specific needs of young children.

### **Philosophy:**

A Preschool child develops in many ways, including physically, cognitively, socially, emotionally and spiritually. At Herndon United Methodist Church Preschool the goal is to provide a safe and nurturing Christian environment, giving each child the room, the guidance and the encouragement to develop confidence through active participation in carefully designed activities. There will be opportunities to play and learn; to be curious creatively; to feel success through achievement in an atmosphere of faith, hope and love.

### **Goals:**

To emphasize the importance of the relationships with peers, teachers, staff and other adults by:

learning to share with others and work in a group setting

showing respect for other children and adults

feeling care and acceptance from his/her peers

To focus on a healthy self-image, a sense of worth and the security a child needs by:

promoting his/her creativity and self-expression

developing his/her self-reliance and self-confidence

experiencing self-discipline and independence

To prepare each child for future learning experiences--socially, cognitively, emotionally, physically, and spiritually by:

making a successful transition from home to school

developing an interest and joy for learning

learning through his/her senses while participating in developmentally appropriate activities

To experience the environment around him/her and to better understand his/her place in it by:

feeling success through achievements in an atmosphere of faith, hope and love

honoring the many cultures our Preschool welcomes

becoming active participants in their Preschool community

## **Licensing:**

The HUMC Preschool is licensed under the *Commonwealth of Virginia Code of Licensing* by the Department of Social Services. The Commonwealth of Virginia helps assure parents that childcare programs assume the responsibility for the supervision, protection, well being, and safety of a child. State licensing ensures a number of things that provide the greatest safety and protection for your child:

- The Preschool ensures that there will be an EMAT (Emergency Medication Administration Training) certified person on the premise during school hours, allowing for the administration of prescribed and non-prescribed medication. The majority of the staff is EMAT certified, allowing for the administration of emergency injections of epinephrine. It is the goal of the Preschool to certify all new staff members in EMAT at the earliest possible date. The EMAT training received was approved by the Virginia State Board of Nursing and meets all VA Dept. of Social Service Requirements.
- Staff receive CPR (Cardio Pulmonary Resuscitation) & Rescue Breathing training
- Staff receive First Aid training and Daily Health Observation training
- All staff are screened for Tuberculoses
- All staff are required to obtain 16 hours of continuing education each year
- Criminal Record Finger Printing and Child Abuse/Neglect registry checks are conducted on all employees
- The Preschool meets fire, safety, health and building codes
- Staff-child ratios requirements are met
- Record keeping requirements are maintained to provide a safe and secure environment
- Staff qualifications are documented
- The Preschool complies with all requirements for equipment and materials as mandated by the VA Dept. of Social Services
- Announced and unannounced visits to the Preschool by licensed staff within the Department of Social Services
- Any teacher employed in a private school who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local Department of the County or City wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll free child abuse and neglect hotline.
- Our center stresses the importance of protecting the rights and privacy of children, their families, and our teachers. The practice of maintaining the confidentiality of verbal information and written records is a basic policy of our center. This practice is in accordance with one of the primary ethical principles of professional behavior in early childhood settings.

If you have a concern and feel that you have not received satisfactory results from the HUMC staff and administration, you may call the Department of Social Services of the Commonwealth of Virginia at 703-934-1505.

## **Insurance:**

HUMC Preschool has liability insurance.

## **Registration**

Current students, alumni and members of Herndon United Methodist Church have priority registration. Priority registration for these children begins in late January or early February for the coming school year. Following the priority registration, a lottery registration is held to fill any remaining openings for the coming school year.

### **Program:**

HUMC Preschool will accept children aged 2 to 5 without regard to race, color, creed or religion.

4 year olds - must be 4 by Sept. 30, 2019

3 year olds - must be 3 by Sept. 30, 2019

2 year olds – must be 2 by September 1, 2019

The program operates from September through May and generally follows the Fairfax County Public School calendar.

Hours: 9:00 AM—12:30 PM.

### **Scholarships:**

A scholarship program is available for those in need of financial assistance. Please contact the Preschool Director for information.

Our Families in Crisis Scholarship Fund has been established in memory of K.C. Clendenin, daughter of Margaret and Barry Clendenin. This fund will be used to provide the means to continue a child's enrollment in our Preschool while his/her family is having a financial crisis

Families are invited to help us continue this important outreach of our program by contributing to our scholarship fund. If your means allow, donations may be made to the Preschool that allow us to assist the needs of our community. All contributions will be tax deductible. In this way we will be able to continue to honor the memory of K.C.'s loving, giving and caring spirit.

### **Termination Policy**

It is Herndon United Methodist Church Preschool's policy to review continued enrollment at the Preschool if the experience is no longer positive for the child or the Preschool. We reserve the right to restrict attendance or terminate enrollment if the situation remains unresolved.

### **Payments:**

Payment may be dropped off at the Preschool Office or in the secure dropbox outside of the Preschool entrance (for Preschool use only), sent with your child attached to the student tote bag or mailed to:

HUMC Preschool  
701 Bennett Street  
Herndon, Virginia 20170

Please make checks payable to *HUMC Preschool*. Any money sent to school should be placed in an envelope and labeled with your child's name and the purpose of the payment. Please do *not* hand staff members tuition payments during carpool. Tuition is due on the 1<sup>st</sup> of the month. Tuition will be accepted on the first day your child attends school after the 1<sup>st</sup> without incurring a late fee. Payment can be made by cash, check, or automatic draft.

Online Banking: You may set up an online payment with your bank to have payment sent directly to us. If using this option, please be sure to include your child's name on the "memo" or account line. Please be sure that the payment is made payable to "**HUMC Preschool**" and sent to HUMC Preschool, 701 Bennett Street, Herndon, VA 20190. Additionally, you may make arrangements with the Preschool office to have payments automatically deducted from your bank account.

## Fee Schedule:

Program	Monthly Tuition	One-Time Activity Fee
2-day	\$245.00	\$45.00
3-day	\$300.00	\$55.00
4-day	\$355.00	\$60.00
5-day	\$420.00	\$65.00

**Registration fee:** \$100.00 (additional sibling - \$40.00). The registration fee is not refundable once a class placement has been made.

**Tuition:** (A 10% discount is applied to additional siblings' tuition.) The annual tuition is divided into nine equal installments. The first installment, which is an advance payment, is due May 1, 2019 in order to hold your child's place in the program. **This payment will be applied as the final tuition payment due for your child for the 2019-2020 school year.** If this payment is not received by the Preschool by May 1, 2019, your child's place in the Preschool will be forfeited. The remaining eight installments for tuition are due and payable on the first of each month beginning September 1, 2020 with the last installment due April 1, 2021. ***A late fee of \$25.00 will be assessed for any installment received after the 1st of the month (exception: payments received on the first day your child attends school after the 1<sup>st</sup> will not incur a late fee).***

**Activity Fee:** A one-time payment for special materials and activities is assessed at the beginning of the year. This fee is not refundable.


**Lunch Bunch Fee:** Lunch Bunch is an optional program at an additional cost that requires advance registration and payment. (see next page for details).

**Returned Check Charge:** There will be a \$10 charge for any check that is returned to us as unpaid.

**Late Pick-Up:** We reserve the right to assess a \$20 fee per occurrence for children who are repeatedly not picked up by school dismissal time. We ask your cooperation in observing our dismissal times as staff members must stay with children until they are picked up and this does infringe upon the staff members' personal time.

**Re-enrollment Fee:** If your child is withdrawn from the program during the school year for any reason, there will be a re-enrollment fee of \$100.

## Withdrawals, Refunds & Extended Leave:

 The Preschool requires a 30-day written notice when a student is withdrawn from the program. Parents or guardians will be responsible for any tuition due for 30 days from the date that the written notice is received by the school whether or not the child attends during that time (i.e. – if written notice is received on January 1, the tuition for January is due; if notice is received on January 15, tuition is due for January, in addition to a prorated tuition thru February 15).

It is the parent or guardian's responsibility to notify the school when a child will not be attending for an extended period. If your child is absent from school for an extended period for any reason, but expects to return to school, tuition will be charged to reserve his place in the program. If a child is absent from school for more than 2 weeks (consecutively) without notice from the parent or guardian, HUMC Preschool reserves the right to begin termination procedures. Attempts to contact the family will be made by the Preschool. One month of consecutive absence without notice will result in termination of the child from the program. The parents or guardians will still be responsible for tuition due for 30 days from the final termination date and will also forfeit the advance tuition.

### When withdrawing from the Preschool:

- Prior to the start of the school year – written notice of your intent to withdraw must be received **no later than July 1, 2020** to receive a refund of the advance tuition payment. No refund will be issued if notice is received after July 1, 2020.
- After the school year has started - A written 30-day notice must be given when withdrawing your child from the Preschool. If notice is received prior to March 1, 2021, the advance tuition may be applied to the balance due.
- After February 28, 2021 – A written 30-day notice must be given when withdrawing your child from the Preschool. You will be responsible for the balance due for those 30 days. In addition, the advance tuition payment will be forfeited.\*

\*If you registered after the school year began and the advance tuition was not paid at the time of registration, you will be responsible for that payment as well as the 30 day balance.

## **Lunch Bunch**

Lunch Bunch is an optional program that requires advance registration and payment. Lunch Bunch will be offered every day beginning the first full week of school. It offers the opportunity for your child to stay 1 hour and 30 minutes later to eat their lunch (brought from home) and to play with friends. The fee for Lunch Bunch is dependent on how and when you register. There is an annual rate (\$14 per session), a semi-annual rate (\$15 per session), a monthly rate (\$16 per session), or a weekly/drop-in rate (\$18 per session). Lunch Bunch Registration Forms are posted on our website. If you choose to register for Lunch Bunch, complete the registration form and send it in to the Preschool office by the due date. You may choose to register for as many or as few days as you would like.

Our current Preschool staff members will be our Lunch Bunch counselors. Lunch Bunch staffing will be determined based on the number of registration forms received by the deadline. Registration forms received after the deadline will only be accepted if space is available. **Lunch Bunch payments are due with your Lunch Bunch Registration Form. Refunds or credits will not be given for Lunch Bunch absences.** Once you submit the registration form and payment, **we will not be able to issue credits or switch days if your child is unable to attend the day you have registered for.** Prorated refunds will only be given for families who are withdrawing from the Preschool program and have given their 30 day notice. In the event we experience inclement weather on a lunch bunch day causing Fairfax County Public Schools to close early, lunch bunch will be cancelled. Lunch Bunch days cancelled due to snow will not be made up but a credit for another Lunch Bunch session will be offered if available. If you happen to be paying your tuition at the same time as the Lunch Bunch fee, you may include it all on one check. Lunch Bunch will run from 12:30 until 2:00. The schedule for Lunch Bunch is as follows:

12:30 – 1:15 – Lunch and quiet activities; 1:15 – 1:50 – Playground/Indoor play time; 1:55 – Carpool dismissal.

***Please be sure your child has his/her lunch on their Lunch Bunch days.*** We will not be able to provide lunch for children, so it is important to be sure they have it with them. **When packing lunch, please keep in mind that we strive to be a nut-free school so nothing containing nuts or nut products should be included with their lunch. If a child arrives with a nut product, we will not be able to serve it to him/her. This includes items processed in plants that manufacture nut products.** Some fast food restaurants cook their food in peanut oil. Please check with the establishment before bringing in any fast food. Reading labels and educating yourself about cross contamination can save lives.

You may register for Lunch Bunch on an Annual, Semi-Annual, Monthly, or Weekly/Drop-In basis. If you are registering on a Weekly/Drop-In basis you **must** contact the Preschool office first to confirm space availability.

## **Snack & Food Allergy Procedures:**

**All snacks are to be free of nuts and nut products. Please read ingredients carefully. It is our policy to not serve a snack that lists any nut as an ingredient or that states it is processed in a plant that processes any nut products.**

Snacks are provided by the child/parent about once per month for his/her class only. Teachers will prepare a monthly snack calendar for each class. An age-appropriate grace will be said before snack each day. In order to give the children the energy they need for our long school day, we ask that each snack passer send in two different snack items on their snack day. Listed below are snack suggestions in two different categories. We ask that one snack item be selected from category one, and the other item from category two. These suggestions are meant to be helpful rather than restrictive. Please feel free to be creative and to use your own ideas and favorites. It is important to remember that this is your chance to send a ***healthy snack*** that your child would like to eat. We do ***require*** that the snacks are healthy unless it is your child's birthday. Please be sure to include enough snack for each child to enjoy. If you are sending in fresh produce, please be sure to thoroughly wash and cut into small pieces. The Preschool provides water, cups, utensils and napkins each day.

### **Category One:**

Applesauce	Orange segments or
Apple slices	slices
Fruit cups	Pear slices
Bananas	Raisins
Fruit kabobs	Grapes
	Dried fruit

Watermelon
Other Fruits
Broccoli
Carrots
Celery
Cucumbers

### **Category Two:**

Other Vegetables	Drinkable yogurt
Cheese cubes	Animal crackers
Yogurt	Muffins: blueberry,
Frozen Yogurt	banana, etc
String cheese	Quick breads
Gogurts	Biscuits



Crackers  
Pretzels

Goldfish

Popcorn/Kettle  
Corn

Bagels  
Snack cereals

Rice cakes  
Finger sandwiches

**Birthdays:** Teachers will arrange the snack schedule so that each child may bring a special snack to celebrate his/her birthday. ***Party invitations and goodie bags may not be sent in to school by parents for distribution to classmates when celebrating birthdays or other holidays.***

**Parties and Special Occasions:** All of our classrooms have special occasions that the teachers choose to recognize. Some are in-house class only celebrations, and others include parent helpers. Parties and Special Occasions vary from class to class and no two classrooms are alike. While it is tempting to send in goodie bags, food items, etc. to help celebrate these special occasions, we ask that you check with your classroom teacher before planning to send anything in to be sent home to the children in your class. It is our school policy to not send home **any** outside food items with children.

**Allergies:** Herndon United Methodist Church strives to be a nut free building. **All snacks must be free of nuts and nut products.** Please read ingredient labels carefully and avoid peanuts, tree nuts, peanut butter, nut oils, and nut traces. A food that does not contain nuts in its ingredients may be processed in a plant that processes foods that do contain nuts, which causes cross-contamination. Cross-contaminated foods are inappropriate for persons with nut allergies. For children with food allergies, strict avoidance is the only way to prevent an allergic reaction. Because of the potentially life-threatening situations that can occur when a child with a nut allergy comes in to contact with nut products, **it is our policy to not serve a snack that lists any nut as an ingredient or that states it is processed in a plant that processes any nut products.** If your child brings in a snack labeled as such, we will have to send that snack back home with your child and an alternative snack will be served. Label reading can save lives. As food allergies become more common, we must do all we can to provide our students with a safe learning environment. With your help, we will achieve this goal.

At Herndon United Methodist Church Preschool, any child with a food allergy that necessitates having an emergency epinephrine (such as EpiPen) must bring his or her own snack to school. Even though all parents are asked to provide snacks that are free of nuts, we cannot be positive that they will always be safe foods. If desired, parents can provide two kinds of snacks for their allergic child, one for regular snacks days and another snack for special days, such as birthdays or holidays. These snacks can be sent in daily or provided in advance and kept in the child's classroom. In addition, the classroom teachers may do special food related activities periodically. For an allergic child to eat or touch these foods, the child's parent can be present and must provide the allergy free ingredients for their child. The classroom teacher will make every effort to exclude a food that any child in her class is allergic to when planning cooking or other classroom activities. We feel this policy is the best way we can protect the children of our Preschool. A list of students with allergies will be posted in each classroom to avoid potential exposure by visitors to the classroom. If you do not want your child's information posted, please notify the office in writing.

### **When to Keep Your Child Home:**

**Illness:** Please notify the school when your child is ill and won't be attending. Illness is defined as:

1. A cold accompanied by runny nose, coughing, sneezing, etc.
2. Vomiting and/or diarrhea- keep your child home until he/she is free of either for at least **24 hrs.**
3. A fever of 100 degrees or more. Children may return to school when they are **fever free (without medication) for 24 hours.**
4. A rash on the upper chest or torso.
5. Infections requiring antibiotics - return only after medicated for **24 hours.**
6. Any condition that may be contagious or would prohibit your child from active participation in class.

\*Please inform your child's teacher of any allergies your child has so we can accurately observe symptoms.

\*When an illness occurs at Preschool, we will call parents first. If the parents are unreachable, we will then call the emergency numbers listed on your Authorization for Emergency Treatment Form. Once contacted, arrangements should be made to pick your child up from school as soon as possible.

Parents must inform the Preschool within 24 hours or the next business day after their child or any member of their immediate household has developed any reportable communicable disease as defined by the State Board of Health, except for a life threatening disease, which must be reported immediately. A listing of communicable diseases can be found on our website.

The Preschool staff has been trained in Daily Health Observations. At arrival, teachers are assessing children to determine if there is cause for additional attention. Cold-like symptoms, rashes, temperature, etc. will all be assessed and re-evaluated throughout the day if necessary. If we believe a child is ill or is not able to participate normally in classroom activities, you will receive a call from the Preschool and you should arrange for your child to be picked up immediately.

**Influenza Pandemic:** The preschool will follow the *Fairfax County Influenza Response Plan* if the need arises. If all county schools are closed, Herndon United Methodist Preschool will also close. The preschool will also close, if the number of ill students at preschool exceeds 20% or if an appropriate teacher/student ration cannot be maintained, the preschool will close. If HUMC Preschool is closed, school days will not be made up.

**Head Lice:** Head lice are difficult to prevent and control, thus early detection is critical. Parents are encouraged to check their child's head regularly. When a child is found to have head lice, the parents will be called immediately to pick up the child. HUMC Preschool has a strict no nit policy. No exceptions will be made. Children who have been found to have lice and/or nits must be treated and be **nit free** before they may return to the Preschool. Proof of treatment will be required when the child returns to school (original box or copy of UPC symbol from lice treatment box is sufficient).

### **Required Forms and Documentation:**



There are a number of forms required to be on file before your child can begin school. These forms are posted on our website for you to complete &/or download. Completed forms can be mailed in or dropped off at the Preschool prior to September 1, 2019 or your child's first day of school if registering after the school year begins. There is a special locked mailbox on the building outside of the Preschool entrance for preschool use only that forms may be dropped of in any time of day or night. It is imperative that these forms be received by Thursday, August 30th. Children whose files are not complete will not be permitted to attend school until all forms are submitted.

#### **Forms Needed for New Students**

2020-21 Preschool Contract  
Health Form  
Proof of Identity  
Authorization for Emergency Treatment  
Medication Authorization Form if necessary

#### **Forms Needed For Returning Students**

2020-21 Preschool Contract  
Updates to Health Form as they occur  
Authorization for Emergency Treatment  
Medication Authorization Form if necessary

**Preschool Contract:** Each year a new contract must be completed, signed, and submitted by May 1 prior to the start of school. The contract states that you have read, understand, and agree to the policies outlined in this handbook.

**Health Form:** A Commonwealth of Virginia School Entrance Health Form, which needs to be completed by all **new** students, is required. The first page of the Health Form is completed by a parent, the remaining pages must be completed and signed by a doctor. If your child was enrolled at HUMC Preschool last year we have your Health Form on file and will only need updates as they occur. This form can be downloaded by following the link on our website at [www.herndonumcpreschool.com](http://www.herndonumcpreschool.com). All children must be current on their vaccinations. **HUMC Preschool does not accept the Religious Exemption waiver.**

**Proof of Identity:** For all **new** students, parents must provide proof of their child's identity and age which may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician, or midwife record) or passport. Proof of age and identity **must** be brought to the Preschool office for verification before the beginning of the school year. We must see the **original** document for verification. Please plan ahead by ensuring you have the proper documentation early. If you need to order a birth certificate, please contact the Department of Health in the State where your child was born. In Virginia you can contact 804-662-6200 or [www.vdh.virginia.gov](http://www.vdh.virginia.gov).

**Authorization for Emergency Treatment Form:** In the event a parent cannot be reached, this form provides authorization for your child to be treated by a licensed professional (i.e. paramedic, emergency room physician, etc.). This form is of the utmost importance in the event of an emergency. **A child without a completed emergency form will not be allowed to attend Preschool.**

**Medication:** The Medication Authorization Form **only** needs to be completed if any medication needs to be administered at preschool during the school year. This form **only** needs to be submitted if your child must have medication available at school. Please carefully review the list of Medication Requirements. All medications must be checked for compliance with these requirements in the Preschool Office before it can be given to your child's teacher. **You must use the Preschool Medication Authorization Form**, not a generic form or a form from another school.

1. All medications kept at school require a Medication Authorization Form signed by both physician and parent:
  - The Physician Authorization section of the form must be completed and signed by your child's physician.
  - The Parental Permission section of the form must be completed and signed by a parent.
2. Medication containers must be labeled in permanent ink with the child's name and the dosage amount.
3. **All medication must be in its original container.** Prescription medication must be in the original container with the prescription label attached, if applicable. Medication should be brought to school in their boxes, as the prescription label is attached to the box. We can copy the label for parents who request it so that they may retain the prescription information, such as refills, date of expiration, etc. Medications should be in child resistant containers.
4. If at all possible, please send in medication that will not expire during the school year. If this is not possible, please make a note of the expiration date and replace the prescription before that date.
5. For liquid oral medications, such as Benadryl, the parent must provide the administration device with clearly marked measurements (medicine spoon, medicine cup, dropper or syringe). This should also be marked with the child's name.
6. The parent should bring the medication to the Preschool Office in a large zip-loc bag labeled with his or her child's name and class to be checked for compliance with licensing requirements. Please **do not** send medication in your child's school bag.
7. Parents of children with life threatening allergies requiring epinephrine (such as EpiPens) **must** bring medications to school before the child can begin. Please pick up medication from your child's teacher on the last day of school.
8. **Sunscreen/Insect Repellent:** It is our policy **not** to apply sunscreen or insect repellent. If a parent wishes to have these applied to their child, they may do so at home before the child comes to school.

### **Emergency Procedures:**

In the case of serious medical emergency (such as unconsciousness, broken bones, serious cuts, foreign objects in eye, nose, ear, etc.), the following procedures will be followed:

1. Call 911 and ask for ambulance. (One staff member remains with the child, while another staff member makes the call, when possible.)
2. Alert the Preschool Office Staff.
3. Call the parent.
4. Pull health and emergency forms from file in office. These forms will accompany the child to the hospital. Be sure to inform another staff member which hospital the child is being taken to so that this information can be conveyed to parents.
5. The staff member who knows the child best will remain with the child and ride to the hospital with the child, unless the parent has arrived and feels that it is unnecessary. The staff member will stay at the hospital until a parent arrives and feels comfortable being left.
6. Notify the Preschool with an update of the situation as soon as possible.
7. Upon return to the preschool, the staff member will complete an accident report and give it to the Director.

When a less serious injury occurs, parents will be notified by phone or written note, depending upon the degree of injury.

### **Emergency Preparedness**

HUMC Preschool will do everything in its power to protect your children should an emergency occur. Your child's safety and well-being are of utmost importance to the staff at HUMC Preschool. We will make decisions based on the knowledge provided by our community of professionals, but welcome any thoughts or suggestions you may have to

offer for our consideration. Our complete Emergency Preparedness Manual is available in the Preschool office for anyone wishing to review it. Please see Appendix A of this handbook for our Emergency Preparedness Plan, including evacuation routes.

### **Inclement Weather and Delayed Openings:**

We typically follow the Fairfax County Public School schedule for closings due to inclement weather, however the final decision is at the Director's discretion. Fairfax County schedule changes due to inclement weather are broadcast on most major radio stations, local network TV stations and Fairfax County School TV (cable TV – Channel 21). There are several additional ways for you to receive notification of changes due to inclement weather:

- Sign up for the Fairfax County Public School Keep In Touch Service, which delivers email messages to you regarding school closings and delays. To sign up for this service, visit [www.fcps.edu](http://www.fcps.edu) and click on the “Keep In Touch” button.
- The voice mail at the Preschool phone number will include any schedule changes.

In case of a school closing or delay, our hours will change as follows:

**School Closings:** When Fairfax Co. Public Schools are closed - we will also be closed.

**Delayed Opening:** When Fairfax Co. Public Schools have a **TWO** hour delay - we open at **10:00** and close at our regular time, 12:30.

**Early Closings:** When Fairfax Co. Public Schools close **TWO** hours early - we will close at our regular time, 12:30. Lunch Bunch will be cancelled.

**Makeup days:** It is our policy NOT to make up days lost due to inclement weather. However, should the number of days be excessive, holiday and/or year-end schedules may be adjusted, based on availability.

### **Curriculum:**

Our curriculum is developmental using a thematic approach including, but not limited to the following areas: social and emotional development; language; literacy; mathematics; science; creative arts; and health and physical development. Based on these areas we apply many approaches to learning in a great variety of creative, developmentally appropriate activities that are planned and implemented in a safe, stimulating, and nurturing environment. Teachers individualize their classroom curriculum to the age group and specific needs of their students.

### **Typical Daily Schedule:**

**Circle time:** Pledge of Allegiance, calendar, weather, songs, sharing, stories, classroom jobs, discussion of theme.

**Centers:** blocks, manipulative, dramatic play, quiet area for reading, writing, easel painting, sensory table, science, music, listening, art, etc.

**Project Time:** small group or one-to-one theme related activity to develop fine-motor, language and cognitive skills.

**Snack time:** each child shares in the fun of being the “snack passer” when it is his/her turn to provide the class with a healthy snack. **Children with food allergies requiring an Epi-pen must provide their own snack.**

**Playground:** or indoor activity room play when the weather does not permit.

**Music:** weekly session with music teacher encourages creative expression through songs, rhythm instruments, and movement, reinforcing auditory discrimination and music appreciation.

**Story time:** Christian based monthly stories with the church staff held in the Sanctuary.

**Lunch Bunch:** Lunch Bunch is an optional program that runs every day beginning the first full week of school. It offers the opportunity for your child to stay an hour and a half longer to eat their lunch (brought from home) and to play with friends. The fee varies from \$14 - \$18 depending upon when you register for Lunch Bunch.

### **Clothing:**

Washable play clothes are ideal for Preschool. Each class has playground time daily, so please keep the outside temperature in mind when dressing your child for the day. **Please send appropriate outdoor wear for the season, such as hats, hooded jackets and mittens.** Students should also wear suitable shoes for outdoor play. (*We discourage cowboy boots, clogs, backless shoes and sandals*). Umbrellas are not allowed for safety reasons. We request that jewelry remain at home, as it tends to get lost or broken. A change of clothing for every season should be kept at school (shorts, pants, t-shirt, long sleeved shirt, socks, several pair of underwear). ***Please label all items of clothing clearly with your child's name, as many coats and sweaters are similar.***

### **Potty Training:**

Children must be in underwear and be able to handle their own bathroom needs to be considered potty trained. Children should be able to independently pull up and down their pants so please be sure they wear clothing that they can manage themselves when using the bathroom. Children should not be in pull-ups but should wear underwear. Due to lack of proper facilities as defined by Fairfax County, we cannot hygienically handle bowel movements; therefore, a parent will be called to change their child so they can return to class. The only exception to this policy is in our 2 year old classroom which has been properly licensed to handle diapers.

### **Discipline:**

At Herndon United Methodist Church Preschool, our discipline policy is based on our belief that positive interaction between adults and children is essential. Children develop good self concepts, problem solving abilities and self-discipline when adults and others communicate with them in a positive, non-violent, and understanding manner. Our discipline methods include:

- Redirect child to another activity.
- Positive reinforcement for positive behavior.
- Natural and logical consequences.
- 1-2-3 Magic – An effective discipline strategy that involves a simple counting technique that encourages children to stop negative behavior and start positive behavior. 1-2-3 Magic was developed by Dr. Thomas Phelan, an internationally renowned expert and lecturer on child discipline. Visit [www.parentmagic.com](http://www.parentmagic.com) for additional information on 1-2-3 Magic.

The child may be taken to the Preschool Office for a brief time if he/she has difficulty regaining control or remains extremely disruptive. If the child cannot regain control, a parent will be called and the child will be sent home for the day. Unacceptable forms of discipline include any action that causes physical or emotional harm to a child.

### **Communication:**

HUMC Preschool encourages open communication between staff, parents and the Director. Feedback on your child's adjustment is offered within the first six weeks of school. There will also be an opportunity for you to schedule parent-teacher conferences in the Fall and Spring. In addition, a parent may request a conference anytime during the year. While we strive for open communication, arrival and departure times are not appropriate times for Parent/Teacher conversations. If there is an urgent situation that you feel would be beneficial for your teacher to know before the start of the school day, please contact the Preschool office and we will be sure to relay the message.

Teachers use several ways to communicate with parents. Each classroom has its own email account to communicate a variety of information. Additionally, the Preschool has created a Shutterfly Share Site, with a page for each class. Information about Preschool happenings is also posted on the share site. Additionally, each class posts pictures of their days on their class page. To protect the privacy of our children, this site is password protected. Parents will receive the access information at the beginning of the school year. During the school day, teachers have limited access to communication devices. Should you need to get a message to a teacher during the day, please contact the main Preschool office. During the week please allow at least 24 hours for staff to return messages or answer emails. Over weekend and holidays, please allow 24 hours after the return to school.

In an effort to reduce our thumbprint on the earth, HUMC Preschool communicates mainly via email and postings on our website. Please be sure we have your correct email address and notify us of any changes. We are happy to provide paper copies to those who request them.

It is our policy to only send home (whether electronically or in hard copy) information related to HUMC Preschool or HUMC only. We are unable to send home information from outside sources. HUMC has many activities which may be of interest to our preschool families. If you would like to be added to the Church email distribution, please send an email to the church office at [office@herndonumc.org](mailto:office@herndonumc.org).

### **School Pictures:**

All children will have an opportunity to have their school pictures taken during the school year. The purchase of individual or class pictures is optional. In addition to school pictures, photographs are taken throughout the year during the school day and at special events. Occasionally, pictures may be used in classroom photo albums, slideshows, school promotional material, school website or our FaceBook page. When using photos of our children, names will not be used to identify them. If you do not want your child's picture to be taken or used for any of these purposes, please notify the Preschool office in writing.

### **Social Media:**

For the safety and well-being of the whole Preschool community, please use discretion and do not use the name of the Preschool or the names of other children when sharing photos or information online.

### **Pets:**

Due to insurance regulations, pets are not allowed at school.

### **Tote Bags:**

Each child will receive one tote bag from the school. Additional tote bags may be purchased. Encourage your child to carry it to school each day to bring home papers and projects. Children may bring toys to school only on his/her designated sharing day. Please do not allow your child to bring weapon-oriented toys and articles to Preschool. Va. State Licensing does not allow alcohol based hand sanitizer to be accessible in the classrooms. Please do not send hand sanitizer in or attached to your child's school bag.

### **Parent Participation:**

Parents are encouraged to participate in the child's Preschool experience. The staff looks forward to developing a partnership with parents to create unity and continuity in the child's life. Parents may assist by helping in the classroom or office and by sharing their individual talents and interests in many other ways. We welcome and encourage all parents to be active in our Preschool Parent Association (PPA). The PPA organizes special events for the children and Preschool parents and assists with Preschool activities. Unfortunately, due to space limitations, we are not always able to invite siblings to Preschool events. Please check with your child's teacher before bringing siblings to a Preschool event.

**Classroom Parents:** Each class will have a designated Classroom Parent(s). This parent will be the Preschool Parent Association (PPA) representative to the class and will help to coordinate PPA activities, such as Family Fun Day. The Classroom Parent will attend the PPA meetings in order to share information with their class. The parent may be asked to coordinate other activities by the classroom teacher. Teachers will ask for a volunteer(s) for this position at the beginning of the school year.

### **Guidelines for Volunteers**

**Qualifications:** Volunteers will be responsible for assisting the Preschool staff in the general supervision and management of the Preschool classes ranging in size from 10 – 18 children and in ages ranging from 2-5year olds. The volunteer must meet one of the following criteria:

1. Be a student in child development, childcare, psychology, or a related field at a high school, college, university, or trade school.
2. Be a parent or grandparent of a child enrolled in our Preschool Program.
3. Be a friend of the Herndon United Methodist Church Preschool community who has volunteered specific services to the Preschool.

**Responsibilities:** Responsibilities will include, but not be limited to the following:

1. Assist as needed under the direction of the Preschool staff.
2. Maintain professional behavior at the Preschool at all times.
3. Allow Preschool staff to deal with problem situations.
4. Support the philosophy of the Preschool.

5. Treat all children with dignity and respect.
6. Exhibit a warm, friendly personality and be sensitive to the feelings and needs of others.
7. Be able to relate well to children.

### **Facility:**

Herndon United Methodist Church built its original building in 1987. The addition to HUMC was built in 2006 and houses the Sawyer Education Center consisting of a library and church classrooms, the Doe Fellowship Hall, and a kitchen. The Preschool occupies thirteen of the classrooms in the original building with occasional use of other rooms in both buildings. There will be no more than 140 children occupying the facility at one time. Preschool doors will be kept locked at all times. This policy has been instituted for the safety and protection of our Preschool children. Though our doors are physically locked, we retain our “open door” policy. When coming in to the Preschool, parents will need to press the call button located outside the Preschool main entrance and a staff member will let you in.

### **Transportation/Field Trips**

Herndon United Methodist Church Preschool does not go on any field trips nor do we provide any transportation.

### **Carpool:**

We encourage all parents to use this system. It has been designed for the safety of our children as well as your convenience. To maintain a smooth flow of traffic, carpool will begin 5 minutes before the start and close of each session. Please familiarize yourself with the attached carpool map prior to the start of school.

### **Carpool Procedures:**

**Arrival** – For the safety of both Preschool parents and church staff or visitors, we request that everyone using the Carpool Drop Off/Pick-Up System enter the Bennett Street parking lot using the entryway closest to Dranesville Road. Once you’ve entered the parking lot, please be sure to **reduce your speed to no more than 10 miles per hour** until exiting the parking lot. Please follow the curb along the sidewalk in front of the church to the driveway entrance that leads to the back of the building. Follow the driveway around the building to the set of double doors at the back of the building, which is the Preschool entrance (look for the Preschool sign). A staff member will assist your child in exiting your car. **PLEASE DO NOT ALLOW CHILDREN TO LEAVE YOUR CAR UNTIL A STAFF MEMBER IS THERE TO ASSIST THEM.** For the safety of the children and others in carpool line, please end all cell phone conversations once you have entered the carpool line. **If carpool has been completed, you must walk your child to the door, ring the call button, and wait for a staff member.** Please remember that the school day begins at 9:00 am and that it can be upsetting to a child when he or she arrives after class has begun. Children who arrive late often miss all or part of circle time, including sharing and job assignments, in addition to “specials”, such as story time, music and playground time. Missing all or part of these “special” fun activities can also be unsettling to a child, making the transition to school more difficult in addition to disrupting the class in progress. If there are extenuating circumstances that prevent your child from arriving on time, please let his/her teacher know. It is a valuable lesson to set a precedent with your children now regarding the importance of punctuality. Please make every effort to arrive at school on time in order to provide your child with the best school experience possible.

**Departure-** After the first few weeks of school you will be given a card with your "carpool number". (You will have a name card for the first few weeks.) When you get in the pickup line, have your "carpool number" visible. A staff member will bring your child to your car. At arrival and departure, please put your car in park before your child gets in or out of the car. Afternoon (dismissal) carpool begins at 12:25.

We must be able to load and unload children through a car door on the right hand side. For safety reasons, we will not be able to load children into the left side or rear doors of any vehicle. **IT IS UNSAFE FOR THE CHILDREN TO BE WALKING AROUND THE CARS. During carpool, our driveway is a one way, single-file line. Please do not pass any other cars waiting in carpool line.**

Any child remaining at the end of carpool dismissal will be brought to the Preschool office to wait to be picked up. The pickup person must ring the call button and come to the office to pick up the child. We reserve the right to assess a \$20 fee per occurrence for children who are repeatedly not picked up by school dismissal time. Just as arriving late to school can be unsettling for your child, so too can being picked up late. Additionally, we ask your cooperation in

observing our dismissal times as staff members must stay with children until they are picked up and this does infringe upon the staff members personal time.

**When not using the Carpool System-** For the safety of those using the carpool system, we request that anyone wanting to walk their child to or from school enter and exit through the back parking lot (Dranesville Road) and not drive past the cars waiting in carpool line. The driveway used for our carpool system is a one way, single file line. If you choose to walk your child into or out of the Preschool, please park and then carefully cross the parking lot in the designated crossing area to the sidewalk so as not to interfere with the cars in the carpool line. **Do not cross directly in front of or in between cars in carpool line.** Children must be walked all the way to the Preschool doors and turned over to a Preschool staff member. Please do not let your child walk themselves to the door. When walking to pick up your child, please come to the sidewalk in front of the handicap parking spaces with your carpool number visible. Your child will be brought outside to join you. To best control the flow of children and keep children from slipping out inadvertently, we use one single line of children exiting the building. We alternate dismissing children to the walker line and car line.

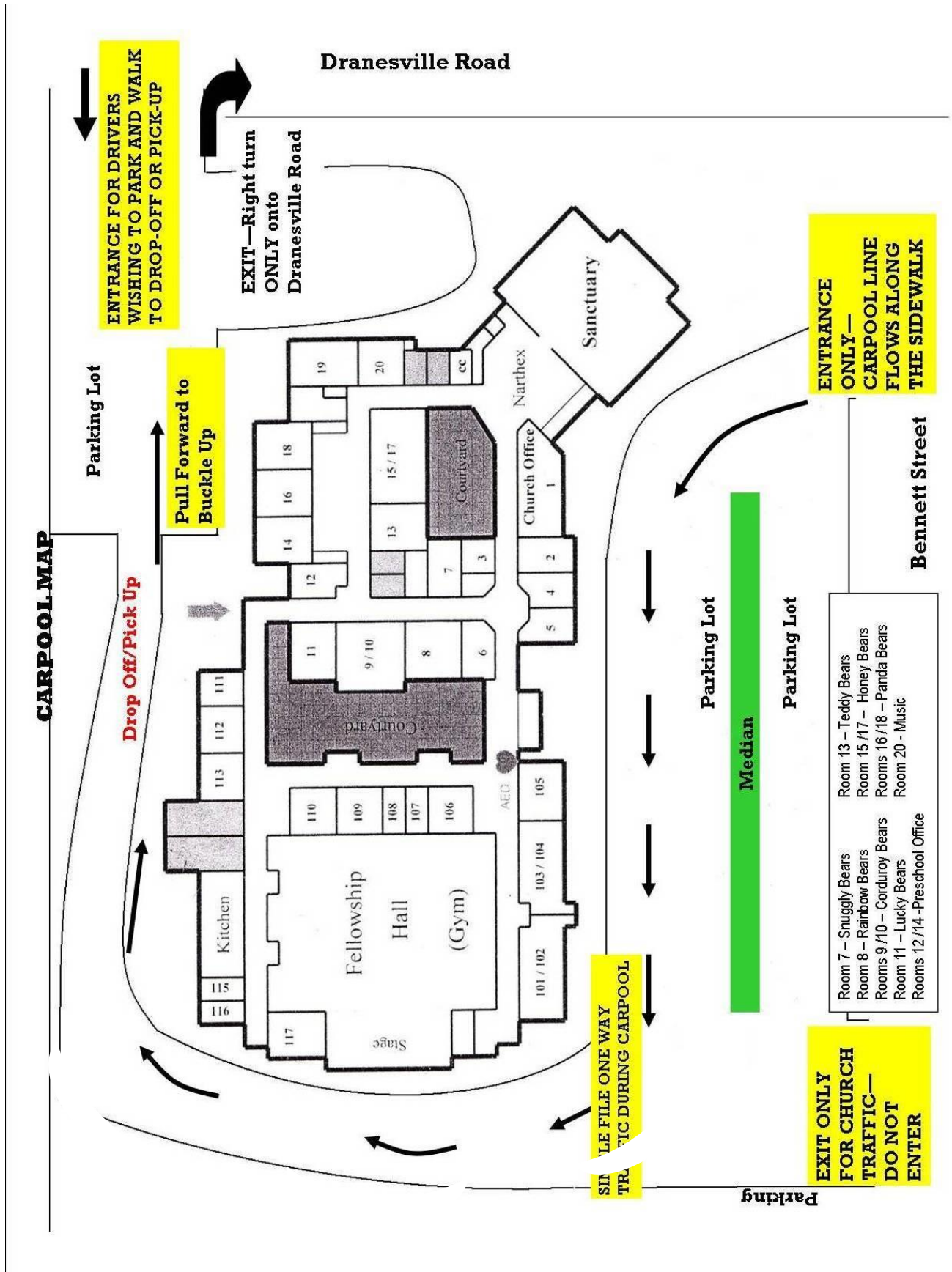
\*If you need to pick up your child early from school we ask that you arrive before 12:15. Once the lines are forming for pick up we will not be able to move parents to the front of the line.

**Changes in Pick Up Routine-** When someone other than your regular carpool person will be picking up your child, you must notify us in writing. Your child will only be released to persons you have authorized in writing (i.e. on your Registration Form, Emergency Care Form, or written notice) and identification will be required from these persons.

**If you have any questions regarding any policy of the HUMC Preschool outlined in this handbook, please don't hesitate to call the Preschool Office at (703) 435-5688.**



# Carpool Map





# Herndon United Methodist Church Preschool

## Emergency Preparedness Plan

HUMC Preschool staff will do everything in our power to protect your children in an emergency situation. The Preschool Emergency Preparedness Manual is our guide in responding to emergencies. Our complete Emergency Preparedness Manual is available in the Preschool Office for parents to view. In addition to the Emergency Preparedness Plan, the Manual also includes a staff emergency contact list, a student emergency contact list, responsibility charts for emergency scenarios, letters of agreement with emergency evacuation sites, and information from the Northern Virginia Regional Commission Guide to Emergency Preparedness, FEMA, the American Red Cross, and Centers for Disease Control and Prevention.

All staff members will receive annual training on the Preschool Emergency Preparedness Plan prior to the start of the school year, and practice drills will be held monthly to familiarize staff and children with our procedures. The plan will be reviewed annually and updated if necessary.

We are prepared to respond to many different types of emergency scenarios. The major response plans are Evacuation of the Building, Severe Weather/Natural Disaster Shelter, Lockdown, and Shelter in Place.

### **I. Evacuation of the Building:**

#### **A. Non-Emergency Evacuation of the Building:**

##### **Possible Scenarios: Loss of Power, Loss of Water, Weather Conditions**

If a non-emergency evacuation of the building is required, teachers and assistant teachers will be notified by office staff.

- Email and/or text message will be sent to all preschool families as soon as safely possible. Emergency updates and announcements will be posted on our website – [www.herndonumcpreschool.com](http://www.herndonumcpreschool.com) when possible.
- Teachers will notify the parents of the children in their class by using their cell phones, when possible.
- Assistant Teachers will supervise the children while parents are being contacted.
- An orderly dismissal will take place from the Preschool's main entrance.
- Children will remain in their classrooms with the Lead Teacher and Assistant Teachers.
- The office staff will collect children from classrooms and walk them to their cars as their parents arrive.

b. Evacuate by car to our more distant alternative shelter, Herndon Community Center.

The most appropriate plan of action will be decided by the Emergency Director (Preschool Director/ Designee) based on the nature of the emergency and the advice of local emergency officials.

### **I. Evacuation of the Building:**

#### **B. Emergency Evacuation of the Building:**

##### **Possible Scenarios: Fire, Gas Leak, Bomb Threat, Chemical Spill**

If emergency evacuation of the building is required, a constant, steady alarm will sound. At this point:

- All walkie-talkies should be tuned to channel 1
- Teachers will take an immediate head count.
- The lead teacher (or designated trained staff member) will take the class's emergency backpack and lead their students in an orderly fashion to the designated meeting place (see attached evacuation routes). The last teacher out of the room will turn off the lights and close the classroom door. Once at the meeting place, teachers will take a second head count and distribute emergency ID badges.
- The Assistant Emergency Director will take a roll call of classes to ensure all children and all staff are present.
- If the building may not be re-entered in a timely manner, we will evacuate beyond the school property.
- Email and/or text message will be sent to all preschool families as soon as safely possible. Emergency updates and announcements will be posted on our website – [www.herndonumcpreschool.com](http://www.herndonumcpreschool.com) as soon as possible.

#### **1. Evacuation of the Building Beyond the School Property:**

If we need to move beyond the school property to protect the safety of the children, we will either:

- a. Evacuate on foot to our nearby alternative shelter, The Children's Place, or

- b. Evacuate by car to our more distant alternative shelter, Herndon Community Center.

The most appropriate plan of action will be decided by the Emergency Director (Preschool Director/ Designee) based on the nature of the emergency and the advice of local emergency officials.

**a. Evacuation on Foot Beyond the School Property**

Alternative Shelter: The Children's Place, 860 Dranesville Road

- If the instructions are given to evacuate the property on foot, teachers will lead their students as directed in an orderly fashion from the meeting place to The Children's Place, where we will begin contacting parents. Identification may be required in order to pick up a student. HUMC Preschool staff will stay at The Children's Place until all students are picked up.

**b. Evacuation by Car Beyond the School Property**

Alternative Shelter: Herndon Community Center, 814 Ferndale Ave

- If the instructions are given to evacuate the property by car, the lead teacher in each class will distribute emergency contact packets, one for each staff member.
- The students will be assigned in advance to a specific staff member for evacuation purposes. All children having medication at school will be assigned to the lead teacher (or a designated staff member trained to administer medication), who will take the backpack containing the medications.

**I. Evacuation of the Building:**

**1. Evacuation of the Building Beyond the School Property:**

**b. Evacuation by Car Beyond the School Property**

- The emergency contact packets will consist of the Authorization for Emergency Treatment forms, a class emergency contact list, staff emergency report, a student emergency contact list, a copy of the Emergency Preparedness Plan, and map/directions to Herndon Community Center.
- Each staff member will transport her designated students by private vehicle to Herndon Community Center.
- Once assembled there, the staff will begin notifying parents of the evacuation and await pickup of students by the parents. Identification may be required in order to pick up a student. HUMC Preschool staff will stay at the Herndon Community Center until all students are picked up. (See map)

**II. Severe Weather/Natural Disaster Shelter:**

**Possible Scenarios: Tornado, Derecho, Earthquake**

If it is necessary for the Preschool to provide a severe weather shelter to protect the safety of the children, **no one will be allowed out of or into the Preschool building until the danger has passed.** The Emergency Director will sound an alarm, which will consist of several quick sound bursts with a pause between each burst (different from an evacuation alarm). The teachers will know that this alarm notifies them to listen to their classroom two-way radios for directions. At this point:

- All walkie-talkies should be tuned to channel 1.
- One classroom teacher will do an immediate roll call.

**1. If the instructions are given to report to the bad weather shelter:**

- The lead teacher (or designated trained staff member) will take the class's emergency backpack and lead their students in an orderly fashion to the designated meeting place (see attached evacuation routes). The last teacher out of the room will turn off the lights and close the classroom door. Once at the meeting place, teachers will take a second head count and distribute emergency ID badges. Students will be instructed to duck & tuck until the all clear is given.
- The Assistant Emergency Director will take a roll call of classes to ensure all children and all staff are present.
- Staff and students will remain in the duck and tuck position until the threat has passed and the all clear signal is given.

**2. If the instructions are given Drop, Cover & Hold:**

- One classroom teacher will close their windows and doors.
- Students will be instructed to move away from windows & furniture.
- Students and staff will drop to the ground, cover their heads and move under tables if possible, hold on to tables if possible.
- Communication with the classrooms will be through the school walkie-talkie system.
- Classes will remain in their rooms in the drop, cover, hold position until the all-clear is given.

### III. Lockdown:

#### Possible Scenarios: Intruder, Terrorism

If it is necessary for the Preschool to go on Lockdown to protect the safety of the children, **no one will be allowed out of or into the Preschool building until the danger has passed.** The Emergency Director will sound an alarm, which will consist of several quick sound bursts with a pause between each burst (different from an evacuation alarm). The teachers will know that this alarm notifies them to listen to their classroom walkie-talkie for directions. At this point:

- All two-way radios should be tuned to channel 1
- One classroom teacher will do an immediate roll call.

If the instructions are given to lockdown:

- Walkie-talkies should be turned off immediately.
- The teachers will lock, close and cover their classroom windows and doors.
- Teachers will move children away from doors and windows and take measures to cover and conceal with tables or other available items.
- Communication with classrooms will be through personal phone text message.
- Classes will remain in their rooms until the all-clear signal is given by the Preschool Office

### III. Shelter in Place:

#### Possible Scenarios: Chemical or Biological Hazard

If it is necessary for the Preschool to Shelter in Place to protect the safety of the children, **no one will be allowed out of or into the Preschool building until the danger has passed.** The Emergency Director will sound an alarm, which will consist of several quick sound bursts with a pause between each burst (different from an evacuation alarm). The teachers will know that this alarm notifies them to listen to their classroom two-way radios for directions. At this point:

- All walkie-talkies should be tuned to channel 1
- One classroom teacher will do an immediate roll call.

If the instructions are given to report to the activity room:

- The lead teacher (or designated trained staff member) will take the class's emergency backpack and lead their students in an orderly fashion to the activity room. The last teacher out of the room will turn off the lights and close the classroom door. Once at the meeting place, teachers will take a second head count and distribute emergency ID badges.
- The Assistant Emergency Director will take a roll call of classes to ensure all children and all staff are present.
- Staff and students will remain in the activity room until the threat has passed and the all clear signal is given.

For all indoor emergency situations, if a class is not in their classroom at the time of the emergency/drill, the class should quickly report to the following locations based on their current location:

#### If Class Is In:

Activity Room  
Fellowship Hall  
Playground  
Sanctuary

#### Class Should Report To:

Preschool Office/Classroom  
Room 109  
Children's Place\*  
Children's Place\*

\*If it is not safe to return to the building. Otherwise follow radio instructions.

#### Essential Items Stored in Classroom Emergency Backpacks:

- Emergency Medications
- Emergency Contact Packets containing the Authorization for Emergency Treatment forms, a class emergency contact list, staff emergency report, a student emergency contact list, a copy of the Emergency Preparedness Plan, and map/directions to Herndon Community Center
- Snacks for children with allergies

#### Supplies in HUMC Preschool Evacuation Kit:

- Battery powered radio with fresh batteries and spare batteries
- Walkie-talkies with spare batteries
- First Aid Kit
- Flashlights with spare batteries
- Baby wipes, Clorox wipes, latex gloves

- Tissues
- Blankets
- HUMC Preschool Emergency Preparedness Manual, including Staff and Student Emergency Reports
- Authorization for Emergency Treatment forms

#### **Supplies Stored At School For Shelter In Place:**

- Bulk Food enough for 120 children and 20 adults for up to 24 hours\*
- 2 gallons of water per classroom (kept in classroom)
- An additional 2 gallons of water in Activity Room
- Plastic Sheeting and Duct Tape
- Corded telephone

\*Children with food allergies will be asked to bring a small supply of snacks (labeled with their name) to be kept with the classroom emergency backpack.

#### **How To Stay In Touch and Informed:**

Everyone needs to stay as informed as possible through the emergency broadcast system on the radio or television. It is recommended that every home have a battery-operated radio that can be tuned to a local news station (such as WTOP 103.5 FM) to receive general information concerning major local emergencies.

In the event of an emergency requiring evacuation from the building, parents will be contacted to pick up their children. In the event of an emergency evacuation from the preschool property, parents will be notified as soon as possible of their child's location. Additionally, we will place a message on the preschool's answering machine about our actions.

#### **Emergency Phone Numbers:**

<u>HUMC Preschool #</u>	<u>703-435-5688</u>
<u>Herndon United Methodist Church #</u>	<u>703-707-6271</u>
<u>Emergency Director 24- Hour Phone #s</u>	<u>703-405-8596; 703-507-0888</u>

#### **Methods of Communication During Emergencies:**

Inside School Building:

1. School walkie-talkies
2. Staff Cell Phones (numbers listed on Staff Emergency Report distributed to each staff member)
3. Email and/or text message will be sent to all preschool families as soon as safely possible. Emergency updates and announcements will be posted on our website – [www.herndonumcpreschool.com](http://www.herndonumcpreschool.com) as soon as possible.

Outside School Building:

1. School walkie-talkies
2. Staff Cell Phones (numbers listed on Staff Emergency Report distributed to each staff member)
3. Leave information message on Preschool answering machine by remote access
4. Email and/or text message will be sent to all preschool families as soon as safely possible. Emergency updates and announcements will be posted on our website – [www.herndonumcpreschool.com](http://www.herndonumcpreschool.com) as soon as possible.

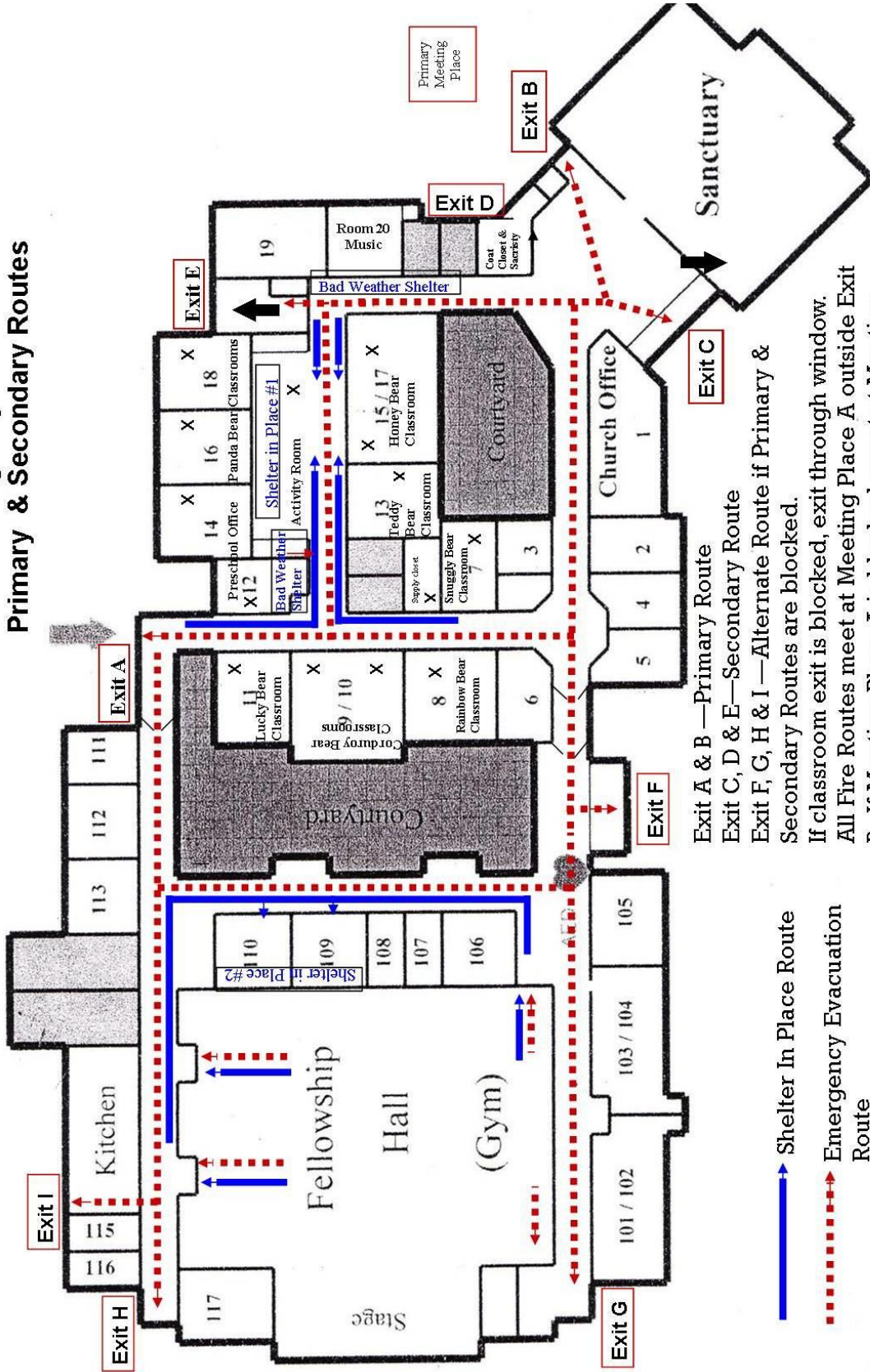
#### **HUMC Preschool Established Line of Authority**

Director/Emergency Director  
 I  
Office Administrator/Assistant Emergency Director  
 I  
Lead Teachers  
 I  
Assistant Teachers



# Emergency Evacuation Routes

## Preschool Emergency Evacuation Plan Primary & Secondary Routes



Exit A & B — Primary Route  
 Exit C, D & E — Secondary Route  
 Exit F, G, H & I — Alternate Route if Primary & Secondary Routes are blocked.  
 If classroom exit is blocked, exit through window.  
 All Fire Routes meet at Meeting Place A outside Exit B. If Meeting Place A is blocked, meet at Meeting Place B.  
 Unless given other instructions, when sheltering in place meet in Shelter In Place #1. If sheltering from Fellowship Hall area, use Shelter in Place #2.